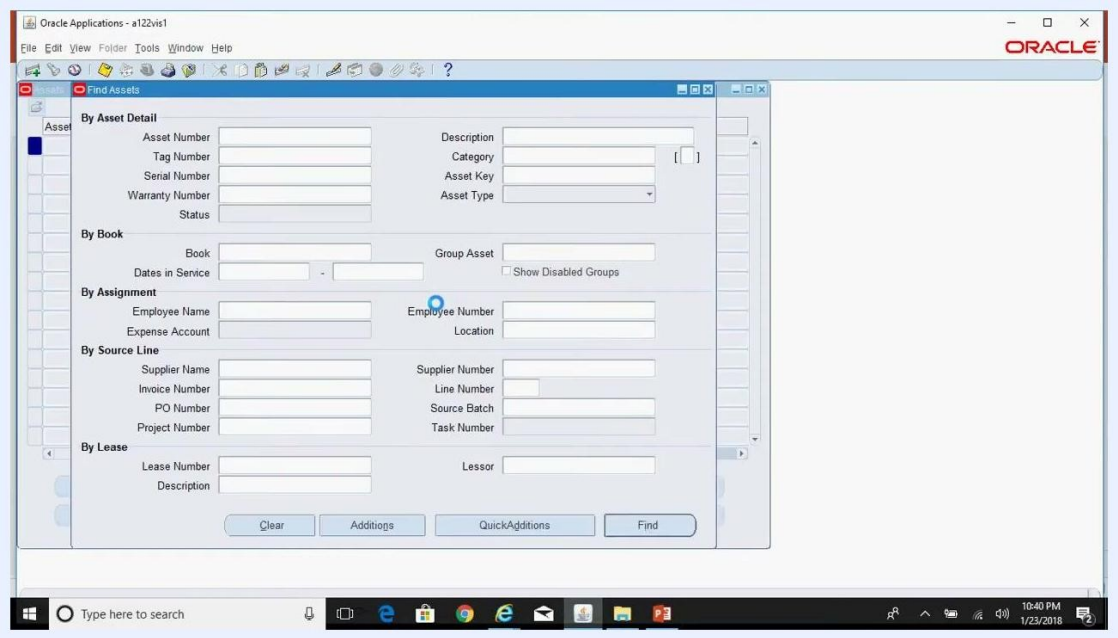
How to create an asset in Oracle EBS using Assets Workbench and Quick Additions

This guide shows you how to create an asset in Oracle EBS (Oracle Fixed Assets). You enter the asset details, the book and depreciation information, and the accounting and location assignments, and then verify the saved asset. The example is a computer software purchase that you add two ways: through the detailed **Additions** workflow and through **Quick Additions**.

You can add an asset in three ways:

- Through **Assets Workbench** using the **Additions** button.
- Using the **Quick Additions** button.
- From the Accounts Payable (AP) module. This guide does not cover this method.



PowerPoint slide titled "How to add Assets in Oracle FA" is displayed, indicating the start of the process.

Prerequisites

Before you begin, make sure you have:

- Valid credentials to log in to Oracle Applications.
- Access to the **Assets** module under the **Vision Operations** responsibility.

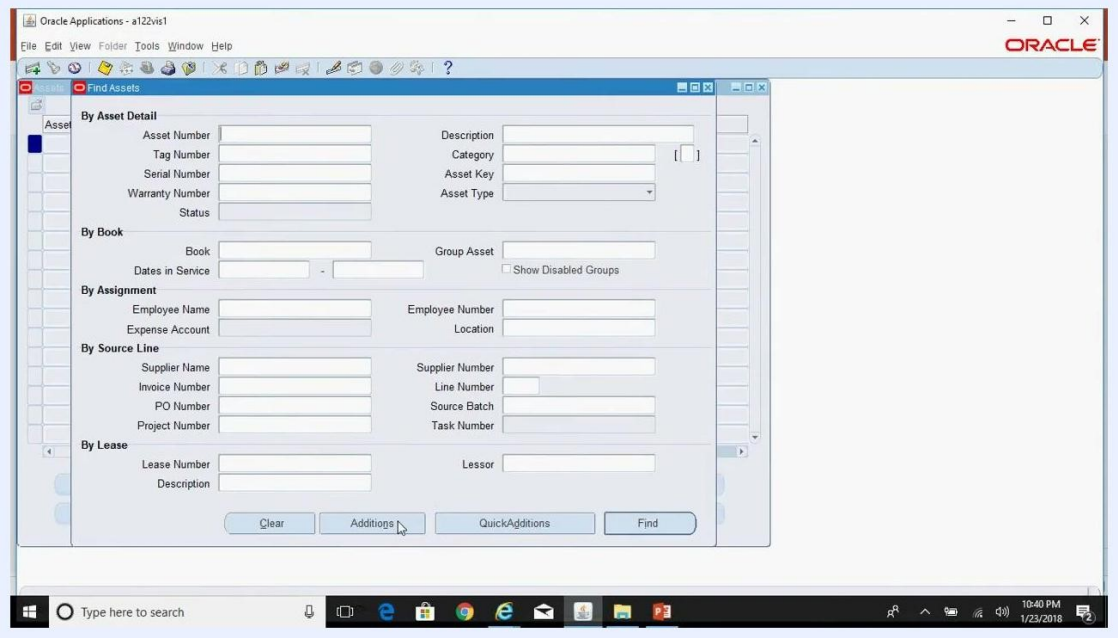
Add an asset with Assets Workbench

Step 1: Log in and open Assets Workbench

1. Open Oracle Applications and log in with your credentials.
2. Under the **Vision Operations** responsibility, go to the **Assets** module.
3. Select **Assets Workbench** to access the asset management features.

Step 2: Start a new asset addition

In the **Find Assets** window, look at the row of buttons at the bottom. Click **Additions** to begin adding a new asset.



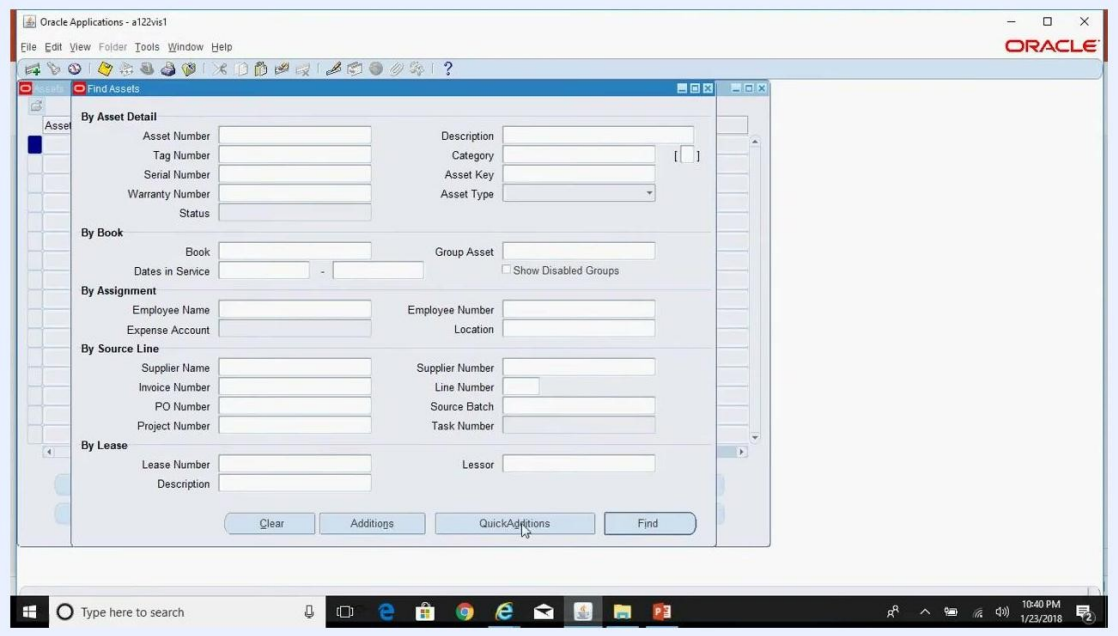
The Find Assets window with the Additions and Quick Additions buttons at the bottom.

Step 3: Enter the asset details

In the **Asset Details** window, enter the following information:

- **Description**: Enter a free-text description. In this example, enter Purchase of Computer Software.
- **Category**: You assign this in the next step.
- **Units**: Enter the number of units. In this example, enter 1.

- **Asset Number**: The system generates this value, so you leave it blank.



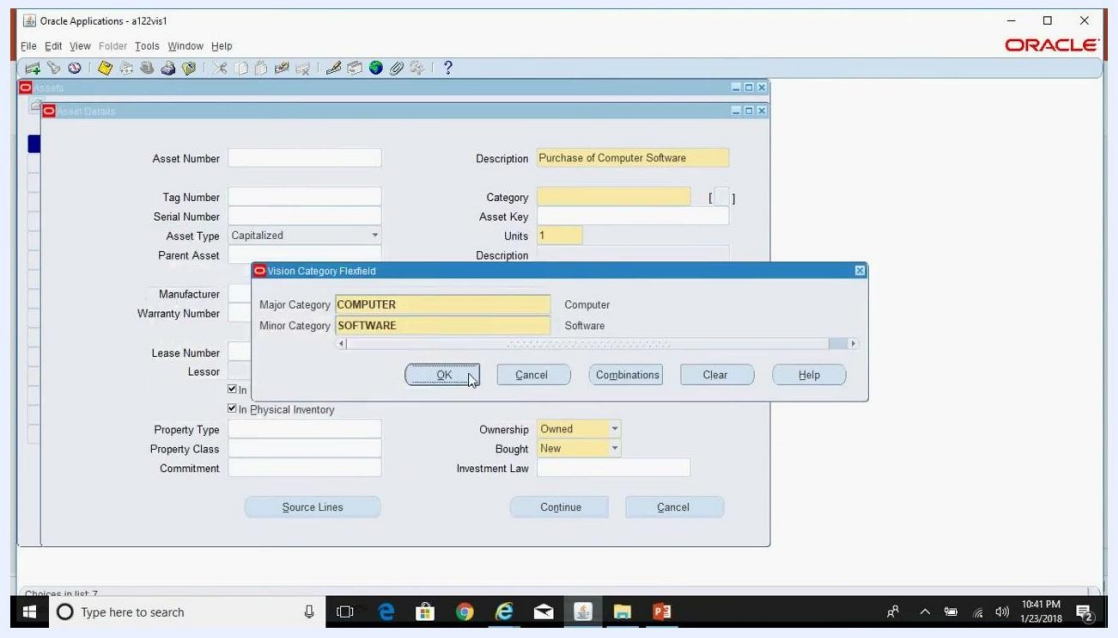
The Asset Details window with "Purchase of Computer Software" as the Description and Units set to 1.

Other fields, such as Tag Number, Serial Number, Manufacturer, Warranty Number, and Model, are optional. They are typically used for physical assets.

Step 4: Assign the asset category

1. Click the **Category** field to open the **Vision Category Flexfield** dialog.
2. Enter COMPUTER as the **Major Category**.
3. Enter SOFTWARE as the **Minor Category**.

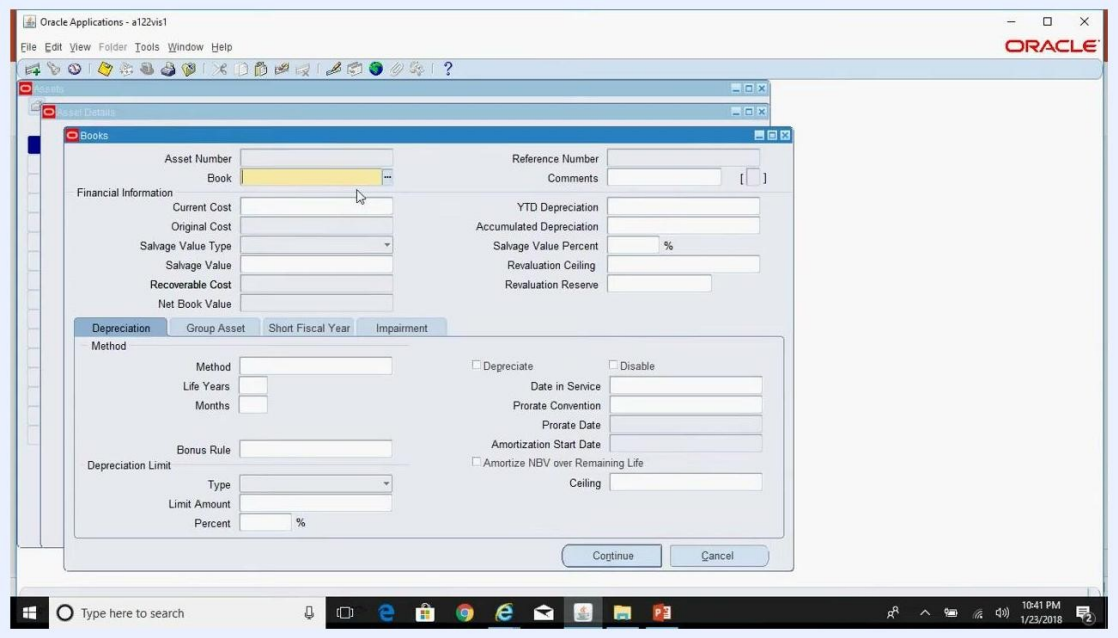
4. Click **OK** to confirm.



The Vision Category Flexfield dialog with Major Category COMPUTER and Minor Category SOFTWARE.

Step 5: Continue to the Books window

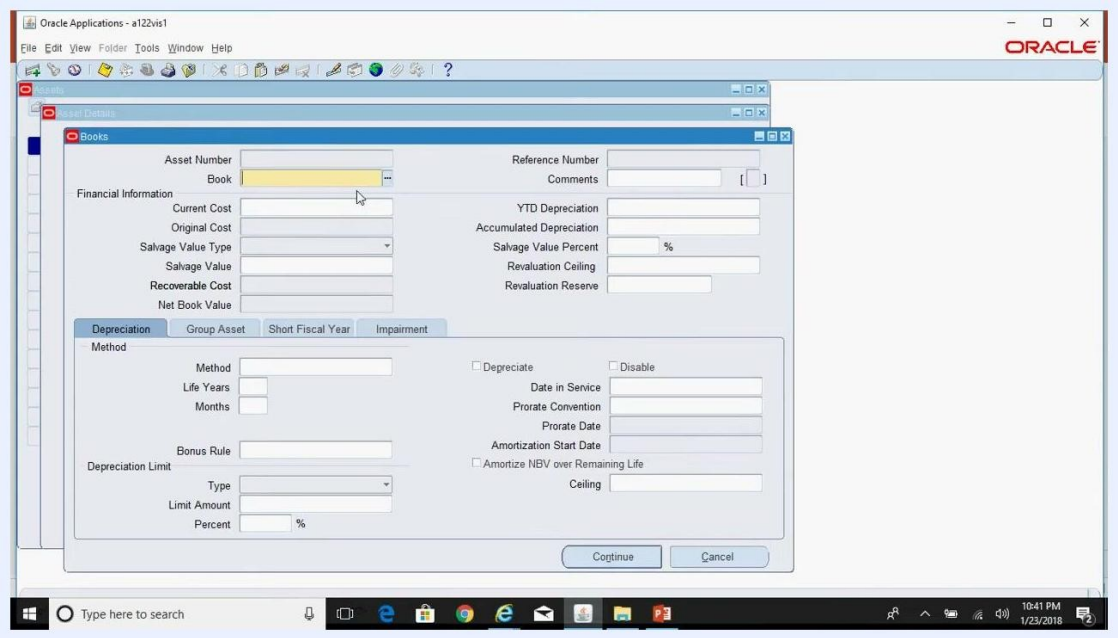
Click **Continue** in the **Asset Details** window. The **Books** window opens, where you enter financial and depreciation information for the asset.



The Asset Details window with the Continue button highlighted.

Step 6: Select the asset book

In the **Books** window, select the asset book you want to create the asset under. In this example, select **OPS CORP** (Operations Corporate Asset Book).



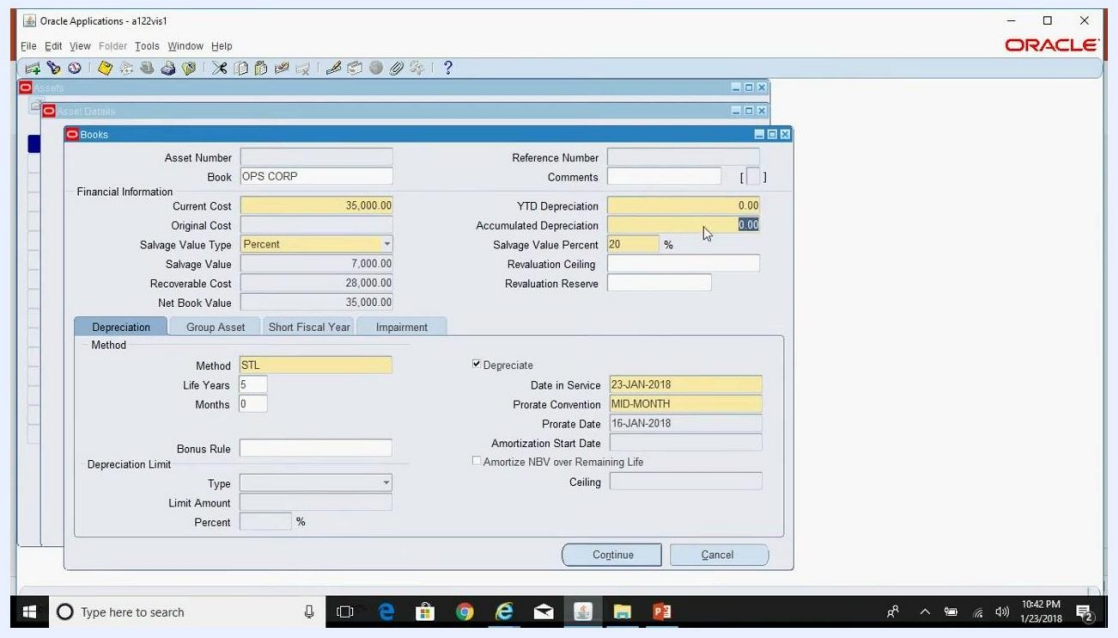
The Books window with the Book field ready for selection.

Step 7: Enter the financial information

Enter the following values:

- **Current Cost**: 35,000, the purchase cost of the asset.
- **YTD Depreciation**: 0.00, because this is a new asset.
- **Accumulated Depreciation**: 0.00, because there is no depreciation yet.
- **Salvage Value Type**: Select Percent and enter 20%.

- **Salvage Value**: 7,000, calculated from the percentage.



The Books window with OPS CORP selected, Current Cost 35000, Salvage Value 20 percent (7000), and depreciation fields at zero.

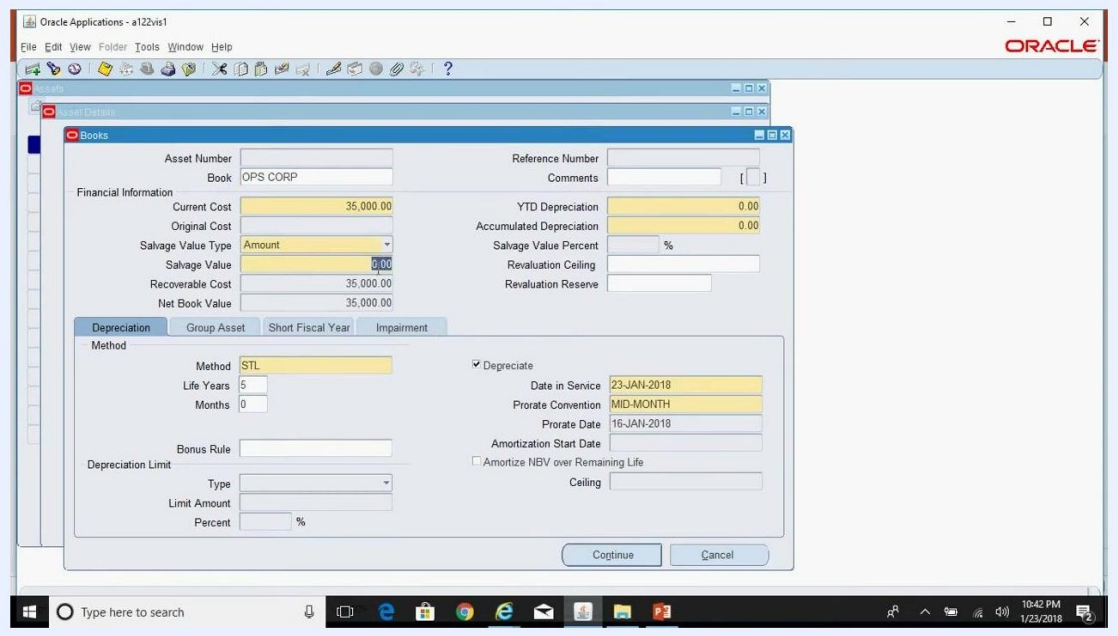
Net Book Value fills in automatically as 35,000.

Step 8: Use a fixed salvage amount (optional)

If you want to specify the salvage value as a fixed amount instead of a percentage:

1. Change **Salvage Value Type** to Amount.

2. Enter 0.00 as the **Salvage Value** if you expect no salvage value at the end of the asset's life.



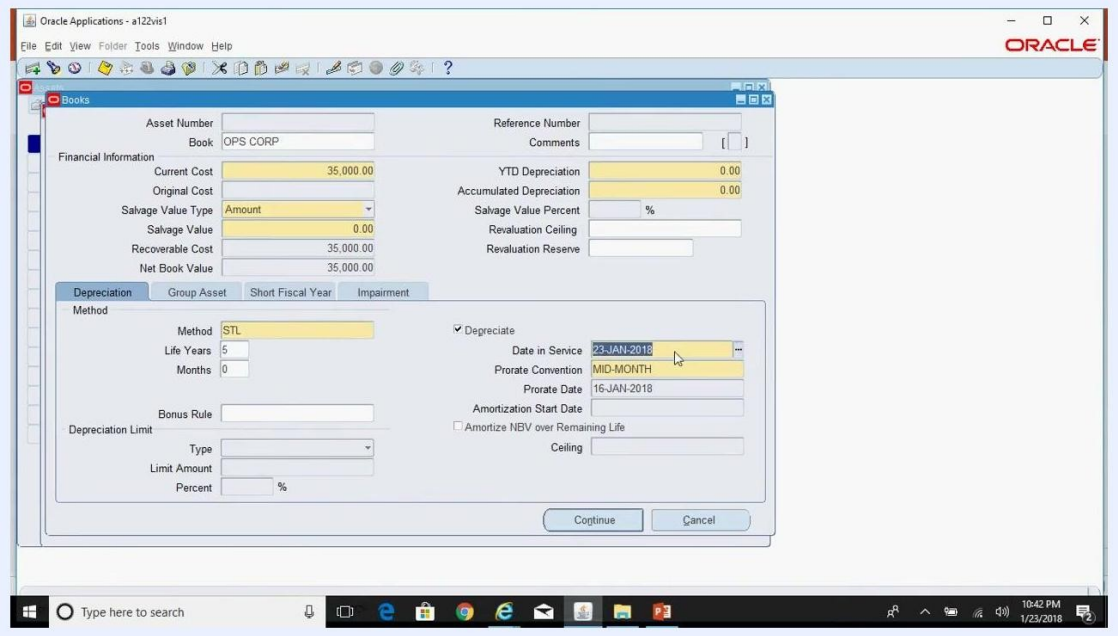
The Books window with Salvage Value Type set to Amount and Salvage Value set to 0.00.

Step 9: Confirm the depreciation settings

Review the depreciation method and related fields:

- **Method**: STL (Straight Line).
- **Life Years**: 5.
- **Depreciate**: Make sure the box is checked.
- **Date in Service**: 23-JAN-2018, the date the asset is placed in service.
- **Prorate Convention**: MID-MONTH.

- **Prorate Date**: 16-JAN-2018.



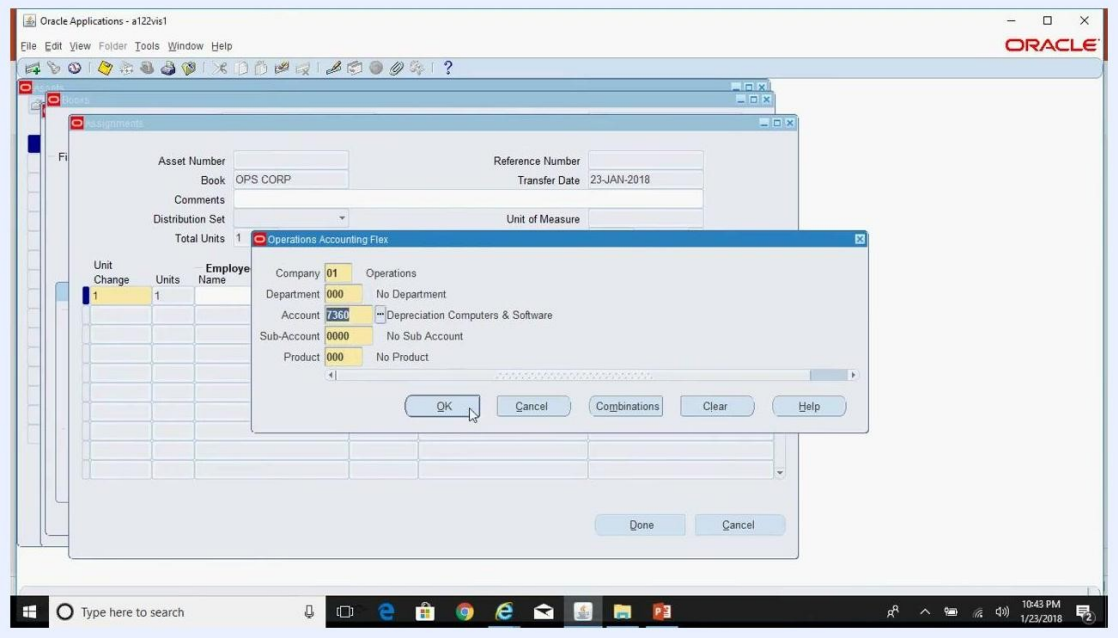
The Books window showing Method STL, Life Years 5, Date in Service 23-JAN-2018, Prorate Convention MID-MONTH, and Prorate Date 16-JAN-2018.

Step 10: Assign the expense (depreciation) account

In the **Assignments** window, enter these values in the Operations Accounting Flex popup:

- **Company**: 01 (Operations)
- **Department**: 000 (No Department)
- **Account**: 7360 (Depreciation Computers & Software)
- **Sub-Account**: 0000 (No Sub Account)

- **Product**: 000 (No Product)



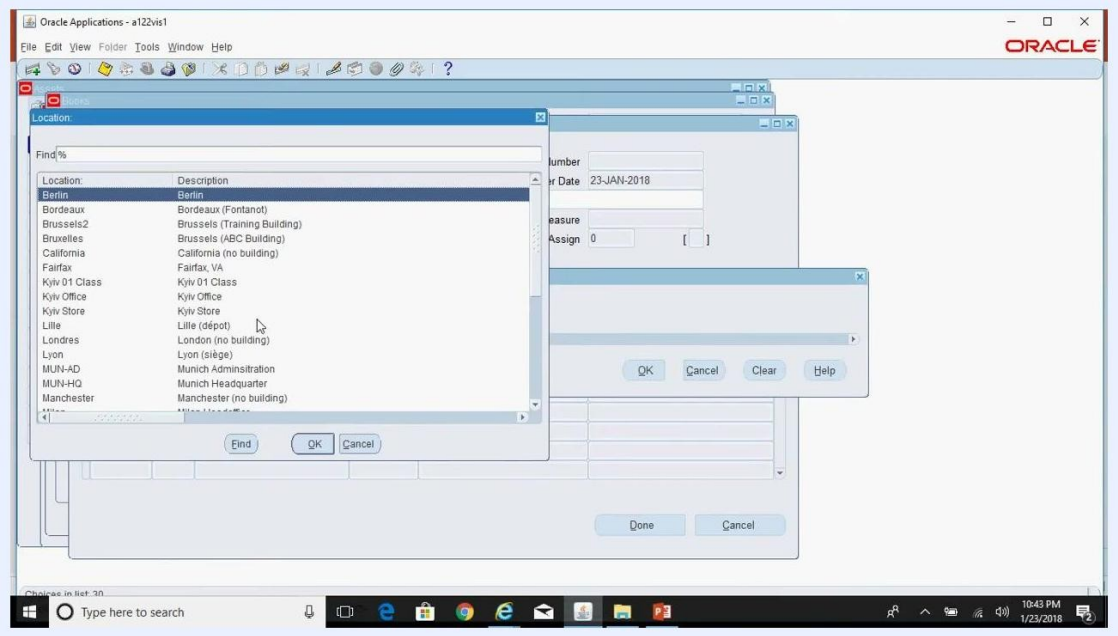
The Operations Accounting Flex window with Company 01, Department 000, Account 7360, Sub-Account 0000, Product 000, and OK highlighted.

Click **OK** to confirm the accounting combination.

Step 11: Specify the physical location

1. In the **Location** field, click the search icon to open the location selection window.

2. Select California from the predefined locations in the asset location master, or choose another relevant location.



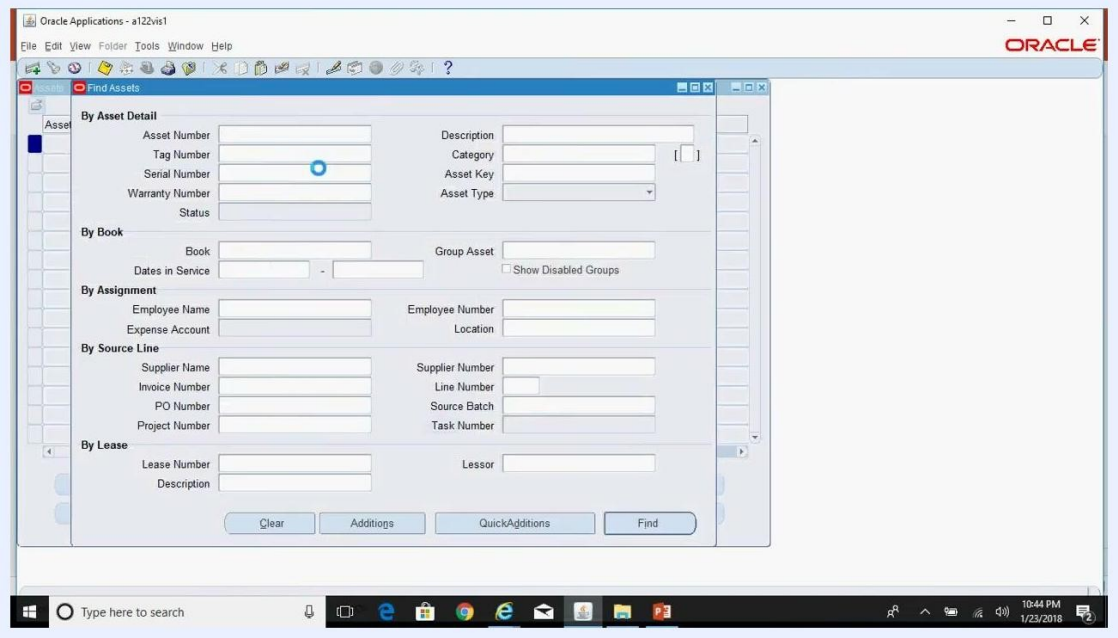
The location selection window listing locations such as California, Berlin, and Brussels.

For software assets, the physical location may not have special significance.

Step 12: Finish and save the asset

1. In the **Assignments** window, check that the **Expense Account** and **Location** fields are correct. For example, 01-000-7360-0000-000 and USA.CA.SAN FRANCISCO-NONE.

2. Click **Done** to complete the asset addition.



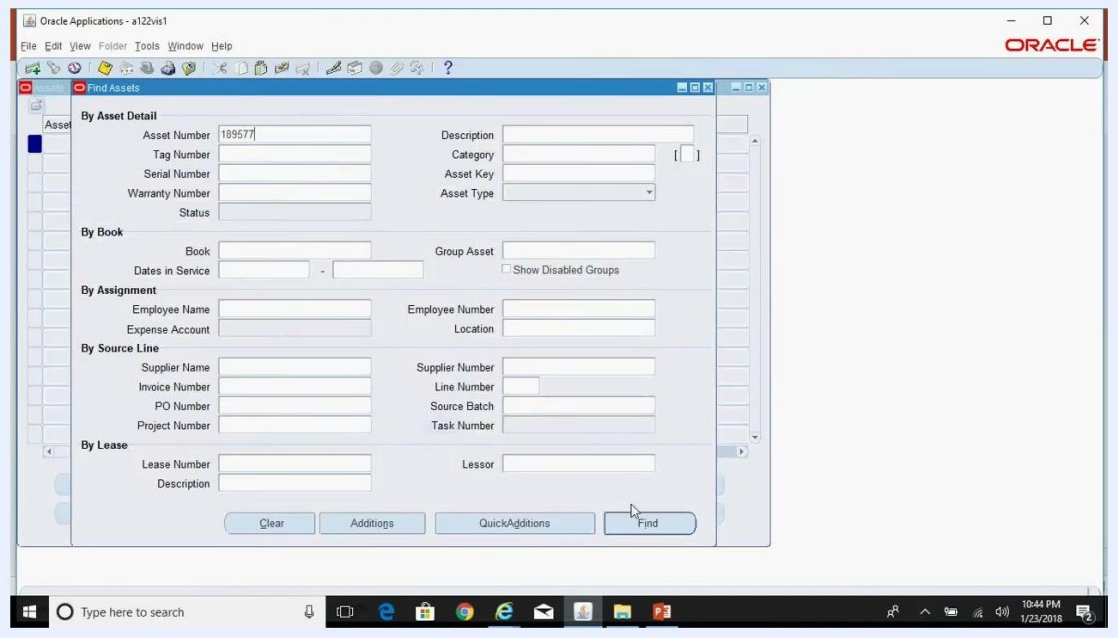
The Assignments window with the Expense Account and Location fields filled and Done highlighted.

A message confirms the save: "Transaction saved for the asset number 189577." The system generates the asset number.

Step 13: Query the new asset

1. Return to **Assets Workbench**.
2. In the **Find Assets** window, enter the generated number 189577 in the **Asset Number** field.

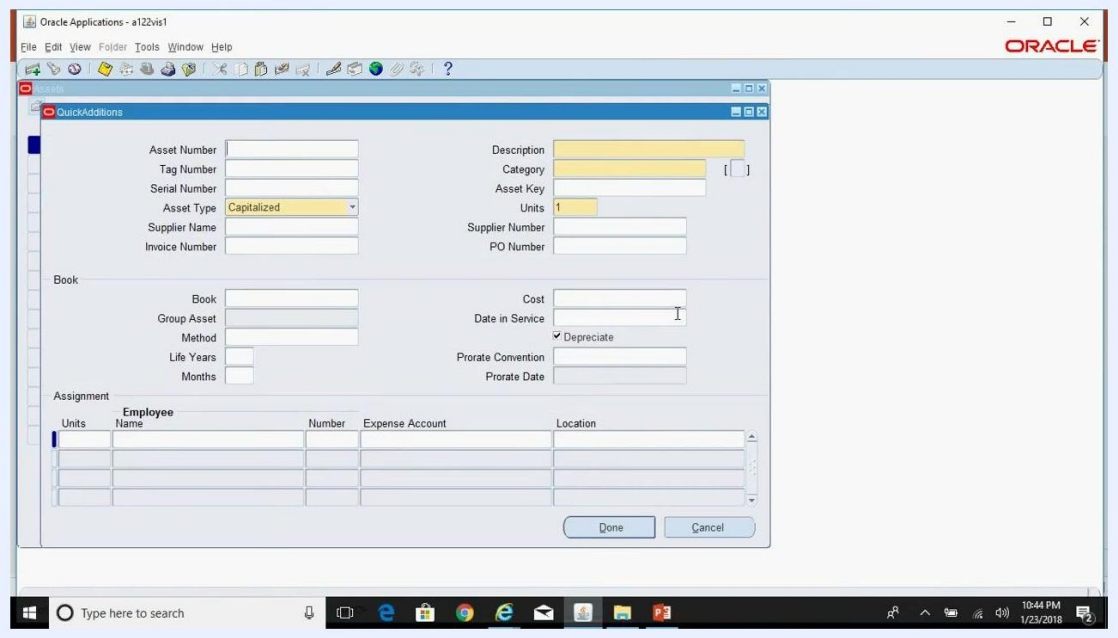
3. Click **Find** to retrieve the asset and review the details you entered.



The Find Assets window with Asset Number 189577 entered and Find highlighted.

Create an asset with Quick Additions

Quick Additions lets you enter all required asset details on a single screen for faster entry. Some fields from the detailed process, such as **YTD Depreciation** and **Accumulated Depreciation**, are not available in Quick Additions.



The Quick Additions window with simplified fields for Asset Type, Description, Book, Cost, Date in Service, and Assignment.

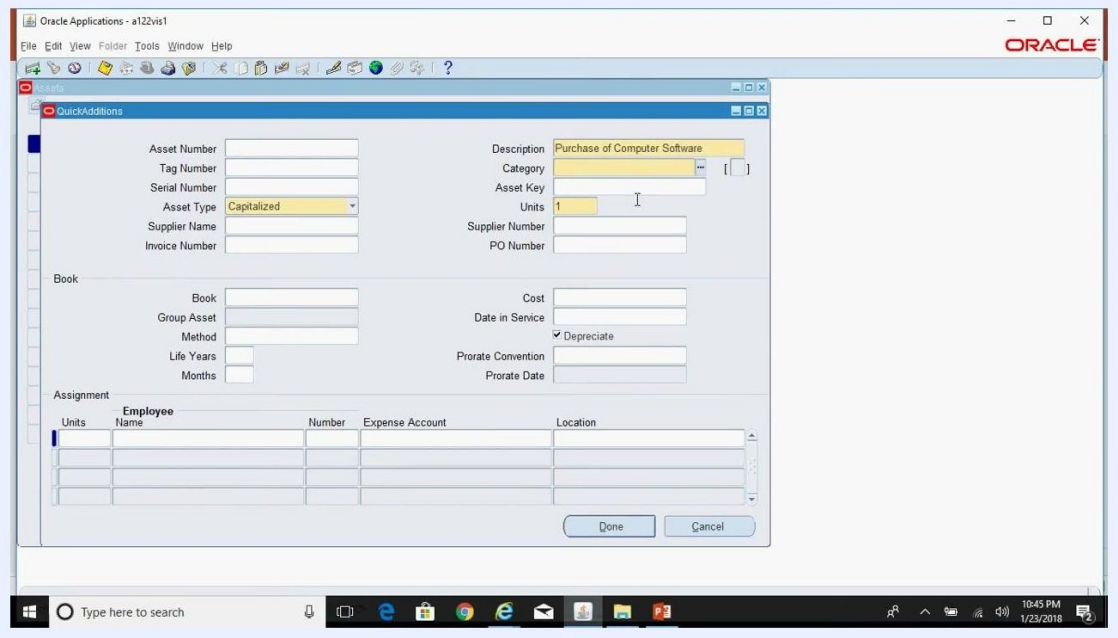
Step 14: Open Quick Additions

In the **Find Assets** window, click **Quick Additions** to open the Quick Additions form.

Step 15: Enter the description, asset type, and units

1. In the **Description** field, enter Purchase of Computer Software.
2. Set **Asset Type** to Capitalized.

3. Enter 1 in the **Units** field.

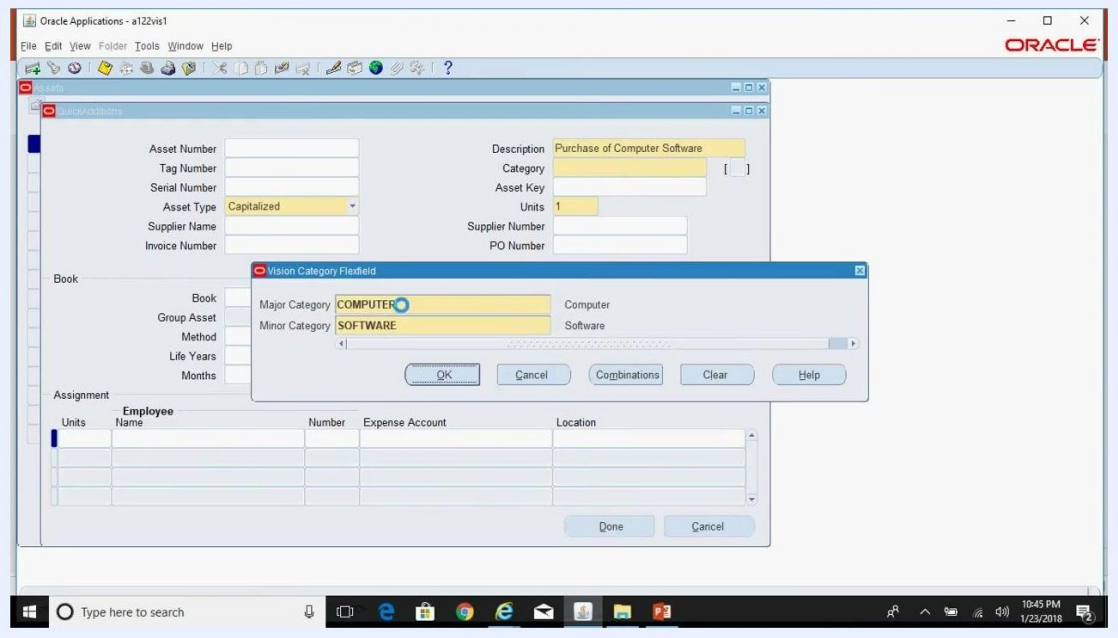


The Description set to Purchase of Computer Software, Asset Type set to Capitalized, and Units set to 1.

Step 16: Select the category

1. Click the ellipsis button next to the **Category** field to open the **Vision Category Flexfield** dialog.
2. Select COMPUTER as the **Major Category**.
3. Select SOFTWARE as the **Minor Category**.

4. Click **OK**.



The Vision Category Flexfield dialog with Major Category COMPUTER and Minor Category SOFTWARE.

Step 17: Add optional details

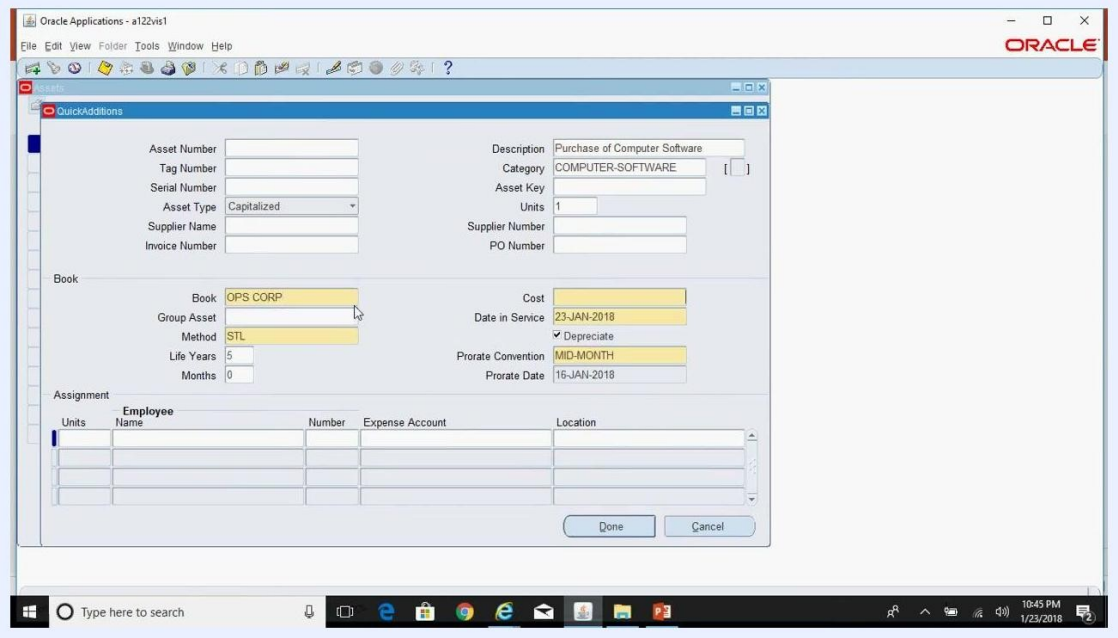
If you need them, enter additional details such as **Tag Number** and **Serial Number**. These fields are not mandatory.

Step 18: Complete the Book section

Enter the following values:

- **Book**: OPS CORP
- **Method**: STL
- **Life Years**: 5, and **Months**: 0
- **Depreciate**: Make sure the checkbox is checked.
- **Date in Service**: 23-JAN-2018
- **Prorate Convention**: MID-MONTH

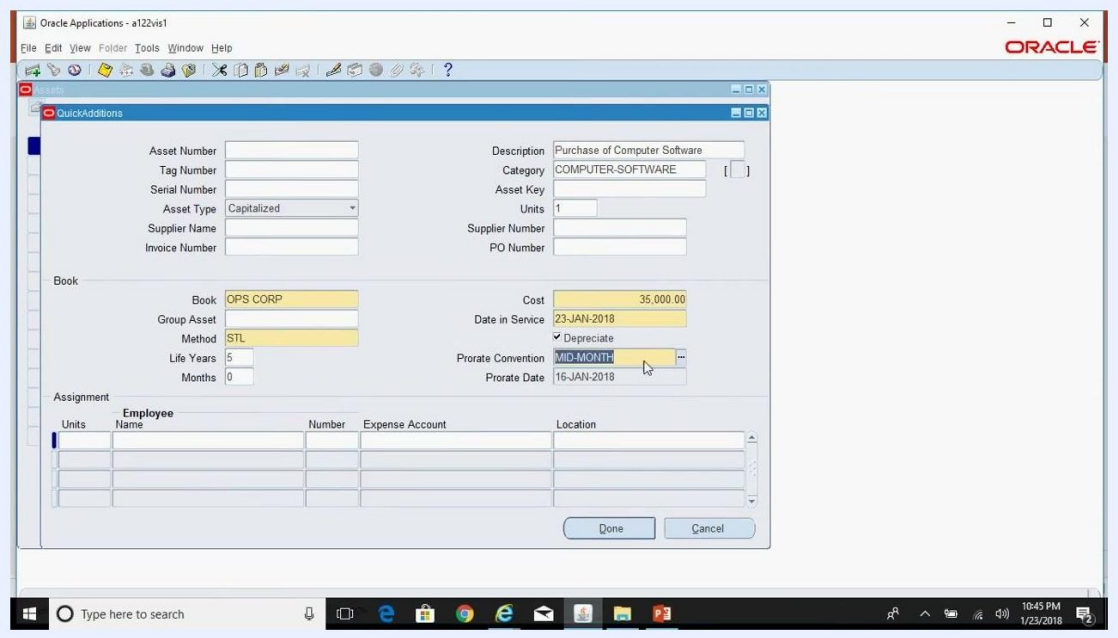
- **Prorate Date**: 16-JAN-2018



The Book section completed with OPS CORP, STL, 5 life years, Depreciate checked, and the service and prorate dates.

Step 19: Enter the cost

Enter the asset cost in the **Cost** field. In this example, enter 35,000.00. Confirm that the defaulted values for method, life, and proration convention are correct.



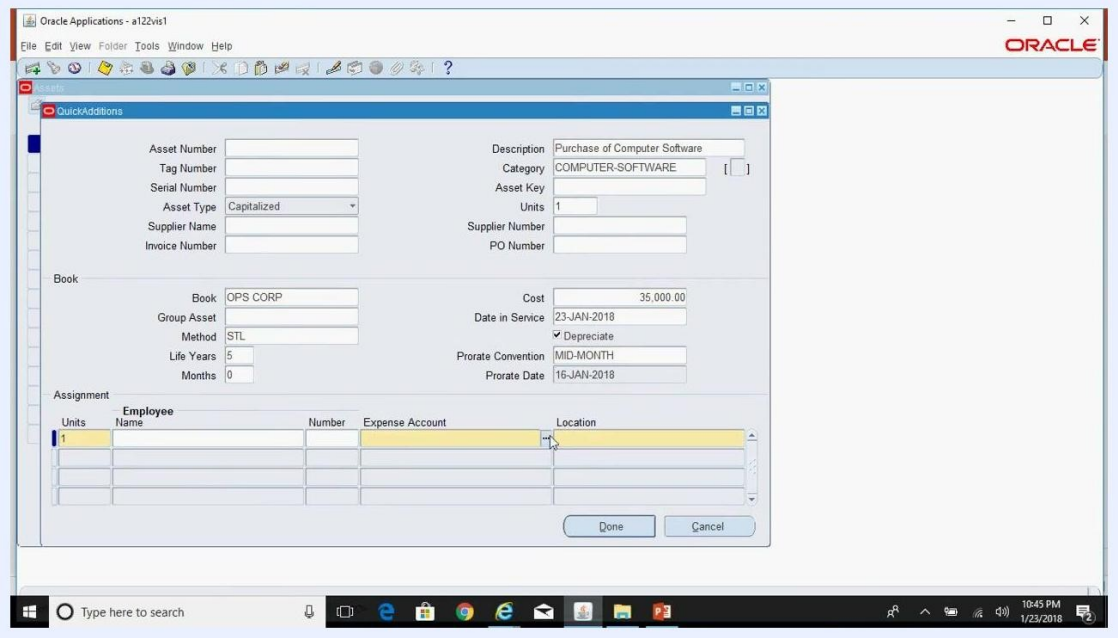
The Cost field set to 35,000.00 with the other fields as entered earlier.

Step 20: Complete the Assignment section

In the **Assignment** section, enter:

- **Units**: 1
- **Expense Account**: 01-000-7360-0000-000

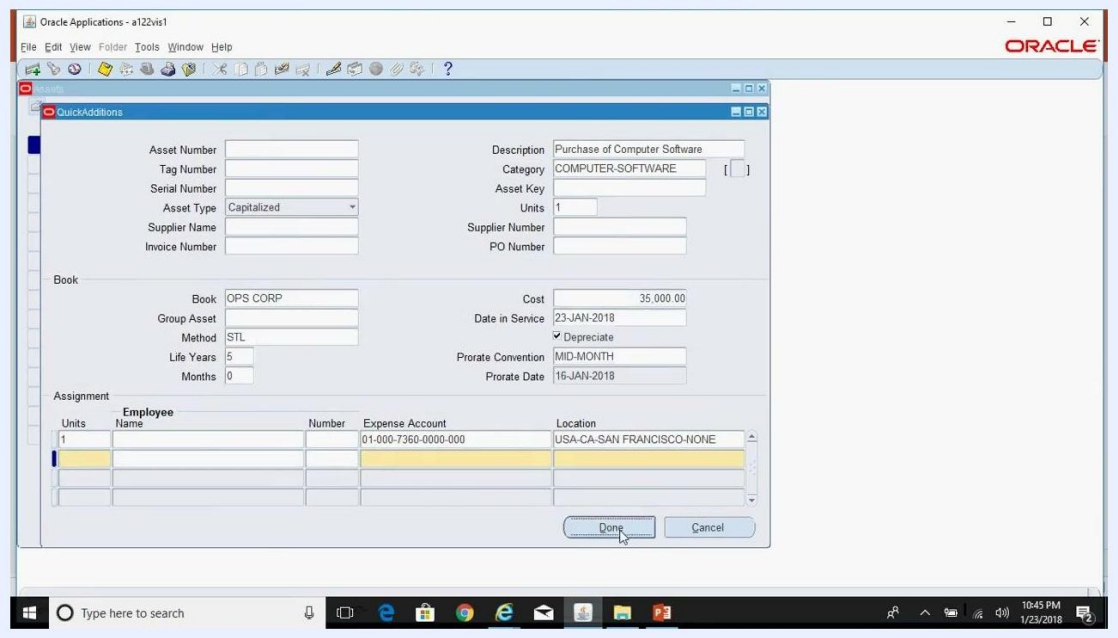
- **Location**: USA-CA-SAN FRANCISCO-NONE



The Assignment section with Units 1, Expense Account 01-000-7360-0000-000, and Location USA-CA-SAN FRANCISCO-NONE.

Step 21: Save the asset

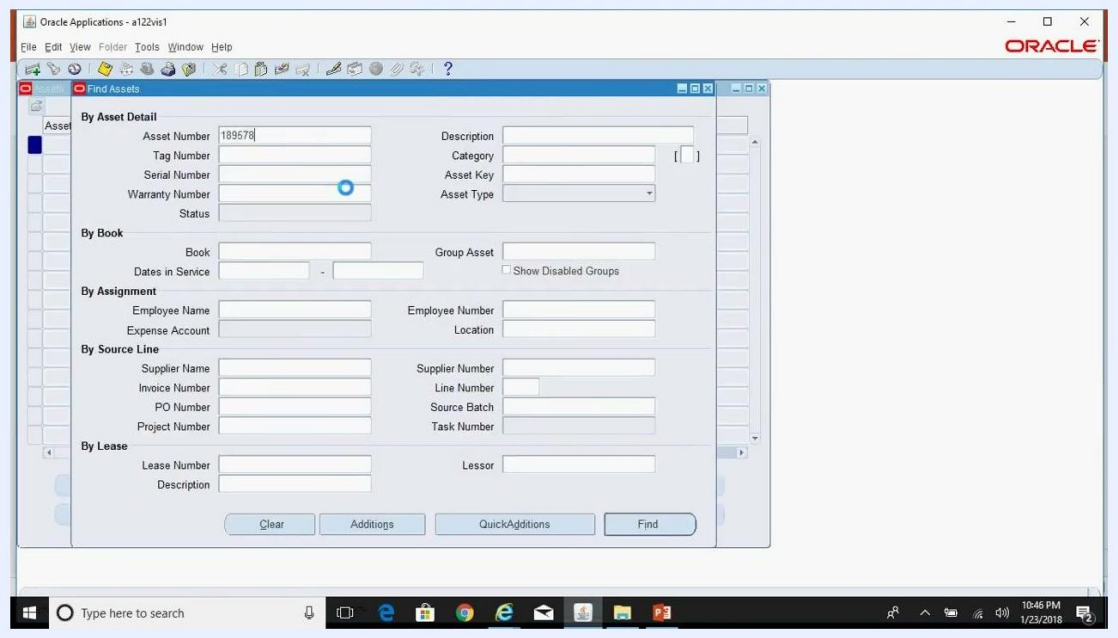
Click **Done** to save the asset entry. A message confirms that the transaction is saved for asset number 189578.



The cursor on the Done button with all fields filled and ready to save.

Step 22: Find the asset

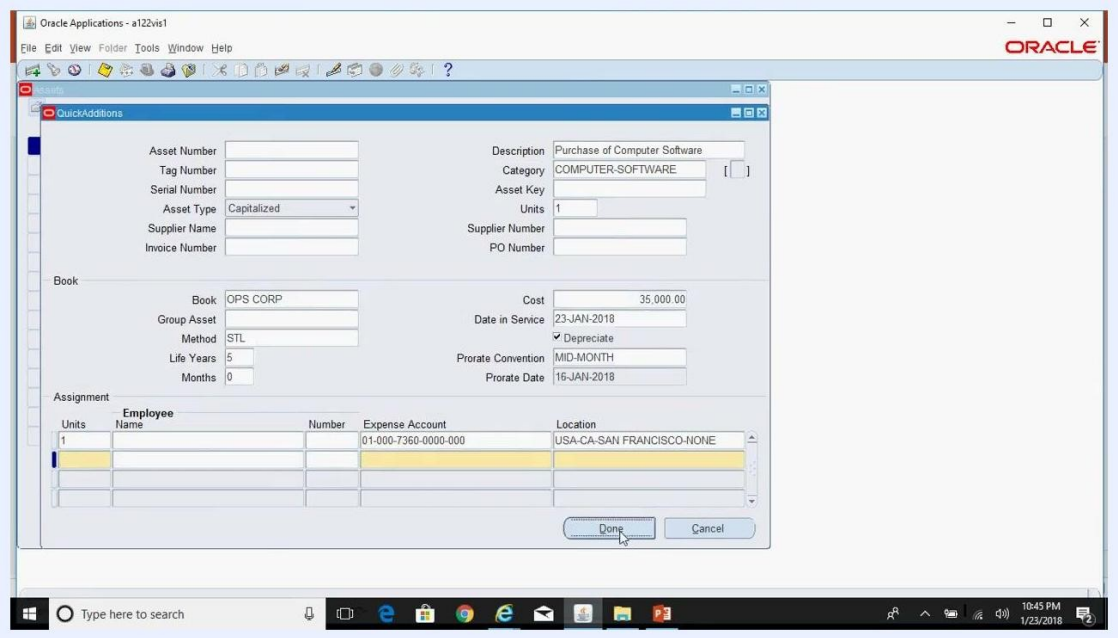
1. Open the **Find Assets** window.
2. Enter 189578 in the **Asset Number** field.
3. Click **Find**.



The Find Assets window with Asset Number 189578 entered.

Step 23: Review the results

In the results grid, confirm that asset 189578 appears with the description Purchase of Computer Software. The category displays as COMPUTER-SOFTWARE.



The results grid showing asset 189578 with its description and category.

Summary

You now know how to create an asset in Oracle EBS in two ways. The detailed **Additions** workflow takes you through Asset Details, Books, and Assignments, and includes fields such as **YTD Depreciation** and **Accumulated Depreciation**. **Quick Additions** collects the required details on one screen and omits those fields. In both methods, the system generates the asset number when you click **Done**, and you can look up the asset in the **Find Assets** window to verify it.