

Oracle® Hyperion Capital Asset Planning

Administrator's Guide

Release 11.1.2.3

ORACLE®

**ENTERPRISE PERFORMANCE
MANAGEMENT SYSTEM**

Capital Asset Planning Administrator's Guide, 11.1.2.3

Copyright © 2007, 2013, Oracle and/or its affiliates. All rights reserved.

Authors: EPM Information Development Team

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS:

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are "commercial computer software" or "commercial technical data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle America, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

This software or hardware and documentation may provide access to or information on content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services.

Documentation Accessibility	7
Chapter 1. Introduction to Capital Asset Planning	9
About Capital Asset Planning	9
Capital Asset Planning Capabilities	9
Prerequisites	10
Business Model	10
Predefined Dimensions	11
Account	11
Asset Class	11
Asset Detail	12
Predefined Artifacts	12
Forms	12
Business Rules	12
Task Lists	13
Menus	13
Smart Lists	13
Chapter 2. Creating and Initializing a Capital Asset Planning Application	19
Creating and Initializing Capital Asset Planning Applications	19
Using Performance Management Architect Application Administration	20
Creating a Capital Asset Planning Application	20
Adding the Capital Asset Planning Plan Type to an Existing Planning Application	20
Deploying a Capital Asset Planning Application to Planning	21
Using Planning Application Administration	21
Initial Implementation Tasks	21
Securing Applications	23
Loading Information into Capital Asset Planning	24
Logging On and Accessing Capital Asset Planning	25
Chapter 3. Administering Capital Assets	27
About	27
Process	27
Capital Administration Task List Tasks	28
Viewing the Capital Administration Task List	28
About Setting Up Asset Class and Asset Detail	29
About Setting up the Asset Class Dimension	29
About Setting up the Asset Detail Dimension	29
Setting Capital Assumptions	29

Importing Existing Assets	30
Consolidating Capital Asset Expenses	30
Verifying the Loaded Depreciation and Amortization on Existing Assets	31
Calculating Asset-Related Expenses	31
Chapter 4. Planning Capital Expenses	33
About	33
Process	33
Capital Planning Task List Tasks	34
Viewing the Capital Planning Task List	34
Considerations for Working with Capital Planning	34
Reviewing Existing Assets	35
Managing Existing Major Assets	35
Calculating Assets	36
Impairing Assets	36
Transferring Assets	37
Retiring Assets	38
Improving Assets	39
Calculating Intangibles	39
Reviewing Calculated Details	39
Calculating All Leased Assets	40
Viewing the Impact of an Asset on Financial Statements	40
Managing Existing Minor Assets	41
Viewing Asset Details	42
Adding New Assets	42
Adding and Reconciling New Assets	42
Adding Assets	43
Removing Assets	44
Reconciling Assets	45
Changing the Requisition Status of an Asset	45
Adding and Reconciling New Leased Assets	46
Adding Leased Assets	46
Removing Leased Assets	48
Calculating Leased Assets	49
Calculating Asset-Related Expenses	49
Submitting the Plan for Approval	50
Chapter 5. Performing Capital Asset Analysis	51
About	51
Process	51

Capital Analysis Task List Tasks	51
Viewing the Capital Analysis Task List	52
Reviewing the Impact on Financial Statements	52
Viewing Asset Details	53
Viewing Asset Overview	53
Glossary	55
Index	57

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

1

Introduction to Capital Asset Planning

In This Chapter

About Capital Asset Planning	9
Capital Asset Planning Capabilities	9
Prerequisites.....	10
Business Model	10
Predefined Dimensions.....	11
Predefined Artifacts.....	12

About Capital Asset Planning

Oracle Hyperion Capital Asset Planning is a web-based solution that enables you to manage, prioritize, and plan for capital expenses.

Using Capital Asset Planning, you create a model of your organization's capital expenses, providing an effective way for decision-makers and front-line managers to communicate throughout the request, justification, review, and approval process.

The Capital Asset Planning model is based on a 12-month calendar, and the default Capital Asset Planning calculations support multiple years. If your application uses custom time periods, you must modify time-related formulas to support them.

Capital Asset Planning Capabilities

- Assists with creating capital expense plans and submitting them for approval
- Enables timing and cost adjustments to capital expenses
- Establishes global assumptions for each asset class and sets calculation drivers
- Provides a reliable source of up-to-date information about asset expenses
- Provides communication and notification to ensure a smooth and efficient request and approval process
- Includes scenario simulation, enabling accurate prediction of the impact of capital expense plans on cash flow, profit, and loss
- Includes asset transfers, facilitating effective and efficient asset utilization across departments

- Offers all the functionality of Oracle Hyperion Planning, including forecasting and reporting
- Enables customizing the planning process to meet the needs of global enterprises
- Integrates with other systems to load information

Prerequisites

Before you set up and manage Capital Asset Planning, you should understand:

- Planning (See the *Oracle Hyperion Planning Administrator's Guide*.)
- Oracle Hyperion EPM Architect functionality if you are using Performance Management Architect application administration (See the *Oracle Hyperion Enterprise Performance Management Architect Administrator's Guide*.)
- The Capital Asset Planning business model and structure (See [“Business Model”](#) on page 10, [“Predefined Dimensions”](#) on page 11, and [“Predefined Artifacts”](#) on page 12.)

Business Model

All companies create forward-looking plans to prepare for the future, aligning corporate resources—people and dollars—against strategies that leverage competitive market advantage. Through collaborative planning, departments coordinate and allocate the capital expenses required to augment the organization's capacity.

Capital Asset Planning helps manage and prioritize capital expenses during budgeting and planning. With Capital Asset Planning, you can manage existing assets and plan for capital expenses such as asset purchases. You can also:

- Perform driver-based calculations to assess the impact of changes and additions on profit, cash flow, and funding
- Request and approve capital expense plans with appropriate justification

Capital Asset Planning assists with tasks such as planning for transfers and related expenses, improvements, impairments, retirements, replacements, and analyzing the impact on financial statements. It also helps corporate planners consolidate plans, prepare reports on capital expenses, and iterate plans to respond to changing conditions.

Predefined Dimensions

Subtopics

- [Account](#)
- [Asset Class](#)
- [Asset Detail](#)

In addition to the dimensions that Planning provides (Account, Entity, Scenario, Version, Period, Year, and Currency for multicurrency applications), Capital Asset Planning provides the following dimensions: Asset Class, and Asset Detail.

Account

Capital Asset Planning creates many types of accounts, for example, Smart Lists, text accounts, date accounts, and saved assumptions to store the drivers for calculations. You can populate the Account dimension with your company's specific accounts, and you can also customize the predefined accounts to meet your needs. The accounts are then used to plan, forecast, or compare plans to actual results.

The Account dimension contains members that:

- Drive calculations
- Store the results of the calculations
- Provide information about assets that are collected in the planning process, such as Asset ID, Asset Value, and Asset Capacity.

Note: If you change the accounts that Capital Asset Planning provides, then you must also modify the corresponding business rules, member formulas, and forms so that the application works as expected. Also, if you customize accounts and business rules and later upgrade Capital Asset Planning, you lose your modifications and must redo them.

Asset Class

The Asset Class dimension details the categories of assets that a company owns. Asset Class is broken into tangible assets (furniture and fixtures, machinery and equipment, computers, and so on) and intangible assets (leasehold improvements, software rights, goodwill). These classes are typically the high level of detail that are appropriate for financial statements, and do not drill down to the asset level.

See also [“About Setting Up Asset Class and Asset Detail”](#) on page 29.

Asset Detail

The Asset Detail dimension is used to track the details of an asset as an individual asset or a group of assets, depending on the requirement. An asset can be New Owned, Existing Owned, New Leased, or Existing Leased.

To support planning for new assets, as a starting point, Capital Asset Planning provides the following line items for entering requisitions:

- 30 line items for planning for new leased assets
- 200 line items for planning for new owned assets

Administrators can add line items based on implementation requirements.

Predefined Artifacts

Subtopics

- [Forms](#)
- [Business Rules](#)
- [Task Lists](#)
- [Menus](#)
- [Smart Lists](#)

In addition to the predefined dimensions, Capital Asset Planning provides a set of predefined artifacts that work together, enabling companies to plan capital asset expenses.

Forms

Capital Asset Planning provides predefined forms with which you work to plan and analyze asset data. You can open forms as you step through the task list tasks, or you can select and open forms under **Form Folders**.

Many tasks employ master details forms, which are composite forms that show detailed information in the top form and summary information in the bottom form.

If you modify the predefined forms, synchronize changes with the business logic, such as business rules, member formulas, and outline structure. Whenever you modify your business logic, check your forms.

Business Rules

In Capital Asset Planning forms, many shortcut menu options launch business rules, which display runtime prompt windows that you use to select data, apply changes, and calculate expenses. Planning applications, including Capital Asset Planning, use Oracle Hyperion Calculation Manager to design and manage business rules. Predefined business rules enable you to perform these tasks:

- Calculate expenses
- Analyze expenses

Task Lists

Capital Asset Planning includes task lists that help users navigate the application to ensure complete data collection. The task lists are designed to align with administrative users and planners.

You can modify the task lists in Capital Asset Planning to add your own tasks. For example, you can add tasks that include instructions on reviewing data, entering data, or running business rules. You can also set who can view and modify task lists. See “Managing Task Lists” in Chapter 9 of the *Oracle Hyperion Planning Administrator's Guide*.

Note: Being assigned to a task list means that users can access and complete tasks in the task list. It does not mean they can assign tasks to someone else.

Task lists in Capital Asset Planning are organized in the following categories:

- **Capital Administration**—For setting global assumptions, calculating and consolidating capital expenses, and calculating asset-related expenses such as taxes, insurance, repairs, and maintenance. See [Chapter 3, “Administering Capital Assets.”](#)
- **Capital Planning**—For managing capital assets, such as reviewing, updating, transferring, adding, retiring, and requesting new assets for an entity. See [Chapter 4, “Planning Capital Expenses.”](#)
- **Capital Analysis**—For viewing the impact of capital expenses on the income statements and viewing expense details about an asset. See [Chapter 5, “Performing Capital Asset Analysis.”](#)

Menus

Capital Asset Planning provides shortcut menus that drive calculations on forms. The shortcut menus either display another form or launch a business rule to perform a calculation. Which shortcut menus are displayed depends on the form settings and where you right-click within the form.

If you add or modify business rules and forms, update the existing menus or create menus to support the change. For example, if you delete a business rule referenced by a menu, remove the business rule from the menu. You can delete shortcut menus without affecting calculations. See “Working With Menus” in Chapter 12 of the *Oracle Hyperion Planning Administrator's Guide*.

Smart Lists

Smart Lists are linked to the dimension members used to manage assets and to build capital asset budgets using forms. For example, the AssetPriority Smart List includes the values Low, Medium,

and High. Smart Lists are also used by business rules that perform calculations. See the *Oracle Hyperion Planning Administrator's Guide* or the *Oracle Hyperion Planning User's Guide*.

Capital Asset Planning provides the following Smart Lists.

Table 1 Predefined Smart Lists

Smart List Name	Description
AmortizationMethod	<p>Selected while setting global assumptions for an Asset Class. This Smart List is leveraged in calculations.</p> <p>Entries:</p> <ul style="list-style-type: none"> ● FiniteLivedEven ● FiniteLivedEvenEntered
ApprovalStatus	<p>Used in the approval process of assets.</p> <p>Entries:</p> <ul style="list-style-type: none"> ● New ● Active ● Approved ● Unapproved ● Onhold ● Closed
AssetPriority	<p>Used to prioritize assets.</p> <p>Entries:</p> <ul style="list-style-type: none"> ● High ● Medium ● Low
AssetStatus	<p>Many calculations are tied to an asset's status.</p> <p>Entries:</p> <ul style="list-style-type: none"> ● New ● Active ● Retired ● Sold ● Transferred ● UnderConstruction ● Completed ● Delete
AssetUOM	<p>An asset's unit of measurement. You can add values to an asset as needed.</p> <p>Entries:</p> <ul style="list-style-type: none"> ● Nos ● Each ● Pairs ● Kgs

Smart List Name	Description
CapacityUOM	Unit of measure for the asset's capacity. You can add values as required. Entries: <ul style="list-style-type: none"> ● Hours ● SquareFeet ● Each
CapexRecog	Indicates whether the asset is acquired. Entry: AssetAcquired
CashFlowIncidence	Determines the cash flow impact and allocations for asset purchases. Entries: <ul style="list-style-type: none"> ● MonthsPrior2 ● MonthsPrior1 ● SameMonth ● MonthsCredit1 ● MonthsCredit2 ● MonthsCredit3 ● MonthsCredit4 ● Staggered
DelayReasons	Indicates the delay for the asset transfer. Entry: TransferIn
DeprConvention	Used in calculating depreciation or amortization. For example, midperiod means that for the first month and the last month of useful life, the depreciable amount should be 50% of the normal monthly value, assuming that the asset is placed in service in the middle of the month. Entries: <ul style="list-style-type: none"> ● ProrateBegPer ● ProrateActDate ● MidPeriod
DeprMethod	Indicates the method of depreciation of an asset. This Smart List is leveraged in many calculations. Entries: <ul style="list-style-type: none"> ● NoDepr ● SLN ● SYD ● DBYear ● DBPeriod

Smart List Name	Description
EndReasons	<p>This Smart List is being leveraged in many calculations related to retiring or transferring an asset.</p> <p>Entries:</p> <ul style="list-style-type: none"> ● TransferOut ● Retirement ● Sold
ImpairmentOptions	<p>Indicates how an intangible asset is impaired. See “Impairing Assets” on page 36.</p> <p>Entries:</p> <ul style="list-style-type: none"> ● Expensed ● Capitalized ● PartiallyCapitalized
LeaseTypes	<p>Indicates the type of leased asset. This Smart List is leveraged in calculations. See “Adding Leased Assets” on page 46.</p> <p>Entries:</p> <ul style="list-style-type: none"> ● OperatingLease ● CapitalizedLease
OwnershipAfterLeaseTerm	<p>Sets the asset owner at the end of the lease term. This Smart List is leveraged in calculations. See “Adding Leased Assets” on page 46.</p> <p>Entries:</p> <ul style="list-style-type: none"> ● Lessee ● Lessor
PaymentFrequency	<p>Sets a leased asset's payment frequency.</p> <p>Entries:</p> <ul style="list-style-type: none"> ● Annual ● SemiAnnual ● Quarterly ● Monthly
PaymentTiming	<p>Indicates the payment timing for the leased asset. This Smart List is leveraged in calculations.</p> <p>Entries:</p> <ul style="list-style-type: none"> ● BeginningofPeriod ● EndofPeriod
PhysicalLocation	<p>Indicates the location at which asset is needed. You can add values as needed.</p> <p>Entries:</p> <ul style="list-style-type: none"> ● Location1 ● Location2 ● Location3

Smart List Name	Description
PurchReason	<p>Indicates the reason for purchasing a new asset. You can add values as needed.</p> <p>Entries:</p> <ul style="list-style-type: none"> ● Replacement ● Upgrade ● NewEmployee ● Environment ● Others1 ● Others2
RetireOptions	<p>Indicates whether an asset is sold or written off See “Retiring Assets” on page 38.</p> <p>Entries:</p> <ul style="list-style-type: none"> ● Sale ● WriteOff
TangibleFlag	<p>Sets whether an asset is tangible. See “Asset Class” on page 11.</p> <p>Entries:</p> <ul style="list-style-type: none"> ● Tangible ● Intangible
YesNo	<p>Entries:</p> <ul style="list-style-type: none"> ● No ● Yes

2

Creating and Initializing a Capital Asset Planning Application

In This Chapter

Creating and Initializing Capital Asset Planning Applications.....	19
Initial Implementation Tasks	21
Securing Applications	23
Loading Information into Capital Asset Planning	24
Logging On and Accessing Capital Asset Planning	25

Creating and Initializing Capital Asset Planning Applications

Subtopics

- [Using Performance Management Architect Application Administration](#)
- [Using Planning Application Administration](#)

This section describes how to create and initialize a new Capital Asset Planning application, using either Performance Management Architect application administration or Planning application administration.

Note: Oracle Hyperion Public Sector Planning and Budgeting does not support Capital Asset Planning, so if you use both modules, set them up as separate applications.

Initializing Capital Asset Planning loads predefined:

- Dimensions and members
- Forms
- Smart Lists
- Member formulas
- Business rules
- Menus
- Task lists

Before you initialize Capital Asset Planning:

- Review the predefined artifacts, identifying which ones you need to customize. The better you understand the model and plan your application, the easier it will be for planners to use Capital Asset Planning. (See “[Predefined Dimensions](#)” on page 11 and “[Predefined Artifacts](#)” on page 12.)
- Update dimension outlines to resolve differences between Capital Asset Planning member names and member names of other applications.

Note: Capital Asset Planning and Oracle Hyperion Workforce Planning now use the same predefined Entity metadata. You can, however, change Entity members after you initialize the applications.

- Initialize applications by selecting **Application**, then **Administration**, and then **Manage Applications**.

Using Performance Management Architect Application Administration

Follow the steps in this section to use Performance Management Architect application administration to create a Capital Asset Planning application.

Creating a Capital Asset Planning Application

To add the Capital Asset Planning plan type to an existing Planning application, skip to the next section.

- To create a Capital Asset Planning application:

- 1 For instructions, see “[Building Applications](#)” in the *Oracle Hyperion Enterprise Performance Management Architect Administrator's Guide*.

Note: On the first screen of the Performance Management Architect application wizard, you must select Year and Period as default dimensions.

- 2 For **Plan Type**, select **Capex**.

Adding the Capital Asset Planning Plan Type to an Existing Planning Application

If you have an existing Planning application, follow these steps to add the Capital Asset Planning plan type to an existing Planning application.

- To add the Capital Asset Planning plan type to a Planning application:
 - 1 In **Performance Management Architect**, select **Navigate**, then **Administer**, and then **Application Library**.
 - 2 In the **Application Library**, right-click the application to which you want to add the Capital Asset Planning plan type, select **Initialize**, and then select **Capital Asset**.
 - 3 To confirm the initialization, click **Yes**.

Deploying a Capital Asset Planning Application to Planning

After you create a Capital Asset Planning application, it is immediately validated and deployed to Planning. The deployment process automatically creates a Planning application.

If the application does not initialize successfully, validation fails and error messages display. Correct any errors and redeploy the application. Your Capital Asset Planning application is initialized when you successfully deploy an application with **Capex** selected as the plan type.

If you need to redeploy a Capital Asset Planning application to Planning, for instructions, see “Validating and Deploying” in the *Oracle Hyperion Enterprise Performance Management Architect Administrator's Guide*.

Using Planning Application Administration

To create a Capital Asset Planning application and use Planning application administration, see the *Oracle Hyperion Planning Administrator's Guide*. When using the Application Wizard to create the application, select the Capital Asset Planning (**Capex**) plan type.

After creating the application or adding **Capex** as a plan type to an existing Planning application, you must initialize it.

- To initialize Capital Asset Planning for Planning application administration:
 - 1 **Start**, and then log on to **Planning**.
 - 2 In **Planning**, select **Administration**, then **Application**, and then **Manage Applications**.
 - 3 Click the icon **Select currently logged in application to initialize modules**.
 - 4 At the confirmation dialog box, click **OK**.
 - 5 Refresh the application.

Initial Implementation Tasks

Users who are responsible for setting up and initializing Capital Asset Planning in your organization define and prepare applications by performing the following tasks.

- To implement a Capital Asset Planning application:
 - 1 **Install and configure Capital Asset Planning**.

See the *Oracle Enterprise Performance Management System Installation and Configuration Guide*.

- 2 **Create and initialize the Capital Asset Planning application.**
See [“Creating and Initializing Capital Asset Planning Applications” on page 19](#).
- 3 **Load the Entity dimension with members corresponding to the entities in the organization.**
See [“Loading Information into Capital Asset Planning ” on page 24](#).
- 4 **Load the Asset Class dimension with the asset types handled by the organization.**

Note: The Asset Class dimension comes with some predefined members.

- 5 **Optional: Load the Asset Detail dimension with the major existing assets in the organization.**

Note: You need not load every asset into the application. Capital Asset Planning enables you to group similar assets. For example, if your organization is using 1,000 laptops, you need not add 1,000 members to the Asset Detail dimension. You can add one Laptop member to the Asset Detail dimension and, while loading the data corresponding to this asset, specify the Asset Units as 1,000. Doing so ensures that all your calculations are handled correctly and helps you scale your application.

See also [“About Setting Up Asset Class and Asset Detail” on page 29](#).

- 6 **Review the existing members of the Scenario and Version dimensions and add or modify members if necessary.**
- 7 **To synchronize the application with Oracle Essbase, refresh the application.**
- 8 **Review the loaded data.**
- 9 **Set the correct values for the substitution variables, which are used in predefined Capital Asset Planning forms.**

Table 2 Setting Substitution Variable

Substitution Variable Name	Description
CurYr	Set to the current year. For example, if the current year is 2013, set this variable to FY13.
LastYr	Set to the previous year, for example, FY12. Ensure that the previous year exists in the Year dimension.
NextYear	Set to the next year, for example, FY14.
Yr3	Set to the year after NextYear, for example, FY15.
Yr4	Set to the year after Yr3, for example, FY16.
ThisMonth	Set to the current month.
CurScenario	Set to the current scenario.
CurVersion	Set to the Working version member.

Substitution Variable Name	Description
ActVersion	Set to the Final version member.
ForVersion	Set to the Working version member.
PlanVersion	Set to the Final version member.
Thisyear	Set to the current year.

10 Specify global assumption defaults.

See [“Setting Capital Assumptions” on page 29.](#)

11 Ensure that all users set the following user variables for themselves:

Table 3 Setting User Variables

User Variable Name	Description
Entity View	Set to the entity to which the user has access.
Scenario View	Set to the scenario to which the user has access.
Version View	Set to the version to which the user has access.
Reporting Currency	Set only for a multicurrency application.

Note: Capital Asset Planning forms include user variables to ease usability. You cannot open any forms without correctly setting these user variables.

12 Set access permissions for users and application artifacts.

See [“Securing Applications” on page 23.](#)

Securing Applications

Security is based on the roles assigned to users in Oracle Hyperion Shared Services (see the *Oracle Enterprise Performance Management System User Security Administration Guide*) and by the access permissions granted in Planning to users and to groups (groups are sets of users who have similar access permissions). See the *Oracle Hyperion Planning Administrator's Guide*.

By default, users can open only those artifacts, such as forms, task lists, and members, to which they have been granted access permissions. Assign access using the following guidelines, as described in “Setting Up Access Permissions” and “Assigning Access to Members” in the *Oracle Hyperion Planning Administrator's Guide*.

Table 4 Guidelines for Securing Applications

Capital Asset PlanningArtifact	Guideline
Dimensions and Members	<p>If you give planners access to a member, they also have access to that member's data. Certain information is sensitive. You can hide it from viewing and reporting by denying users or groups access to members or to their parents (assign the access type None). You can also screen information by withholding access to certain forms.</p> <p>Dimension and member guidelines:</p> <ul style="list-style-type: none"> ● Entity dimension: <p>Grant access so that planners can view and change information only for their own departmental entities. Doing so ensures that users can view and modify only asset information specific to their department or cost center. Similarly, grant only cost center or department managers and planners access to the General Ledger entities in their cost centers or departments.</p> <p>Set view access to the global assumptions set at the No Entity member level.</p> ● Asset Class dimension: <p>Apply access permissions at the dimension level to those users who perform asset planning.</p> ● Account dimension: <p>Grant users access to predefined accounts by the plan type, Capex.</p> <p>Secure the General Ledger accounts appropriately for the planning process.</p> ● Scenario and Version dimensions: <p>Grant users access to scenarios, for example, by providing write access to the Plan and Forecast scenarios and read access to Actual.</p> <p>Grant users access to versions, for example, by assigning view access to the final version but setting write access to Working or What If versions.</p> <p>Permissions for versions are independent of scenarios, so view access to the final version prevents write access to the final version data for all scenarios.</p> <p>During the planning cycle, administrators may need to change the access to scenarios and versions to prevent users from modifying data combinations.</p>
Forms	<p>Assign appropriate access to forms based on their relevance to users. For example, you might grant only the Asset Manager access to the forms in the Capital Administration form folder. When you grant users access permission to a folder, they can view all of its child folders and forms.</p> <p>To simplify setting up security by segregating tasks, folders are organized by Administration, Planning, and Analysis.</p>
Task lists	<p>Assign appropriate access to task lists based on their relevance to users. For example, you might allow planners access to the Capital Analysis task list, but not to the Capital Administration task list.</p>
Business rules	<p>Assign access permissions to business rules to ensure that users have access to business rules associated with their tasks.</p>
Planning unit hierarchies	<p>Grant access only to cost center owners or reviewers.</p>

Loading Information into Capital Asset Planning

You may want to load information, such as the Entity structure and Asset Classes, from enterprise systems. For example:

- If you use Performance Management Architect application administration, load information using a flat file. (See the *Oracle Hyperion Enterprise Performance Management Architect Administrator's Guide*.)
- Use the Outline Load utility, described in the *Oracle Hyperion Planning Administrator's Guide*.

You can also:

- Manually enter information into Capital Asset Planning.
- Load data (but not metadata) through Oracle Essbase Administration Services. See the *Oracle Hyperion Planning Administrator's Guide*.

Caution! Changing the default order of dimensions that were created by initializing Capital Asset Planning may result in business rules not working correctly and may require changes to business rules logic.

Logging On and Accessing Capital Asset Planning

You work with Capital Asset Planning in the Oracle Hyperion Enterprise Performance Management Workspace environment. The default EPM Workspace URL is `http://web_server:port/workspace/`, where *web_server* is the web server machine hostname and *port* is the web server listen port. For information about installing and configuring EPM Workspace, see the *Oracle Enterprise Performance Management System Installation and Configuration Guide* and the *Oracle Hyperion Enterprise Performance Management Workspace Administrator's Guide*.

- To log on to EPM Workspace and access Performance Management Architect (for Performance Management Architect application administration), Planning, and Capital Asset Planning:
 - 1 Ensure that the web server is started and the web application server is running in the Services panel.
 - 2 In your browser, enter the URL for the Oracle Hyperion Enterprise Performance Management Workspace **Log On** page.
 - 3 Enter your system user name and password.
 - 4 Click **Log On**.
 - 5 **For Performance Management Architect application administration:** To access Oracle Hyperion EPM Architect, select an option from the **Navigate** menu.
 For example, select **Navigate**, then **Administer**, and then **Dimension Library** or **Application Library**.
 See the *Oracle Hyperion Enterprise Performance Management Architect Administrator's Guide*.
 - 6 **For applications that use Planning application administration:** Select **Navigate**, then **Applications**, then **Planning**, and then select an application.

3

Administering Capital Assets

In This Chapter

About.....	27
Process.....	27
Capital Administration Task List Tasks	28
Viewing the Capital Administration Task List	28
About Setting Up Asset Class and Asset Detail	29
Setting Capital Assumptions.....	29
Importing Existing Assets.....	30
Consolidating Capital Asset Expenses	30
Verifying the Loaded Depreciation and Amortization on Existing Assets.....	31
Calculating Asset-Related Expenses	31

About

Capital Administration enables you to prepare the base for planning for and expensing capital assets through such tasks as:

- Loading the assets from an asset management system into Capital Asset Planning
- Verifying the loaded depreciation expenses, amortization, and asset assignments to cost centers
- Establishing global assumptions for each asset class and setting calculation drivers
- For exceptions to the global rates, at the asset level, updating related asset expenses such as repairs, maintenance, taxes, and insurance
- Launching business rules to calculate and consolidate capital expenses

Process

Administering capital assets begins with setting several company assumptions for capital assets including depreciation methods, useful life of assets, depreciation conventions, and other key assumptions. After you update the Asset Class and Asset Detail dimensions and refresh the application, you can execute asset-related expense calculations to consolidate up-to-date asset-related expense plans or forecasts.

Task lists guide you through the process of requesting, justifying, reviewing, and approving capital expenses.

Note: Oracle recommends that you update existing Asset Class and Asset Detail dimensions and data before preparing financial plans, either Plan or Forecast. After you update the two dimensions and refresh the application, you can execute asset-related expense calculations to consolidate up-to-date asset-related expenses for plans or forecasts.

Capital Administration Task List Tasks

1. Set capital assumptions.
See [“Setting Capital Assumptions” on page 29](#).
2. Import existing assets.
See [“Importing Existing Assets” on page 30](#).
3. Consolidate asset expenses by running the rollup business rules.
See [“Consolidating Capital Asset Expenses” on page 30](#).
4. Verify the loaded depreciation and amortization on existing assets.
See [“Verifying the Loaded Depreciation and Amortization on Existing Assets” on page 31](#).
5. Calculate asset-related expenses.
See [“Calculating Asset-Related Expenses” on page 31](#).

Viewing the Capital Administration Task List

► To view the Capital Administration task list:

- 1 **Launch Capital Asset Planning.**
See [“Logging On and Accessing Capital Asset Planning” on page 25](#).
- 2 **In the left panel, expand My Task List.**
- 3 **Expand Capital Administration.**
- 4 **To select a task from the task list, to the right of the task under the Action column, click Launch Tasklist**

Wizard 

About Setting Up Asset Class and Asset Detail

Subtopics

- [About Setting up the Asset Class Dimension](#)
- [About Setting up the Asset Detail Dimension](#)

About Setting up the Asset Class Dimension

The Asset Class dimension details the different categories of assets that a company owns. Asset Class is broken into tangible assets (furniture and fixtures, machinery and equipment, computers, and so on) and intangible assets (leasehold improvements, software rights, goodwill).

Note: Oracle recommends that before using Capital Asset Planning to prepare financial plans—either Plan or Forecast—you update existing the Asset Class and Asset Detail dimensions and data.

About Setting up the Asset Detail Dimension

You can perform detailed asset planning in Capital Asset Planning. The process involves loading assets into Capital Asset Planning. Additionally, you should also load into the application asset property Account members such as Useful Life, In Service Date, Capacity, and Cost. See [“Initial Implementation Tasks”](#) on page 21.

Setting Capital Assumptions

The **Set Capital Assumptions** task enables you to work with asset information. You can set drivers by establishing global assumptions for each asset class (for example, buildings or machinery) or for all tangible or intangible assets. You can set these default assumptions at the entity level or at the No Entity (global) level:

- Useful life of assets (in years)
- Depreciation methods
- Depreciation conventions
- Amortization methods
- Taxes
- Insurance expenses
- Repairs and maintenance expenses
- Cash flow incidence, which determines cash flow impact and allocations for asset purchases
- Funding options for asset requests
- Cash flow and funding staggered values for staggered calculations

If no assumptions are set at the entity level, global assumptions are used in calculations.

► To set capital assumptions:

1 Under the **Capital Administration task list, select **Set Capital Assumptions**.**

See “[Viewing the Capital Administration Task List](#)” on page 28.

2 Complete the **Global Capital Assumptions composite form.**

For form element definitions, see the [Glossary](#). For a description of the predefined Smart Lists, see “[Smart Lists](#)” on page 13.

Importing Existing Assets

Capital planning typically starts by loading major assets from your company's source Fixed Asset System. Then administrators can regularly update application metadata and data from source systems.

For more information, see “[Loading Information into Capital Asset Planning](#)” on page 24.

Notes:

- Typically, depreciation and amortization for assets are calculated for future periods in the source system (for example, the fixed asset ledger), so you should load data from the source system for future periods. Then, to accurately reflect the impact of purchases and retirements on depreciation and amortization, you regularly refresh this data from the source system.
- Managers regularly maintain the Asset Detail dimension to reflect newly acquired assets and to remove retired assets.
- Oracle recommends that you not load every asset from your fixed asset system into Capital Asset Planning. Load only assets that will be used.
- After updating capital asset information, synchronize the application with Oracle Essbase by refreshing the application. For instructions, see the *Oracle Hyperion Planning Administrator's Guide*.

Consolidating Capital Asset Expenses

Before reviewing asset expenses, launch the business rule to consolidate the data in the assets hierarchy.

► To consolidate capital asset expenses:

1 Under the **Capital Administration task list, select **Run Rollup Rules**.**

See “[Viewing the Capital Administration Task List](#)” on page 28.

2 Click **Launch to launch the RollupCapexCube business rule.**

For runtime prompt definitions, see the [Glossary](#).

For information about creating a runtime prompt values file so it can be used with the `CalcMgrCmdLineLauncher.cmd` utility, see the *Oracle Hyperion Planning Administrator's Guide*.

Verifying the Loaded Depreciation and Amortization on Existing Assets

After loading and consolidating capital asset expenses, managers verify assets for each period and entity. Using the **Verify Loaded Depreciation & Amortization** task enables you to view and update the depreciation and amortization amount by period for existing tangible and intangible assets.

- To verify loaded depreciation and amortization:
 - 1 Under the **Capital Administration** task list, select **Verify Loaded Depreciation & Amortization**.
See “[Viewing the Capital Administration Task List](#)” on page 28.
 - 2 Review the **9.10 Verify Loaded Depreciation and Amortization** form.
For form element definitions, see the [Glossary](#).

Calculating Asset-Related Expenses

The **Calculate Asset Related Expenses** task enables asset managers to calculate asset-related expenses (Taxes, Insurance, Repairs and Maintenance) based on the assumptions defined at the entity level for the asset and asset class combination. Taxes, Insurance, Repairs and Maintenance expenses are entered as a percentage of the asset value. The rates are defined yearly. To view the total expenses for these related expenses, launch the Calculate Asset Related Expenses business rule from the **Calculate Asset Related Expenses** task.

- To calculate asset related expenses:
 - 1 Under the **Capital Administration** task list, select **Calculate Asset Related Expenses**.
See “[Viewing the Capital Administration Task List](#)” on page 28.
 - 2 Click **Launch** to launch the Calculate Asset Related Expenses business rule.
For runtime prompt definitions, see the [Glossary](#).

Note: For information about creating a runtime prompt values file so it can be used with the `CalcMgrCmdLineLauncher.cmd` utility, see the *Oracle Hyperion Planning Administrator's Guide*.

4

Planning Capital Expenses

In This Chapter

About.....	33
Process.....	33
Capital Planning Task List Tasks.....	34
Viewing the Capital Planning Task List.....	34
Considerations for Working with Capital Planning	34
Reviewing Existing Assets	35
Adding New Assets	42
Calculating Asset-Related Expenses	49
Submitting the Plan for Approval.....	50

About

Capital Asset Planning helps you manage, prioritize, and plan for capital expenses. Planners can get a comprehensive view of asset requirements across entities and then make efficient capital purchase decisions.

You can plan for new tangible or intangible expenses and check the impact on the financial statements—Profit and Loss, Cash Flow, and Balance Sheet. You can also review expenses and adjust the timing and cost of capital spending. In addition, you can manage assets such as transfers, retirements, and impairments.

Process

As an asset manager, you perform the following tasks to manage capital assets:


- Review existing major and minor assets for an entity and, if required, making changes to them. For example, transfer ownership of an asset to another organization or retire it.
- Review and update asset-related expenses. For example, decrease the insurance rate for cranes.
- Add and reconcile new assets.
- Calculate asset-related expenses.
- Submit the plan for approval.

Capital Planning Task List Tasks

1. Review existing assets such as major and minor assets.
See [“Reviewing Existing Assets” on page 35.](#)
2. Add and reconcile new or leased assets.
See [“Adding New Assets” on page 42.](#)
3. Calculate asset-related expenses.
See [“Calculating Asset-Related Expenses” on page 49.](#)
4. Submit the plan for approval.
See [“Submitting the Plan for Approval” on page 50.](#)

Viewing the Capital Planning Task List

► To view the **Capital Planning** task list:

- 1 **Launch Capital Asset Planning.**
See [“Logging On and Accessing Capital Asset Planning” on page 25.](#)
- 2 In the left panel, expand **My Task List**.
- 3 Expand **Capital Planning**.
- 4 To launch a task from the task list, to the right of the task under the **Action** column, click **Launch Tasklist Wizard** .

Considerations for Working with Capital Planning

When working with Capital planning, consider:

- Depreciation calculations for existing assets before the application period range are supported only for the SLN and SYD depreciation methods, not for the DB Year or DB Period depreciation method. For example, if the period range for the application is Jan 2004 to Dec 2015, and the asset in-service date is 1/1/2000, depreciation calculations are supported only for the SLN and SYD methods.
- If the salvage value is set to 0 (zero), the DB Year or DB Period depreciation method may not produce the desired results. To produce correct depreciation calculations when using the DB Year depreciation method, Oracle recommends that the salvage value be set to at least 1% of the basic cost.
- The Capital Asset Planning application is based on a 12-month calendar. It is not a weekly model.
- For multicurrency applications, depreciation calculations use the base currency for the entity member calculated. If the currency override option is in effect, depreciation calculations use the currency of the entered value.

Reviewing Existing Assets

Subtopics

- [Managing Existing Major Assets](#)
- [Managing Existing Minor Assets](#)
- [Viewing Asset Details](#)

Managing Existing Major Assets

You review an entity's assets, and, if required, modify them. The **Existing Assets** task enables you to review and update assumptions for all existing assets. You review by asset type: Major Existing Tangible, Intangible, and Leased Assets. You can update such information as asset capacity, status, insurance rate assumptions, and so on. In addition, you can transfer, improve, retire, and impair assets.

Note: You can change asset status by launching the Transfer Asset or Retire Asset business rule. You cannot change an asset status directly.

► To review existing major assets:

1 Navigate to the **Capital Planning** task list.

See [“Viewing the Capital Planning Task List”](#) on page 34.

2 Expand **Existing Assets**.

3 Select the **Manage Existing Major Assets** task.

4 Review the **1.01 Manage Existing Major Assets** composite form.

The **Manage Existing Major Assets** master details form displays major assets details in the top form; Asset Expenses are displayed in the bottom form.

For form element definitions, see the [Glossary](#).

5 From the tabbed area of the form, use the shortcut menus to calculate assets, impair assets, transfer assets, retire assets, calculate intangibles, review calculated details, calculate all leased assets, and view the impact of an asset on your financial statements.

- See [“Calculating Assets”](#) on page 36
- See [“Impairing Assets”](#) on page 36.
- See [“Transferring Assets”](#) on page 37.
- See [“Retiring Assets”](#) on page 38.
- See [“Improving Assets”](#) on page 39.
- See [“Calculating Intangibles”](#) on page 39.
- See [“Reviewing Calculated Details”](#) on page 39.
- See [“Calculating All Leased Assets”](#) on page 40.

- See “[Viewing the Impact of an Asset on Financial Statements](#)” on page 40.

Calculating Assets

Use the Calculate Asset shortcut menu to calculate an individual asset or an entire asset class. This shortcut menu gives you the flexibility of making changes to multiple assets in an asset class and then calculating all of them in one step. If you change any assumptions on this form, you can select the Calculate Asset shortcut menu to reflect the change. You can then view the results in the **Manage Major Asset Expenses** form. Use the Calculate Asset shortcut menu for calculating one asset; use the Calculate All shortcut menu for calculating asset-related expenses for all assets.

➤ To calculate an asset:

- 1 **Open the 1.06 Manage Existing Assets composite form.**

See “[Managing Existing Major Assets](#)” on page 35.

- 2 **Select the 1.01 Manage Existing Major Assets tab, right-click the form, and then select Calculate Asset.**

Note: The shortcut menus that are displayed depend on the form settings and where you right-click within the form.

- 3 **In the Calculate Asset window, specify or select the values that apply:**

- **Asset Detail**—The asset that you want to calculate.

To calculate all the assets in the asset class, select Total Existing, which calculates all existing assets in the asset class. If you select Total New, then all new assets are calculated.

- **Asset Class**—The class to which the asset belongs (for example, Buildings, Land, Office Equipment, and so on).

- 4 **Click OK.**

Impairing Assets

When an asset is worth less on the market than the value listed on the Balance Sheet, you can impair it, which results in a write-down of the asset account to the stated market price. Only intangible assets can be impaired.

➤ To impair assets:

- 1 **Open the 1.06 Manage Existing Assets composite form.**

See “[Managing Existing Major Assets](#)” on page 35.

- 2 **Select the 1.04 Manage Major Existing Intangibles tab, right-click the form, and then select Impair Asset.**

Note: The shortcut menus that are displayed depend on the form settings and where you right-click within the form.

3 In Impair Asset, set the values that apply to the impaired asset:

- **Asset Class**—The class to which the asset that you want to impair belongs (for example, Land, Buildings, Office Equipment, and so on).
- **Asset Detail**—The asset that you want to impair.
- **Impair Date**—The date on which the impairment is effective, in MM/DD/YY format.
- **Fair Value**—The asset's fair market value.
- **Impair Option**—Select an option:
 - **Expensed**—The asset value will be expensed.
 - **Capitalized**—The asset value will be capitalized. If you select the capitalize option, the impairment value is posted to capital reserve.
 - **Partially Capitalized**—Part of the asset value will be capitalized. If you select **Partially Capitalized**, the impairment value is apportioned to the capital reserve, based on **Capitalized %**. Amortization is reduced from the month of impairment.
- **Capitalize %**—If you selected **Partially Capitalized**, enter the percentage capitalized.

4 Click OK.

Transferring Assets

To ensure optimum use of assets, facilities managers and cost center managers can transfer fixed asset resources across departments. When planning transfers, ensure that users have access permissions to the source and destination entities.

► To transfer an asset:

1 Open the 1.06 Manage Existing Assets composite form.

See [“Managing Existing Major Assets”](#) on page 35.

2 Depending on whether you want to transfer a tangible or intangible asset, select the 1.01 Manage Existing Major Assets tab or the 1.04 Manage Major Existing Intangibles tab.

3 Right-click the form, and then select Transfer Asset.

4 In Transfer Asset, set the values that apply to the transferred asset:

Note: The shortcut menus that are displayed depend on the form settings and where you right-click within the form.

- **Asset Class**—The class to which the asset that you want to transfer belongs (for example, Land, Buildings, Office Equipment, and so on).
- **Line Item**—The asset that you want to transfer.
- **Transfer From**—The entity from which to transfer the asset.
- **Transfer To**—The entity to which to transfer the asset.

- **Transfer Date**—The date on which the transfer is effective. The date format varies based on the application settings.
- **Justification**—Why the transfer is needed.

5 Click **OK**.

The asset is transferred, and the associated expenses are affected. To view the affect of the asset transfer in the source and destination entity, right-click a line item, and then select **Calculated Details**.

Note: Asset data is not retained in the entity after the transfer date. You must recalculate asset expenses in the entity to which you have transferred the asset.

Retiring Assets

When assets are retired, asset balances are terminated as of the retirement date, and losses or gains on sales or write-offs are calculated. Also, asset-related expenses are not calculated for a retired asset after the retirement date.

► To retire an asset:

1 Open the **1.06 Manage Existing Assets** composite form.

See “[Managing Existing Major Assets](#)” on page 35.

2 Depending on whether you want to retire a tangible or intangible asset, select the **1.01 Manage Existing Major Assets** tab or the **1.04 Manage Major Existing Intangibles** tab.

3 Right-click the form, and then select **Retire Asset**.

Note: The shortcut menus that are displayed depend on the form settings and where you right-click within the form.

4 In **Retire Asset**, set the values that apply to the retired asset:

- **Asset Class**—The class to which the asset that you want to retire belongs (for example, Land, Buildings, Office Equipment, and so on).
- **Line Item**—The specific asset that you want to retire.
- **Retire Date**—The date on which the retirement is effective, in MM/DD/YY format.
- **Retire Option**—Select from the following options:
 - **Sale**—The asset was sold.
 - **Write-off**—The asset was written off.
- **Retire Costs**—The cost to retire the asset.
- **Sale value or Writeoff**—The sale amount or the amount written off for this asset.

5 Click **OK**.

The asset is retired. To view the effect of retiring an asset in the source and destination entity, right-click a line item, and then select **Calculated Details**.

Improving Assets

Facilities and cost center managers plan for improving assets (for example, upgrading an asset, adding floor space, and so on). You can add any number of improvements to each base asset.

Note: Before you improve an asset, you must select the **Enable for Dynamic Children** member property for the Asset Detail and specify the **Number of Possible Dynamic Children**. You also set the access that users will have if they dynamically create members when launching business rules. See the “About Dynamic Members” section in the *Oracle Hyperion Planning Administrator's Guide*.

► To improve assets:

- 1 Open the **1.06 Manage Existing Assets** composite form.
See “[Managing Existing Major Assets](#)” on page 35.
- 2 Select the **1.01 Manage Existing Major Assets** tab, right-click on the asset that has been enabled for dynamic children, and then select **Improvements**.
- 3 On the form **Improve Asset**, right-click the form, and then select **Improve Asset**.
- 4 Enter details, such as the improvement name for the asset, description, asset units, asset rate, salvage value, physical location, purchase date, and in-service date.
- 5 Click **OK**.

A line item with the improvement name is added below the original asset.

Calculating Intangibles

The Calculate Intangibles shortcut menu enables you to calculate the expenses for intangible assets in your organization.

► To calculate intangible assets:

- 1 Open the **1.06 Manage Existing Assets** composite form.
See “[Managing Existing Major Assets](#)” on page 35.
- 2 Select the **1.04 Manage Major Existing Intangibles** tab, right-click the form, and then select **Calculate Intangible**.
- 3 In **Calculate Intangible**, select the **Asset Class** and **Asset Detail** of the intangible assets that you want to calculate, and then click **OK**.

Reviewing Calculated Details

This Calculated Details shortcut menu enables you to review at the entity level the overall expenses for the specified existing assets and update them to different years, if needed. The expenses are the calculated results from the assumptions entered by asset in the **Drill Down - Existing Major Assets** form. Each expense line is calculated as Basic Cost multiplied by Percentage.

For example, Repairs & Maintenance is a Basic Cost, which is multiplied by Repairs & Maintenance %.

► To review calculated details:

1 Open the **1.06 Manage Existing Assets** composite form.

See “[Managing Existing Major Assets](#)” on page 35.

2 Select one of the first two tabs, right-click the form, and then select **Calculated Details**.

Note: The shortcut menus that are displayed depend on the form settings and where you right-click within the form.

3 Review the detail form.

For form element definitions, see the [Glossary](#).

Calculating All Leased Assets

The Calculate All shortcut menu enables you to calculate the expenses for all leased assets in your entity.

► To calculate all leased assets:

1 Open the **1.06 Manage Existing Assets** composite form.

See “[Managing Existing Major Assets](#)” on page 35.

2 Select the **1.06 Manage Existing Leased Assets** tab, right-click the form, and then select **Calculate All**.

3 On the message stating that `CalculateAllLeasedAssets` was successfully calculated, click **OK**.

Viewing the Impact of an Asset on Financial Statements

Subtopics

- [Viewing the Impact of an Asset on the Cash Flow Statement](#)
- [Viewing the Impact of an Asset on the Balance Sheet Statement](#)
- [Viewing the Impact of an Asset on the Profit and Loss Statement](#)

You can view the effect of capital expenses and actions related to capital expenses on the Profit and Loss, Balance Sheet, and Cash Flow statements. You can review the impact by department or across departments, for the same asset class, all asset classes, or one asset.

Viewing the Impact of an Asset on the Cash Flow Statement

You can view the impact of leased asset-related expenses on the Cash Flow statement.

➤ To view the impact of a leased asset expense on the Cash Flow statement:

1 Open the **1.06 Manage Existing Assets** composite form.

See “[Managing Existing Major Assets](#)” on page 35.

2 Select the **1.06 Manage Existing Leased Assets** tab, right-click the form, select **Financial Statements**, and then **Cash Flow Impact**.

3 Review the **6.00 Cash Flow Impact - Line Item Details** form.

For form element definitions, see the [Glossary](#).

Viewing the Impact of an Asset on the Balance Sheet Statement

You can view the impact of leased asset-related expenses on the Balance Sheet statement.

➤ To view the impact of a leased asset expense on the Balance Sheet statement:

1 Open the **1.06 Manage Existing Assets** composite form.

See “[Managing Existing Major Assets](#)” on page 35.

2 Select the **1.06 Manage Existing Leased Assets** tab, right-click the form, select **Financial Statements**, and then **Balance Sheet Impact**.

3 Review the **6.10 Balance Sheet Impact - Detail** form.

For form element definitions, see the [Glossary](#).

Viewing the Impact of an Asset on the Profit and Loss Statement

You can view the impact of leased asset-related expenses on the Profit and Loss statement.

➤ To view the impact of a leased asset expense on the Profit and Loss statement:

1 Open the **1.06 Manage Existing Assets** composite form.

See “[Managing Existing Major Assets](#)” on page 35.

2 Select the **1.06 Manage Existing Leased Assets** tab, right-click the form, select **Financial Statements**, and then **Profit and Loss Impact**.

3 Review the **6.05 Profit and Loss Impact - Drill Through** form.

For form element definitions, see the [Glossary](#).

Managing Existing Minor Assets

Minor assets are not added at each asset level and the information exists at the member Minor Asset, Total for an Asset Class.

➤ To review existing minor assets:

1 Navigate to the **Capital Planning** task list.

See [“Viewing the Capital Planning Task List” on page 34.](#)

- 2 **Expand Existing Assets.**
- 3 **Select the Manage Existing Minor Assets task.**
- 4 **Review the 1.09 Manage Existing Minor Assets form.**
For form element definitions, see the [Glossary](#).
- 5 **Select the Asset Details shortcut menu to view asset details.**
See [“Viewing Asset Details” on page 42.](#)

Viewing Asset Details

The **Asset Details** shortcut menu enables you to review all information for an asset. You can see the impact on the Balance Sheet and all expenses for the asset.

- To view asset details:
- 1 **Open the 1.09 Manage Existing Minor Assets form.**
See [“Managing Existing Minor Assets” on page 41.](#)
 - 2 **Right-click the form, and then select Asset Details.**
 - 3 **Review the 5.05 Capital Expenditure Summary - Line Item Details form.**
For form element definitions, see the [Glossary](#).

Adding New Assets

Subtopics

- [Adding and Reconciling New Assets](#)
- [Adding and Reconciling New Leased Assets](#)

Adding and Reconciling New Assets

The **Add and Reconcile New Assets** task enables planners to add, remove, calculate, and reconcile assets, review calculated details, change the requisition status of an asset, calculate intangible assets, and view the impact of an asset on the financial statements.

- To add and reconcile new assets:
- 1 **Navigate to the Capital Planning task list.**
See [“Viewing the Capital Planning Task List” on page 34.](#)
 - 2 **Select Add and Reconcile New Assets.**
 - 3 **Review the 3.00 New Asset Requests master details form.**

The top **3.00 New Asset Requests** master details form displays new asset request details; the bottom form displays the total expense impact.

For form element definitions, see the [Glossary](#).

4 From the form, use the shortcut menus to manage new assets:

- See “[Adding Assets](#)” on page 43.
- See “[Removing Assets](#)” on page 44.
- See “[Reconciling Assets](#)” on page 45.
- See “[Calculating Assets](#)” on page 36.
- See “[Changing the Requisition Status of an Asset](#)” on page 45.
- See “[Reviewing Calculated Details](#)” on page 39.
- See “[Calculating Intangibles](#)” on page 39.
- See “[Viewing the Impact of an Asset on Financial Statements](#)” on page 40.

Adding Assets

You can add tangible and intangible assets from the **3.00 New Asset Requests** form. After you add an asset, you can view the impact of its purchase on the financial statements.

► To add an asset:

1 Navigate to the **Capital Planning** task list.

See “[Viewing the Capital Planning Task List](#)” on page 34.

2 Select **Add and Reconcile New Assets**.

3 Depending on whether you are adding a tangible or intangible asset, select the **New Tangible Asset Requests** tab or the **New Intangible Requests** tab.

4 Right-click the form, and then select **Add New Asset**.

Note: The shortcut menus that are displayed depend on the form settings and where you right-click in the form.

5 From **Add New Asset**, set the values that apply to the asset purchase:

- **Asset Class**—The category of the asset.
- **Description**—A brief description of the asset.
- **Asset CAR #**—The capital acquisition requisition number.
- **Priority**—The rank to indicate the importance of the purchase for your organization. This information helps reviewers decide whether to fulfill the request.
- **Justification**—A justification for the priority of the asset request.
- **Salvage Value**—The value of the asset at retirement.

- **Capacity UOM**—The Unit of Measure for the asset capacity (for example, units or hours). The Asset Cost per UOM calculations are based on the value of this field. If you are uncertain about the value of this field, you can leave it blank.
- **Purchase Date**—The date on which the asset must be purchased.
- **In Service Date**—The date on which the asset will begin to be used. Depreciation expense is based on the In Service Date.
- **Insurance %**—Specify the annual rate to insure the asset. The cost is calculated as Total Base Cost times the specified %.
- **Maintenance %**—Specify the annual rate to maintain the asset. The cost is calculated as Total Base Cost times the specified %.

For tangible assets only:

- **Asset ID**—The ID of the asset.
- **Asset Units**—The required number of asset units.
- **Asset Rate**—The asset's cost per unit.
- **FOG Cost per Year**—Fuel, oil, and gas expenses per year.
- **Asset Capacity**—The actual capacity for each unit purchased.
- **Repairs %**—Specify the annual rate to repair the asset. The cost is calculated as Total Base Cost times the specified %.
- **Physical Location**—The location where the asset is needed.

For intangible assets only:

- **Acquisition Cost**—The cost to acquire the asset.
- **Additional Charges**—Any additional expenses.

6 Click **OK**.

Clicking **OK** adds the details to the first available line item.

Removing Assets

You can remove an asset if the asset was mistakenly added. (Contrast removing assets with “Retiring Assets” on page 38.) The Remove Asset shortcut menu enables you to remove an asset.

➤ To remove an asset:

1 Navigate to the **Capital Planning** task list.

See “Viewing the Capital Planning Task List” on page 34.

2 Select **Add and Reconcile New Assets**.

3 On the **New Tangible Asset Requests** or **New Intangible Requests** tab, right-click the asset, and then select **Remove Asset**.

Note: The shortcut menus that are displayed depend on the form settings and where you right-click within the form.

- 4 Click **OK**.

Reconciling Assets

This task enables you to reconcile a new asset requisition with an actual asset.

► To reconcile an asset:

- 1 Navigate to the **Capital Planning** task list.

See “[Viewing the Capital Planning Task List](#)” on page 34.

- 2 Select **Add and Reconcile New Assets**.

- 3 On the **New Tangible Asset Requests**, **New Leased Asset Requests**, or the **New Leased Asset Details** tab, right-click the asset, and then select **Reconcile Asset**.

Note: The shortcut menus that are displayed depend on the form settings and where you right-click within the form.

- 4 From **Reconcile Asset**, set the values that apply to the asset to reconcile:

- **New Asset Detail**—The asset that you want to reconcile.
- **Reconciled Asset Detail**—The asset to which you want to reconcile.

- 5 Click **Reconcile**.

The asset is reconciled. You can see the expenses related to reconciled asset in the **1.01 Manage Existing Major Assets** tab or the **1.06 Manage Existing Leased Assets** tab, depending on whether the asset is a tangible or leased asset.

Changing the Requisition Status of an Asset

The **Change Asset Requisition Status** shortcut menu enables you to change the requisition status of an asset to approved, unapproved, or on hold. The asset requisition status is set to New when a request is added. After requests are submitted for approval, the approving authority should change the status of individual requests before promoting the plan through the approvals process.

► To change the requisition status of an asset:

- 1 Navigate to the **Capital Planning** task list.

See “[Viewing the Capital Planning Task List](#)” on page 34.

- 2 Select **Add and Reconcile New Assets**.

- 3 On the **New Tangible Asset Requests** tab, right-click the asset, and then select **Change Asset Requisition Status**.

Note: The shortcut menus that are displayed depend on the form settings and where you right-click within the form.

- 4 From **Change Asset Requisition Status**, set the values that apply to the asset whose requisition status you want to change:
 - **Asset Class**—The type of equipment whose requisition status you want to change.
 - **Asset Detail**—The requisition line item whose requisition status you want to change.
 - **Enter Status**—Select from the following options:
 - **Approved**—The requisition is approved to move forward.
 - **Unapproved**—The requisition is rejected or not approved.
 - **On-hold**—The requisition is postponed or must be put on hold.
- 5 Click **OK**.

Adding and Reconciling New Leased Assets

This task enables you to reconcile a new leased asset requisition to the actual lease.

► To add and reconcile new leased assets:

- 1 Navigate to the **Capital Planning** task list.
See [“Viewing the Capital Planning Task List” on page 34](#).
- 2 Select the **Add and Reconcile New Assets** task.
- 3 Select the **New Leased Asset Requests** tab.
For form element definitions, see the [Glossary](#).
- 4 From the **New Leased Asset Requests** form, you can add, remove, calculate, and reconcile leased assets. You can calculate all, review calculated details, and view the impact of leased assets on the financial statements.
 - See [“Adding Leased Assets” on page 46](#).
 - See [“Removing Leased Assets” on page 48](#)
 - See [“Calculating Leased Assets” on page 49](#)
 - See [“Calculating All Leased Assets” on page 40](#)
 - See [“Reconciling Assets” on page 45](#)
 - See [“Reviewing Calculated Details” on page 39](#)
 - See [“Viewing the Impact of an Asset on Financial Statements” on page 40](#)

Adding Leased Assets

The **Add New Leased Asset** shortcut menu enables you to add leased assets.

The two types of leases:

- **Operating Lease**—Similar to rental agreements, operating leases are for short durations. The lessor, who retains exposure to the risks and benefits of ownership, generally covers the maintenance, insurance, and repair costs of the asset.
- **Capitalized Lease**—Leases that last for almost the life of the asset and where the asset is worthless after the lease period. The lessee effectively assumes all the risks and benefits of ownership, including maintenance, repairs, insurance, and obsolescence. The lessor's role is primarily to provide financing for the asset. At termination, the asset is usually transferred to the lessee for a specified sum, which is similar to buying an asset in installments over time.

Criteria that Capital Asset Planning applies when classifying a lease as Operating versus Capitalized:

- Transfer of ownership at the end of the lease term
- Purchase option at a certain date during the lease period at a bargain (much less than the expected market value of the asset at that time)
- The lease term is for the major part of the asset's useful life (at least 75% of the asset's useful life)
- The present value of the lease payments exceeds 90% of the initial value of the asset

Impact of leasing type on financial statements:

- **Operating Lease**—The lease payments are recorded as operating expense (rent expense) on the Income Statement.
- **Capitalized Lease**:
 - Records an asset and liability on the Balance Sheet to reflect the value of equipment and the obligation of the lease payments respectively (debt)
 - Depreciates the asset over its useful life, which reduces the asset on the Balance Sheet and generates a depreciation expense on the Income Statement
 - The interest associated with the lease must be listed as an expense on the Income Statement (imputed interest payment)

➤ To add a leased asset:

1 Navigate to the **Capital Planning** task list.

See [“Viewing the Capital Planning Task List”](#) on page 34.

2 Select **Add and Reconcile New Assets**.

3 Select the **New Leased Asset Requests** or **New Leased Asset Details** tab, right-click, and then select **Add New Leased Asset**.

Note: The shortcut menus that are displayed depend on the form settings and where you right-click within the form.

4 From **Add New Leased Asset**, set the values that apply for your entity:

- **Asset Class**—The asset class to which the new leased equipment will belong.

- **ID**—The ID for the new leased equipment.
- **Description**—A brief description of the asset.
- **Asset Units**—The number of units that will be leased.
- **Asset Capacity**—The capacity of the leased asset.
- **Capacity UOM**—The Unit of Measure for the leased asset capacity. The Asset Cost per UOM calculations are based on the value of this field. If you are uncertain about the value of this field, you can leave it blank.
- **Justification**—A justification for the leased asset request.
- **Priority**—The priority for this asset request, which helps the reviewer in the approval process.
- **Lease Date**—The date the lease will begin.
- **Lease Term (In Years)**—The lease's term in years.
- **Down Payment**—The down payment for the leased asset.
- **Lease Payment**—The payment amount for the leased asset.
- **Payment Frequency**—The payment frequency.
- **Payment Timing**—When lease payments must be made, at the beginning or the end of the period.
- **Implicit Interest Rate**—The lease's interest rate.
- **Ownership After Lease Term**—The ownership of the equipment when the lease ends.
- **Asset Value at Start of Lease**—The value at the start of the lease.
- **Asset Age at Start of Lease (In Years)**—The age of the asset, in years, at the start of the lease.
- **Purchase Price at End of Lease**—The purchase price at the end of the lease.
- **Second hand market value (Salvage Value)**—The expected salvage value of the leased asset.

5 Click **Add Leased Asset**.

When a leased asset is added, Capital Asset Planning automatically selects a lease type (Operating Lease or Capitalized Lease) based on the parameters entered. After you add a leased asset, you can change the lease type on the **New Leased Asset Details** form. Note that if you change the asset parameters later, you must also remember to change the lease type, if applicable.

Removing Leased Assets

The **Remove Leased Asset** shortcut menu enables you to remove leased assets

► To remove a leased asset:

- 1 Navigate to the **Capital Planning** task list.

See [“Viewing the Capital Planning Task List” on page 34.](#)

- 2 Select **Add and Reconcile New Assets**.
- 3 Select the **New Leased Asset Requests** or **New Leased Asset Details** tab.
- 4 Right-click the leased asset, and then select **Remove Leased Asset**.

Note: The shortcut menus that are displayed depend on the form settings and where you right-click within the form.

- 5 Click **OK**.

Calculating Leased Assets

The **Calculate Lease** shortcut menu enables you to calculate leased assets and view the updated impact of leased assets on the financial statements. Capitalized leases affect the Income Statement and the Balance Sheet, whereas operating leases affect only the Income Statement.

► To calculate leased assets:

- 1 Navigate to the **Capital Planning** task list.
See [“Viewing the Capital Planning Task List” on page 34.](#)
- 2 Select **Add and Reconcile New Assets**.
- 3 Select the **New Leased Asset Requests** or **New Leased Asset Details** tab.
- 4 Right-click the form, and then select **Calculate Lease**.

Note: The shortcut menus that are displayed depend on the form settings and where you right-click within the form.

- 5 On the message that `CalculateLeasedAsset` was successful, click **OK**.

Calculating Asset-Related Expenses

The **Calculate Asset Related Expenses** task enables you to calculate expenses for asset-related expenses for your organization. Asset-related expenses include such accounts as maintenance, insurance, depreciation, or amortization.

► To calculate asset-related expenses:

- 1 Navigate to the **Capital Planning** task list.
See [“Viewing the Capital Planning Task List” on page 34.](#)
- 2 Select the **Calculate Asset Related Expenses** task.
- 3 Click **Launch** to run the **Calculate Asset Related Expenses** business rule.

For form element definitions, see the [Glossary](#).

Submitting the Plan for Approval

Corporate planners, asset managers, or cost center managers prepare the capital asset expense plans, sometimes including multiple scenarios. They submit them to senior managers for review and approval. A corporate planner typically consolidates the plan and prepares reports about the capital expenses. Companies can modify plans when necessary to respond to changing conditions.

► To submit a capital expense plan for approval:

1 Navigate to the **Capital Planning** task list.

See [“Viewing the Capital Planning Task List”](#) on page 34.

2 Select the **Submit Plan for Approval** task.

3 Submit the plan for approval, using Oracle Hyperion Planning approvals functionality.

See Chapter 10, “Managing Planning Units” in the *Oracle Hyperion Planning User's Guide*.

Note: After you promote a planning unit, its new owner can write to it (assuming the owner has write access), but you can no longer write to the planning unit.

5

Performing Capital Asset Analysis

In This Chapter

About.....	51
Process.....	51
Capital Analysis Task List Tasks	51
Viewing the Capital Analysis Task List	52
Reviewing the Impact on Financial Statements.....	52
Viewing Asset Details.....	53
Viewing Asset Overview.....	53

About

Capital asset analysis helps managers review capital assets and manage capital requests. If you perform detailed asset management outside of Capital Asset Planning, you can import the information.

Analyzing asset requirements enables asset managers to access the details of all assets by entity. If assets are needed but not available, managers may request an asset purchase, lease, or transfer across departments. Analyzing the expense and availability of assets enables managers to make sound decisions regarding asset usage.

Process

To manage requirements for assets, asset managers:

- Review, by entity, requirements for capital assets
- Review the available capital assets and their associated expenses
- Decide whether to purchase new assets or lease equipment on operational or capital lease, based on the organization's requirements.
- Calculate the expense of a new leased asset and request them as needed, based on the impact to Cash Flow, Balance Sheet, and Profit and Loss.

Capital Analysis Task List Tasks

1. Review the impact on financial statements.

See [“Reviewing the Impact on Financial Statements”](#) on page 52.

2. View the asset overview.

See [“Viewing Asset Overview”](#) on page 53.

Viewing the Capital Analysis Task List

- To view the Capital Analysis task list:

- 1 **Launch Capital Asset Planning.**

See [“Logging On and Accessing Capital Asset Planning”](#) on page 25.

- 2 In the left panel, expand **My Task List**.

- 3 Expand **Capital Analysis**.

- 4 To launch a task from the task list, to the right of the task under the **Action** column, click **Launch Tasklist**

Wizard 

Reviewing the Impact on Financial Statements

Reviewing the impact of capital expenses and related actions shows their effect on the Profit and Loss, Balance Sheet, and Cash Flow. You can review the financial impact by department or across departments, for one asset class, all asset classes, or one asset.

- To review the impact of an asset expenses on the financial statements:

- 1 Under the **Capital Analysis** task list, launch **Review Impact on Financial Statements**.

See [“Viewing the Capital Analysis Task List”](#) on page 52.

- 2 Complete the **Capital Impact on Financial Statement** composite form.

For form element definitions, see the [Glossary](#).

Note: To view the impact of adding a new leased asset on the financial statements, aggregate all data by selecting **Tool**, then **Business Rules**, and then **Roll Up from Capital Administration**. For example, if you added several new leased assets but their financial impact is not listed on the Review Impact on Financial Statement form, run this business rule.

- 3 From the **Cash Flow Impact** form, you can view asset details using the shortcut menu.

See [“Viewing Asset Details”](#) on page 53.

Viewing Asset Details

This task enables you to view capital expense details about an asset and verify the expenses of new asset requests.

➤ To view asset details:

- 1 **Open the Capital Impact on Financial Statement composite form.**
See [“Reviewing the Impact on Financial Statements”](#) on page 52.
- 2 **Right-click the Cash Flow Impact form, and then select Asset Details.**
- 3 **Review the 5.05 Capital Expenditure Summary - Line Item Details form.**
For form element definitions, see the [Glossary](#).

Note: You can return to the previous form by using the shortcut menu.

Viewing Asset Overview

The Asset Overview task enables you to see how assets are utilized:

- **Capital Expenditure** shows the proportion of capital expenses for the year by category (for example, buildings comprise 73% of total capital expenses). You can drill down into each category for detailed information.
- **Cash OutFlow** shows the cash outflow from capital additions.
- **Asset Usage** shows the asset units and capital expenses by period for every asset in an entity.

➤ To view the asset overview:

- 1 **Under the Capital Analysis task list, launch Asset Overview.**
See [“Viewing the Capital Analysis Task List”](#) on page 52.
- 2 **Review the Asset Overview composite form.**
For form element definitions, see the [Glossary](#).

Glossary

Account Dimension that supports planning for capital assets.

amortization method The deduction of intangible capital expenses over a period of time (usually over the asset's useful life). More specifically, this method measures the consumption of the value of intangible assets, such as a patent or a copyright.

Asset Class Dimension that represents the various categories of assets that the company owns.

Asset Detail Dimension that is used to detail new assets: New Leased or New Owned. This dimension can also be used to delineate existing assets if the company owns more than one asset type and must plan specifically for that asset.

Capital planning Planning for, managing, and prioritizing capital expenses.

cash flow incidence Assumption by which the pattern of cash flow is defined. Selections are: Before 2 Months, Before 1 Month, Same Month, Next Month, After 2 Months, After 3 Months, After 4 Months, or Staggered. The selection made directly impacts the Cash Flow statement.

DB (declining balance) Declining balance is an accelerated method for computing depreciation whereby a large part of the cost of the fixed asset is expensed at the beginning of the asset's life. To calculate declining balance depreciation, the depreciable basis of the fixed asset is multiplied by a factor. The depreciable basis is the book value of the fixed asset minus the accumulated depreciation. The factor is the percentage of the asset that would be depreciated each year under straight line depreciation, multiplied by an accelerator.

DB year and DB period Each year or period that an asset is depreciated using the declining balance method has a different depreciable basis. DB year and DB period is the value of an asset on the depreciable basis for a given year or period.

depreciation A method for allocating the cost of a tangible asset over its useful life. Oracle Hyperion Capital Asset Planning supports Straight Line (SLN), Sum-of-Years-Digits (SYD), and Declining Balance (DB) as depreciation methods for assets.

Entity Dimension that represents an organization, department, or business unit.

finite amortization method An amortization method. Intangible assets with a finite useful life are amortized over their useful life and tested for impairment when impairment needs are indicated.

FOG cost per year Fuel, oil, and gas costs, which are required expenses for operating some equipment.

funding % Percentage of the capital purchases funded by an external source.

funding incidence Assumption by which the pattern of cash inflow is defined. Selections are: Before 2 Months, Before 1 Month, Same Month, Next Month, After 2 Months, After 3 Months, After 4 Months, or Staggered.

global rates Assumption rates set at a high level that are used in various calculations to derive costs.

Income Statement Measures a company's financial performance over an accounting period by summarizing the business revenues and expenses. It also shows the net profit or loss incurred over an accounting period, typically over a fiscal quarter or year. The three primary financial statements are Income Statement, Balance Sheet, and Cash Flow.

indefinite lived amortization method An amortization method. Intangible assets amortized with indefinite lived are tested for impairment in the same way as goodwill, rather than amortized systematically. The decision that a useful life is indefinite is reassessed annually to establish whether it is still indefinite. If it instead is finite, amortization begins.

intangible asset An asset that is not physical in nature. Corporate intellectual property (items such as patents, trademarks, copyrights, business methodologies), goodwill, and brand recognition are all common intangible assets.

midperiod Used in calculating depreciation or amortization, mid period means that for the first month and the last month of useful life, the depreciable amount should be 50% of the normal monthly value, assuming the asset is placed in service in the middle of the month.

SLN (straight line depreciation) A depreciation method for an asset class, which divides the asset's cost evenly over its useful life.

SYD (sum of the year's digits) A depreciation method for allocating the cost of an asset over its useful life. It requires a fraction to be computed each year, which is applied against the depreciable amount.

tax rate The rate at which taxes are paid for the given period.

useful life The period during which an asset or property is expected to be usable for the purpose it was acquired.

Index

A

- about Capital Asset Planning, 9
- access permissions, setting, 23
- accessing
 - Performance Management Architect, 25
 - Planning, 25
 - Workspace, 25
- Account dimension
 - defined, 55
 - overview, 11
 - setting access permissions, 24
- acquisition cost, specifying, 44
- ActVersion substitution variable, 23
- administering capital assets, about, 27
- amortization method
 - defined, 55
 - setting assumptions, 29
- applications
 - creating Performance Management Architect applications, 20
 - creating using Planning application administration, 21
 - creating, overview, 19
 - implementation tasks, 21
 - selecting, 25
- Approvals, submitting capital asset plans, 50
- artifacts of Capital Asset Planning, 12
- Asset Class dimension
 - about setting up, 29
 - calculating, 36
 - defined, 55
 - overview, 11
 - setting access permissions, 24
- Asset Detail dimension
 - about setting up, 29
 - defined, 55
 - overview, 12
 - updating, 30
 - viewing, 42, 53
- Asset ID, setting, 44
- asset-related expenses
 - assumption drivers, 29
 - calculating, 31, 49
 - impact on Balance Sheet, 41
 - impact on Cash Flow statement, 40
 - impact on Profit and Loss, 41
- assets
 - adding, 43
 - Asset Class, defined, 55
 - Asset Detail, defined, 55
 - calculating, 36
 - calculating leased, 49
 - calculating related expenses, 31
 - changing requisition status, 45
 - changing status, 35
 - improving, 39
 - managing minor existing, 41
 - planning for, 33
 - reconciling, 45
 - requesting, 43
 - reviewing major existing, 35
 - verifying the loaded depreciation and amortization on existing, 31

B

- Balance Sheet
 - effect on, of capitalized leases, 46
 - viewing impact of assets, 41
- business model, 10
- business rules
 - Calculate Asset, 36
 - overview, 12
 - RollupCapexCube, 30
 - updating, 11

C

Calculate Asset business rule, [36](#)
 calendar
 described, [9](#)
 supported, [34](#)
 Capacity UOM, setting, [43](#)
 Capital Administration task list
 tasks, [28](#)
 viewing, [28](#)
 Capital Analysis task list
 tasks, [51](#)
 viewing, [52](#)
 capital assets, [33](#). *See also* assets
 about administering, [27](#)
 about analysis, [51](#)
 administering process, [27](#)
 analysis process, [51](#)
 calculating all leased asset expenses, [40](#)
 consolidating expenses, [30](#)
 impairing, [36](#)
 importing, [30](#)
 planning, [33](#)
 planning process, [33](#)
 removing, [44](#)
 retiring, [38](#)
 reviewing overall expenses, [39](#)
 setting assumptions, [29](#)
 transferring, [37](#)
 capital planning
 considerations, [34](#)
 defined, [55](#)
 Capital Planning task list
 tasks, [34](#)
 viewing, [34](#)
 capitalized lease, described, [46](#)
 CAR #, entering, [43](#)
 cash flow
 viewing impact of asset, [40](#)
 viewing impact of capital expenses, [52](#)
 cash flow incidence
 defined, [55](#)
 setting assumptions, [29](#)
 Smart List, [15](#)
 creating
 applications using Planning application
 administration, [21](#)

Performance Management Architect applications,
[20](#)

CurScenario substitution variable, [22](#)

CurVersion substitution variable, [22](#)

CurYr substitution variable, [22](#)

customizing

 accounts, [11](#)

 forms, [12](#)

 time periods, [9](#)

D

data

 loading, [21](#)

 loading overview, [24](#)

DB period, defined, [55](#)

DB year, defined, [55](#)

DB, defined, [55](#)

declining balance, defined, [55](#)

deploying Performance Management Architect
 applications, [21](#)

depreciation

 defined, [55](#)

 setting assumptions, [29](#)

 supported methods, [34](#)

depreciation conventions, setting assumptions, [29](#)

dimension member names, [20](#)

dimensions

 and Smart Lists, [13](#)

 loading into, [21](#)

 predefined, overview, [11](#)

dynamic children, [39](#)

E

elements of Capital Asset Planning, [12](#)

Entity dimension

 defined, [55](#)

 loading entities into, [22](#)

 setting access permissions, [24](#)

equipment, [12](#). *See also* assets

 about usage, [53](#)

 billing rates, effect on calculations, [29](#)

 requisitions, included line items, [12](#)

 units, effect on calculations, [29](#)

 usage cost, [29](#)

existing assets

 reviewing major, [35](#)

reviewing minor, [41](#)
 verifying the loaded depreciation and amortization,
[31](#)
 expensed versus capitalized impairments, [36](#)

F

financial statements, reviewing impact on, [52](#)
 finite amortization method, defined, [55](#)
 FOG cost per year
 defined, [55](#)
 setting, [44](#)
 forms
 overview, [12](#)
 unable to open, [23](#)
 ForVersion substitution variable, [23](#)
 funding %, defined, [55](#)
 funding incidence, defined, [55](#)
 funding options, setting assumptions, [29](#)

G

global rates
 defined, [55](#)
 setting for capital assets, [29](#)

I

impairing assets, [36](#)
 implementation tasks, [21](#)
 importing. *See* loading
 improving assets, [39](#)
 in-service date
 and depreciation calculation, [43](#)
 setting, [43](#)
 Income Statements
 defined, [55](#)
 effect on, of lease payments, [46](#)
 indefinite lived amortization method, defined, [56](#)
 initializing Capital Asset Planning applications, [19](#)
 with Planning application administration, [21](#)
 with Performance Management Architect
 application administration, [20](#)
 installing Capital Asset Planning, [21](#)
 insurance expenses
 and global assumptions, [29](#)
 of leased assets, [47](#)
 specifying, [44](#)
 intangible assets

adding, [43](#)
 calculating, [39](#)
 defined, [56](#)
 impairing, [36](#)
 updating assumptions, [35](#)

L

LastYr substitution variable, [22](#)
 lease type, changing, [48](#)
 leased assets
 adding, [46](#)
 calculating, [49](#)
 calculating all expenses, [40](#)
 described, [46](#)
 reconciling, [46](#)
 removing, [48](#)
 updating assumptions, [35](#)
 loading data
 overview, [24](#)
 using Data Integration Management Adapter for
 Planning, [24](#)
 logging on
 to Capital Asset Planning, [25](#)
 to Workspace, Performance Management
 Architect, and Planning, [25](#)

M

maintenance expenses
 of leased assets, [47](#)
 setting assumptions, [29](#)
 specifying, [44](#)
 major assets, updating assumptions, [35](#)
 managing
 capital assets, [27](#)
 capital assets, about, [27](#)
 member formulas, updating, [11](#)
 menus. *See* shortcut menus
 metadata
 loading, overview, [24](#)
 setting up, [21](#)
 midperiod, defined, [56](#)
 minor assets, updating assumptions, [41](#)
 multicurrency applications, [34](#)

N

NextYear substitution variable, [22](#)

No Entity member, [24](#)

O

operating lease, described, [46](#)

P

Performance Management Architect

accessing, [25](#)

creating an application, [20](#)

Period dimension, [20](#)

PlanVersion substitution variable, [23](#)

predefined artifacts, [12](#)

prerequisites, [10](#)

Profit and Loss Statement, viewing impact on, [41](#)

R

reconciling

new assets, [45](#)

new leased assets, [46](#)

removing

assets, [44](#)

leased assets, [48](#)

repair expenses

of leased assets, [47](#)

setting assumptions, [29](#)

specifying, [44](#)

requisition status, changing, [45](#)

retiring assets, [38](#)

right-click menus, overview, [13](#)

RollupCapexCube business rule, [30](#)

S

salvage value

advice on setting, [34](#)

entering, [43](#)

Scenario dimension

setting access permissions, [24](#)

setting the substitution variable, [22](#)

Set Capital Assumptions task, [29](#)

shortcut menus

deleting, [13](#)

overview, [13](#)

SLN, defined, [56](#)

Smart Lists

and accounts, [11](#)

and business rules, [13](#)

predefined, [13](#)

staggered cash flow incidence

setting assumptions, [29](#)

Smart List, [15](#)

Standard Rate, for equipment, [29](#)

straight line depreciation, defined, [56](#)

submitting plans for approval, [50](#)

substitution variables, setting, [22](#)

sum of the year's digits, defined, [56](#)

SYD, defined, [56](#)

T

tangible assets

adding, [43](#)

updating assumptions, [35](#)

task lists

Capital Administration, [28](#)

Capital Analysis, [51](#)

Capital Planning, [34](#)

overview, [13](#)

tax rate

defined, [56](#)

setting assumptions, [29](#)

ThisMonth substitution variable, [22](#)

Thisyear substitution variable, [23](#)

time periods

custom, [9](#)

described, [9](#)

transferring assets, [37](#)

U

upgrading Capital Asset Planning, [11](#)

URL for Workspace, [25](#)

useful life

and lease terms, [46](#)

defined, [56](#)

setting assumptions, [29](#)

user groups, [23](#)

user roles, [23](#)

user variables, setting, [23](#)

V

Verify Loaded Depreciation and Amortization form, [31](#)

Version dimension

setting access permissions, [24](#)
setting the substitution variable, [22](#)

W

Workspace, logging on, [25](#)

Y

Year dimension, [20](#)
years, supporting multiple, [9](#)

A B C D E F G I L M N O P R S T U V W Y