



## Asset Wizard

### Benefits

- Extremely easy to use
- Configures itself to your system setup
- Close to zero implementation effort
- Easy to customize
- Cuts down data entry time
- Eliminates re-keying errors
- Lets you automate transaction preparation
- Correct errors quickly

*Asset Wizard allows you maintain your Oracle asset transactions from Excel. Forget about manual data entry when you can now download asset information into Excel, make the necessary changes using the flexibility of Excel and then upload the changes directly into Oracle Assets. It is robust, extremely fast and flexible. Use Excel to download your Asset Information as the basis for new additions or to make changes or to simply populate asset information into Excel for analysis.*

*Enjoy the smoothest integration from your desktop to Oracle Assets.*

### Feature Overview

- Based on MS-Excel
- Forms assist with data entry validation and error correction
- Advanced download capability
- Simplifies asset maintenance by allowing:
  - Additions
  - Additions Tax
  - Adjustments
  - Capitalize CIP Assets
  - Depreciation Update
  - Reclassifications
  - Retirements
  - Reinstatements
  - Revaluations
  - Transfers
- Create Categories (R12 only)

Upload Status	Upload Messages	Transaction ID	Book	Asset Number	Transaction Date	Amortization Start	Description	Tag Number	Asset Type	In Use Flag
LOADED	The default value	10395	ADB CO	100316	30/11/1998	30/11/1998	DATABASE		CAPITALIZED	Yes
LOADED	The default value	10397	ADB CO	100317	30/11/1998	30/11/1998	NETWORK		CAPITALIZED	Yes
LOADED	The default value	10399	ADB CO	100337	30/11/1998	30/11/1998	CHAIRS		CAPITALIZED	Yes
LOADED	The default value	10401	ADB CO	100339	30/11/1998	30/11/1998	FILE SERVE		CAPITALIZED	Yes
LOADED	The default value	10403	ADB CO	100340	30/11/1998	30/11/1998	ARTWORK		CAPITALIZED	Yes
LOADED	The default value	10405	ADB CO	100341	30/11/1998	30/11/1998	OFFICE CUB		CAPITALIZED	Yes
LOADED	The default value	10407	ADB CO	103515	30/11/1998	30/11/1998	PC Laptop		CAPITALIZED	Yes
LOADED	The default value	10409	ADB CO	103539	30/11/1998	30/11/1998	PC Laptop	1	CAPITALIZED	Yes
LOADED	The default value	10411	ADB CO	103542	30/11/1998	30/11/1998	PC Laptop	2	CAPITALIZED	Yes
LOADED	The default value	10413	ADB CO	103543	30/11/1998	30/11/1998	PC Laptop	3	CAPITALIZED	Yes
LOADED	The default value	10415	ADB CO	103546	30/11/1998	30/11/1998	PC Laptop		CAPITALIZED	Yes
LOADED	The default value	10417	ADB CO	103547	30/11/1998	30/11/1998	PC Laptop		CAPITALIZED	Yes
LOADED	The default value	10419	ADB CO	103548	30/11/1998	30/11/1998	Steps Asse		CAPITALIZED	Yes
LOADED	The default value	10421	ADB CO	103549	30/11/1998	30/11/1998	Steph Testin		CAPITALIZED	Yes
LOADED	The default value	10423	ADB CO	103560	30/11/1998	30/11/1998	PC Laptop		CAPITALIZED	Yes
LOADED	The default value	10425	ADB CO	103564	30/11/1998	30/11/1998	PC Laptop		CAPITALIZED	Yes
LOADED	The default value	10427	ADB CO	103565	30/11/1998	30/11/1998	PC Laptop		CAPITALIZED	Yes
LOADED	The default value	10429	ADB CO	103566	30/11/1998	30/11/1998	Steps Asse		CAPITALIZED	Yes
LOADED	The default value	10431	ADB CO	103567	30/11/1998	30/11/1998	Steph Testin		CAPITALIZED	Yes

### Architecture

- Compatible with Microsoft Excel 2000 and later versions
- R11i to R12
- No client install
- Uses Applications function security

## Customize Fields

- Users select a data entry mode (e.g. addition, addition tax, adjustment, etc)
- The 'Set Wizard Columns' form enables you to quickly select what information to include in the worksheet for that mode.
- Mandatory columns are pre-selected, users can select other fields to also be mandatory
- Allows labels names to be changed and columns to be removed.

Set Wizard Columns

Listed below are the fields available to the wizard for upload. These fields can be made mandatory by checking the mandatory box. You can remove the field from the wizard by checking the Remove box.

**Addition Tax**

Column	Label	Mandatory	Remove
Upload Status		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Upload Messages		<input type="checkbox"/>	<input type="checkbox"/>
Transaction ID		<input type="checkbox"/>	<input type="checkbox"/>
Asset ID		<input type="checkbox"/>	<input type="checkbox"/>
Book		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Asset Number		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transaction Date		<input type="checkbox"/>	<input type="checkbox"/>
Comments		<input type="checkbox"/>	<input type="checkbox"/>
Context		<input type="checkbox"/>	<input type="checkbox"/>
Attribute1		<input type="checkbox"/>	<input type="checkbox"/>

Ok Cancel Create

## Transaction Forms

- Data entry forms are available for each data entry mode (additions, additions tax, adjustments, depreciation, reclassification, retirement, reinstatement, revaluation, transfer and R12 categories)
- The transaction forms are available to assist with data-entry and error correction.
- The forms are optional you can key/paste information directly into the worksheet.
- Lists of Values are validated according to your configuration.

Additions

Book: ADB CORP Asset Number: 103806 Row: 16

Transaction Date: 31/12/1998 Comment: OFF

Asset | Book | Assignment

Description	PC Laptop	Serial Number	
Tag Number		Category	COMPUTER-SOFTWARE
Asset Type	CAPITALIZED	Parent Asset	
Asset Key	...	Model Number	
Manufacturer		Lease	
Warranty		In Physical Inventory	Yes
In Use	Yes	Property Use	1245
Property Type	Real	Ownership	
New Or Used			
Units			

OK Apply Cancel

## Download Assets

- The download function is very flexible and enables you to select assets using one or more of the filters.
- List of Values and Search capabilities are available for filters.
- The download will populate the spreadsheet with the relevant information for the assets.
- The asset information can be subsequently updated and loaded back into Oracle.
- The download function enables efficient maintenance of assets.

## Example Worksheet

Below is an example of the Asset Wizard worksheet in 'addition' mode. This example shows assets being added.

The status columns enable the user to quickly see the progress of the records. You can see that five rows have been successfully loaded and one has been rejected. The rejected row can be quickly corrected and loaded.

Upload Status	Upload Messages	Transaction ID	Asset ID	Asset Number	Transaction Date	Comments	Description	Tag Number	Serial Number	Asset Type	Category	Asset Key	Parent Asset
LOADED		18414	105358	105358	12/31/1998		NETWORK F			CAPITALIZED	COMPUTER-N		
LOADED		18416	105359	105359	12/30/1998		FILE SERVE			CAPITALIZED	COMPUTER-N		
LOADED		18418	105360	105360	12/30/1998		ARTWORK			CAPITALIZED	FURNITURE-I		
LOADED		18420	105361	ADB CO105361	12/30/1998		OFFICE CUE			CAPITALIZED	FURNITURE-I		
LOADED		18422	105362	ADB CO105362	12/30/1998		PC Laptop			CAPITALIZED	COMPUTER-S		
LOADED		18424	105363	ADB CO105363	12/30/1998		MYOB			CAPITALIZED	COMPUTER-S		
LOADED		18426	105364	ADB CO105364	12/30/1998		Microsoft Off			CAPITALIZED	COMPUTER-S		
LOADED		18428	105365	ADB CO105365	12/30/1998		Oracle Suite			CAPITALIZED	COMPUTER-S		
LOADED		18430	105366	ADB CO105366	12/30/1998		PC Laptop			CAPITALIZED	COMPUTER-S		
LOADED		18432	105367	ADB CO105367	12/30/1998		PC Laptop			CAPITALIZED	COMPUTER-S		
LOADED		18434	105368	ADB CO105368	12/30/1998		PC Screen			CAPITALIZED	COMPUTER-S	NONE	
LOADED		18436	105369	ADB CO105369	12/30/1998		PC Keyboard			CAPITALIZED	COMPUTER-N		
REJECTED	The Category value			ADB CO	12/30/1998		Dell PC			CAPITALIZED	COMPUTER-S		

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