

Mass Additions Report

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Introduction and Logging In

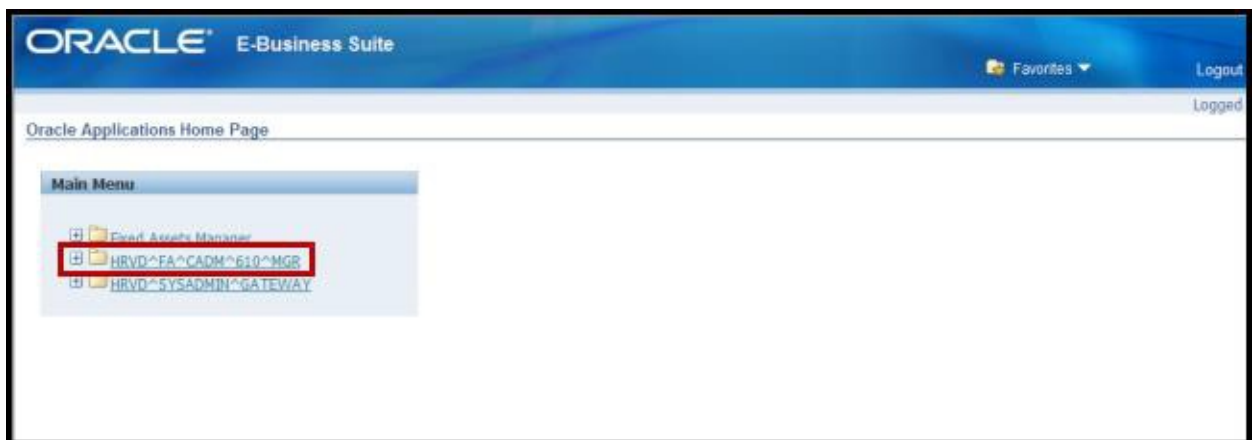
Purpose

This document will outline how to run a **HU Mass Additions** request. This report allows users to view transactions within the Mass Additions table that are awaiting review.

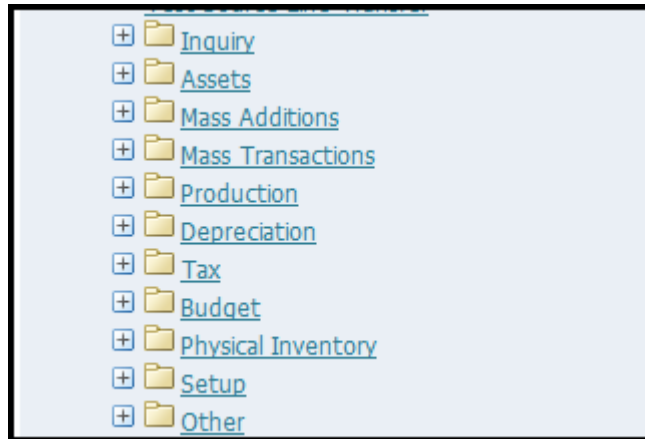
- i** Users are recommended to use this report to determine the status of items prior to updating them within the Prepare Mass Additions screens.

Access Fixed Assets through the Oracle Gateway

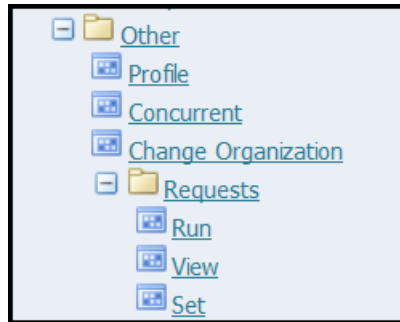
1. To access the **Oracle Gateway** go to <https://huit.harvard.edu/finance>
2. Click the “**Oracle System Applications, Personal Homepage**” link under **ORACLE FINANCIAL GATEWAY**.
3. Log in with your Harvard Key. The **Oracle Homepage** will open.
4. From the **Homepage**, select your **Fixed Asset Responsibility**, which will begin as HRVD^FA^



6. A series of folders will open beneath the **Fixed Assets Responsibility**.



7. Select the **Other** folder.



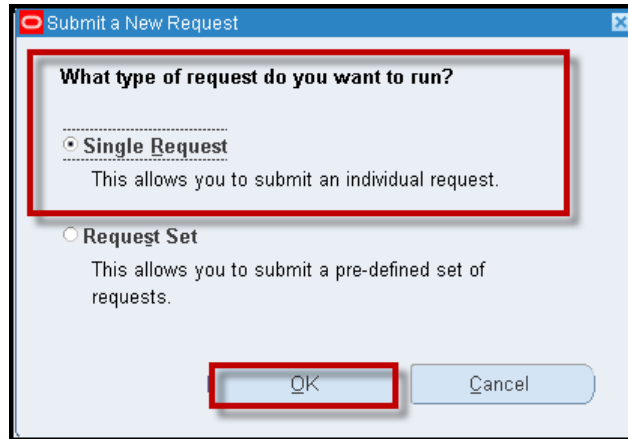
8. Select **Run** from the **Requests** folder. This will open the form within the application.

i A reminder that the FA module uses Java Web Start. For more information about Java Web Start, find the [Oracle Java Web Start Instructions](#).

Running the Report

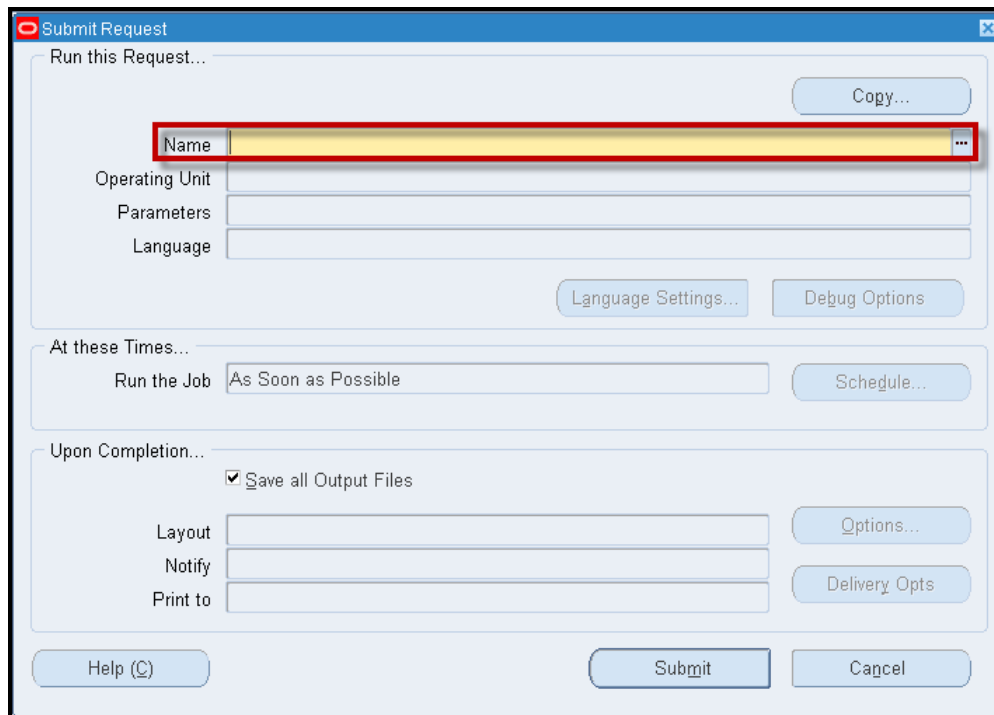
1. Follow [Access Fixed Assets through the Oracle Gateway](#) to log into **Oracle Fixed Assets** and navigate to **Other > Requests > Run**.

i The **Submit a New Request** window will open.



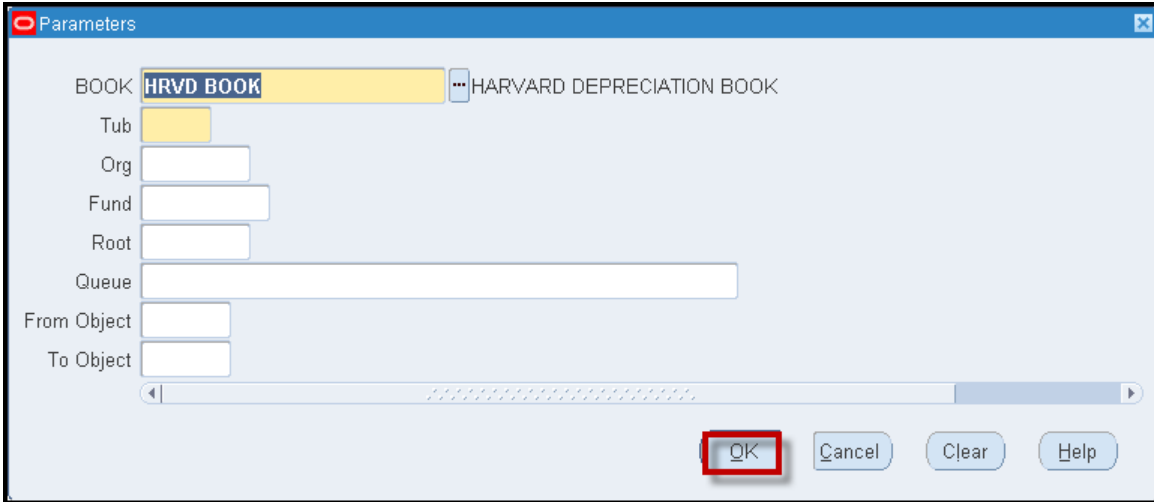
- a. Click **OK** to select the default value **Single Request**.

i The **Submit Request** window will open.



2. Type “**HU Mass**” in the **Name Field** and hit the **Tab** or **Enter Key** to initiate your search. The report name will auto-fill.

i The **Parameters** window will open.

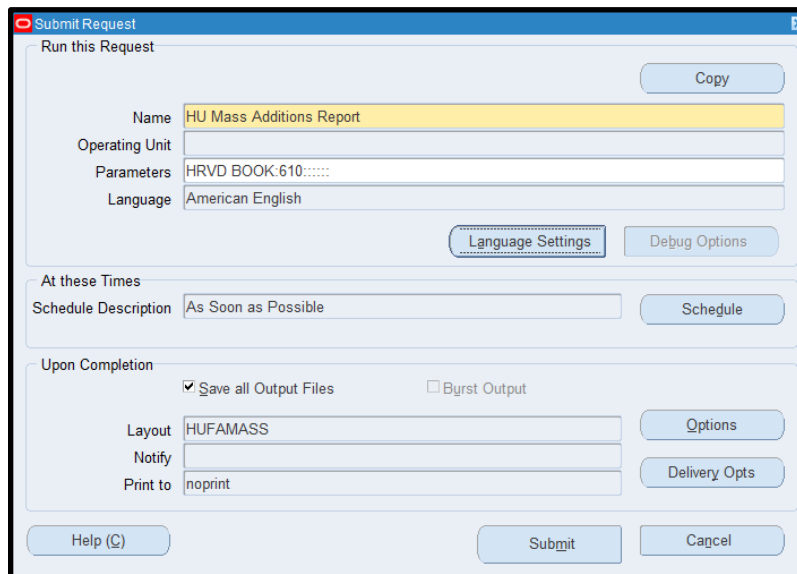


i Both the **Book** field and **Tub** field are required. The **Book** field defaults to **HRVD BOOK**.

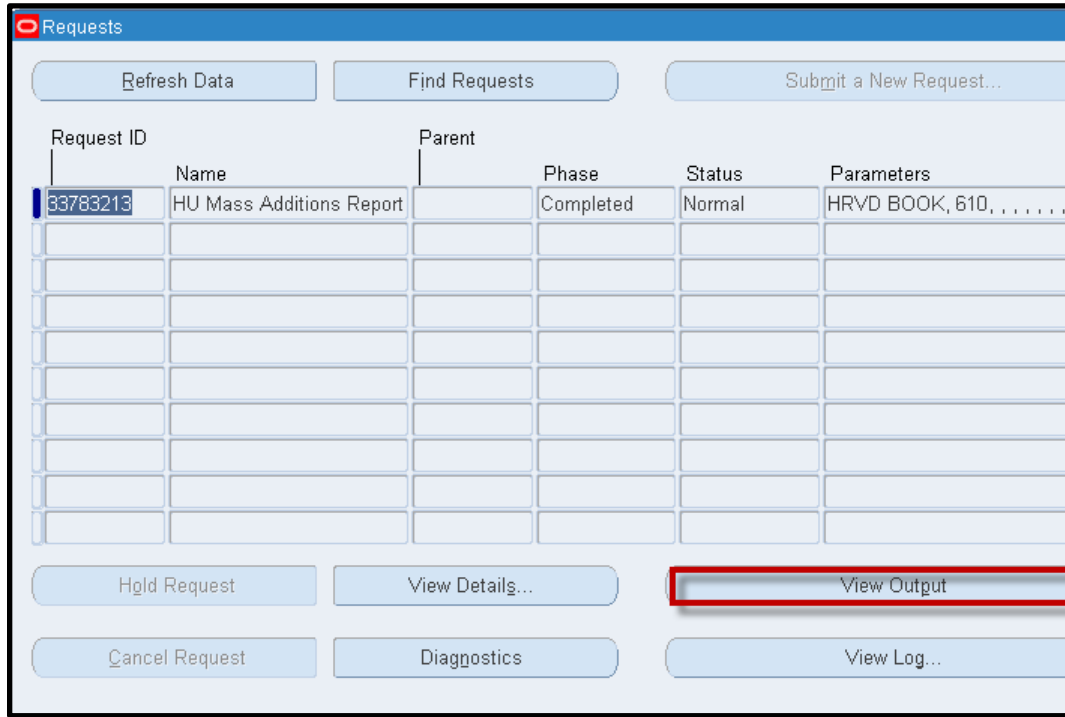
3. Type your tub code in the **Tub** field.

i To further refine your report criteria, fill in any of the additional parameters.

4. Click **OK** to close the **Parameters** window and return to the **Submit Request** window.



5. Click **Submit** to submit the request and display the **Requests** window.



Requests Field	Requests Field's Data
Request ID	Unique identifying number assigned to each report.
Name	Type of report that was run
Phase	One of four report submission phases: Pending (Report is waiting in the queue) Running (Results are being calculated) Inactive (An error occurred while running) Completed (Report is now viewable)
Status	One of four report statuses: Normal (Report is available for viewing) Scheduled (Report will run at a future date) Error (An error occurred while running) Canceled (Report was canceled by user)

i You can periodically click on the **Refresh Data** button to view the status of the report run request.

- i** When the report completes with error, the text within the request line on the **Requests** window for that report will be in **RED**.

6. When the report phase changes to **Completed**, click **View Output**.

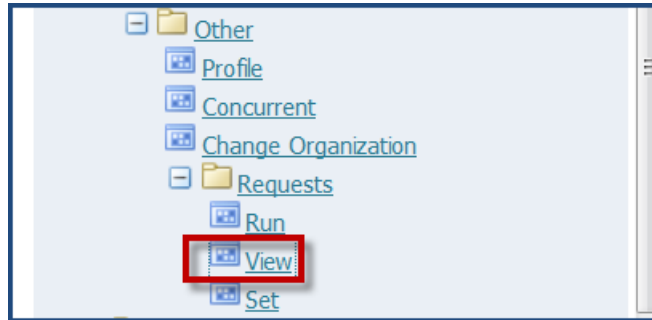
- i** The data will populate in an Excel spreadsheet and contain the following details for each transaction:

Transaction Details			
Queue	Vendor Number	Object	Debt Funding
Date Created	Vendor Name	Fund	Loan Number
Asset Key Tub	PO Number	Activity	Lease End Date
Asset Key Org	Invoice Number	SubActivity	PVU
Asset Key Fund	Invoice Date	Root	Award Number
Asset Key Activity	Line Number	Category	PI Name
Asset Key SubActivity	Description	Parcel Number	Secondary Tag
Tag Status	Number of Units	Legal Address	Title
Secondary Tub	Cost	Tax ID	License Plate
Tag Number	Date Placed In Service	Map	Mileage
Asset Type	Tub	Estimated in Service Date	
Add To Asset	Org	Debt Funded	

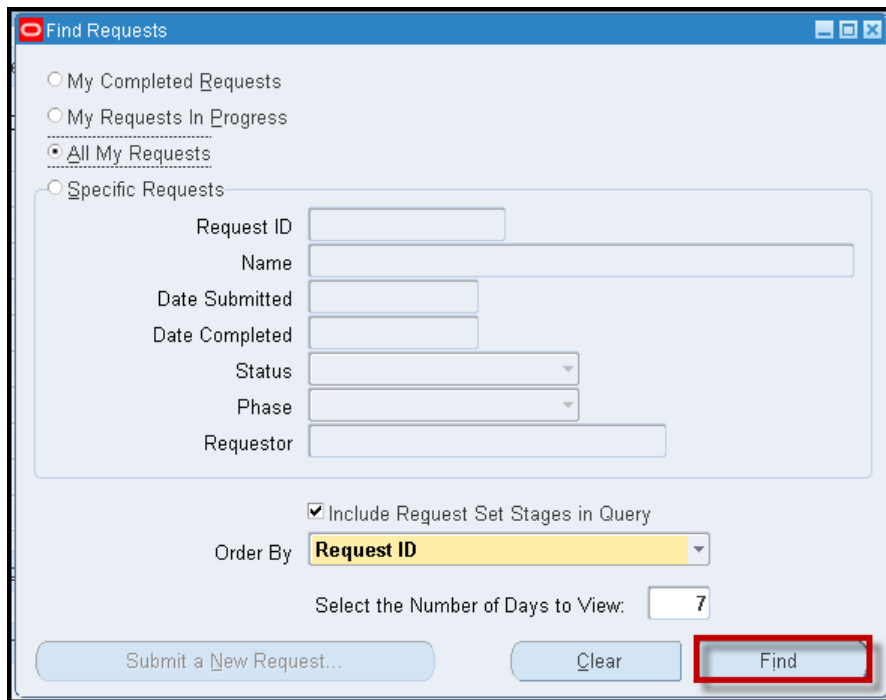
View a Previously Run Request

Demonstrate how to return to the **Requests** window to view the output of a previously submitted request.

1. From the **Oracle Homepage**, under your **Fixed Asset Responsibility**, select **Other > Requests > View**.



- i** The **Find Requests** window will open.



- i** The default search criteria of **All My Requests** is selected, you can modify your search to refine your results.

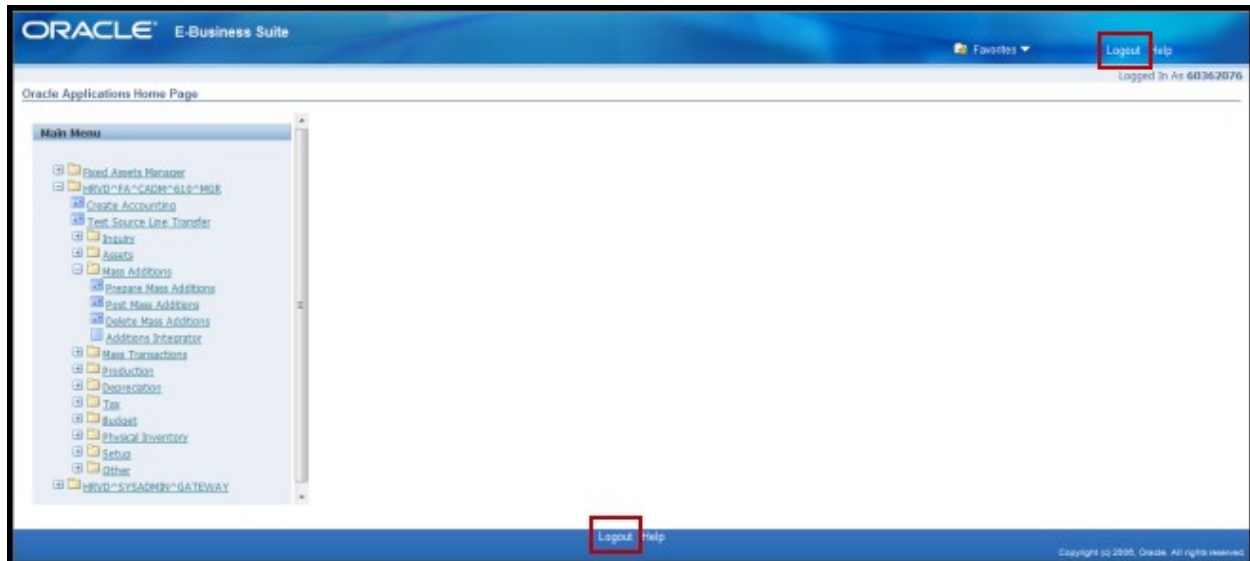
2. Click **Find** to execute your search. The Requests window will display reports requested within the last 7 days.

Exiting the Module

Once you have completed your transaction(s) follow these steps to exit **Oracle Fixed Assets**.

To exit **Oracle Fixed Assets**, choose **File**, then **Exit Oracle Applications** (or, if using keyboard equivalents, Alt-F, then X). This will close the application.

To **exit out of Oracle completely**, return to the Oracle Homepage and select **Logout** from the top right corner or bottom middle.



Questions?

If you have any questions, please contact the HUIT Support Center at 617-495-7777, or via email at ithelp@harvard.edu.