

Mass Additions: Overview

Table of Contents

Table of Contents.....	1
Introduction and Logging In	2
High Level Asset Flow - Equipment	4
Closer Look at Asset Flow – Capital Equipment Cost Flow	5
Recommended Process for Determining the Disposition of Items in Mass Additions	6
Find items in Prepare Mass Additions.....	8
Performing a Search.....	10
Overview of Mass Additions Summary Fields.....	11
Review Item in Mass Additions	15
Exiting the Module	26
Questions?	27

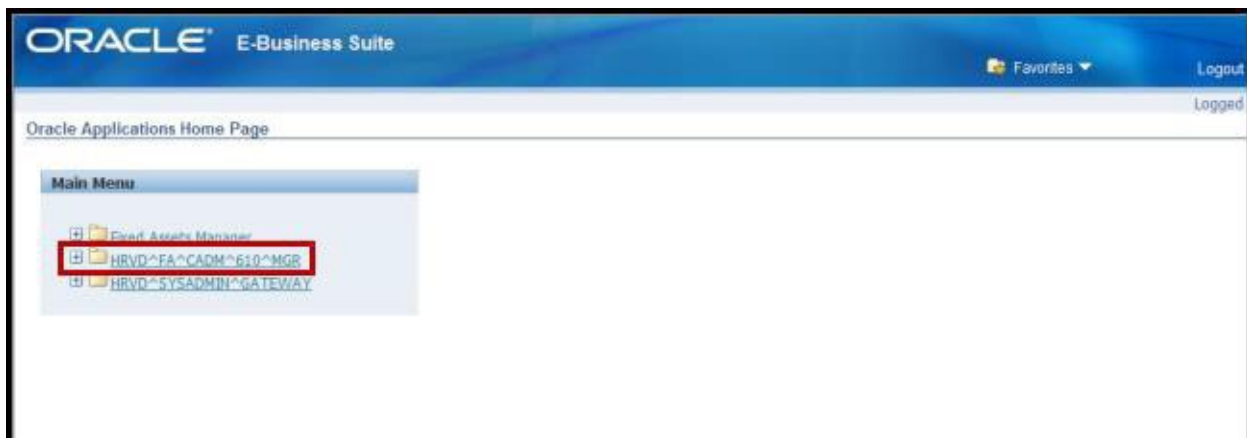
Introduction and Logging In

Purpose

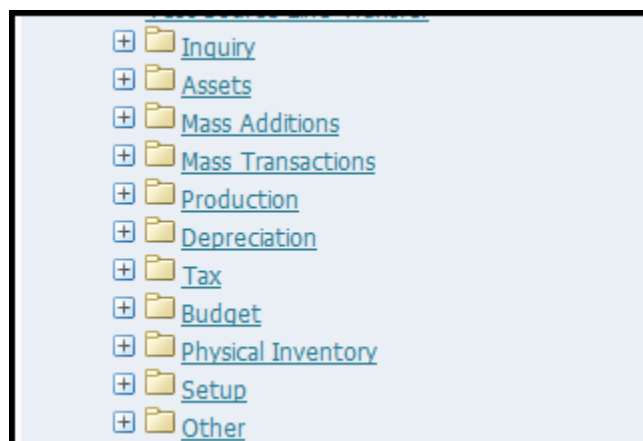
This document will provide an overview of the various windows and fields that make up the **MassAdditions** function in the Oracle Fixed Assets (FA) application.

Access Fixed Assets through the Oracle Gateway

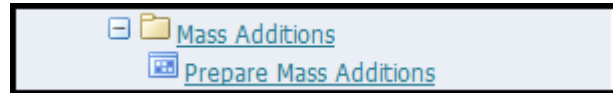
1. To access **Oracle** go to <https://huit.harvard.edu/finance>.
2. Select the “**Oracle System Applications, Personal Homepage**” link under **ORACLE FINANCIAL GATEWAY**.
3. Log in with your Harvard Key. The **Oracle Homepage** will open.
4. From the **Homepage**, select your **Fixed Asset** responsibility,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



5. A series of folders will open beneath the **Fixed Assets** responsibility.



7. Select the **Mass Additions** function.

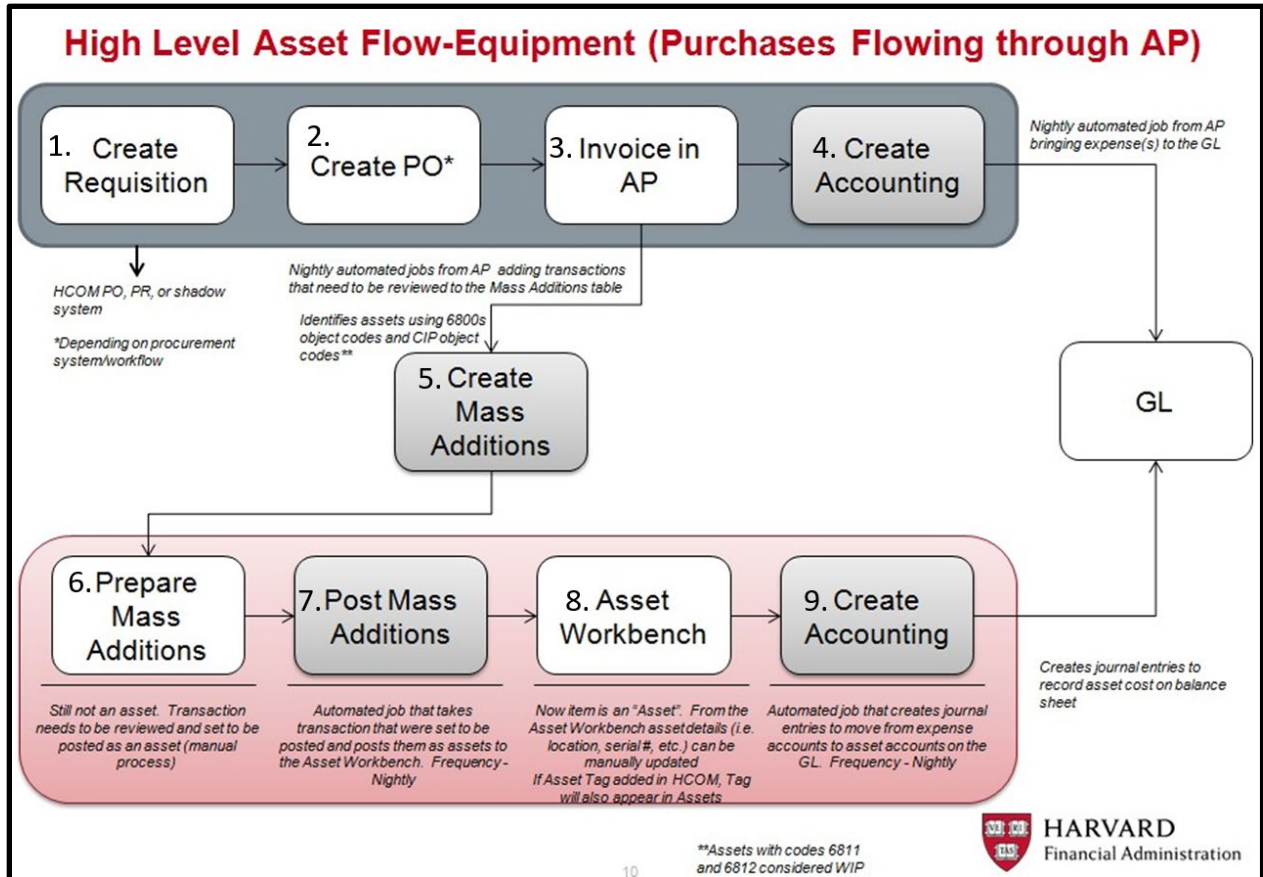


8. Select the **Prepare Mass Additions** function. This will open the form within the application.

- 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](#).

High Level Asset Flow - Equipment

The Mass Additions module is a holding ground for assets that must be reviewed. When a piece of equipment with an object code value in the 68XX range (except for 6811 and 6812, which are considered WIP/CIP assets), must be reviewed by an end user to determine if it is ready to be posted as an asset in the Oracle Assets Workbench.



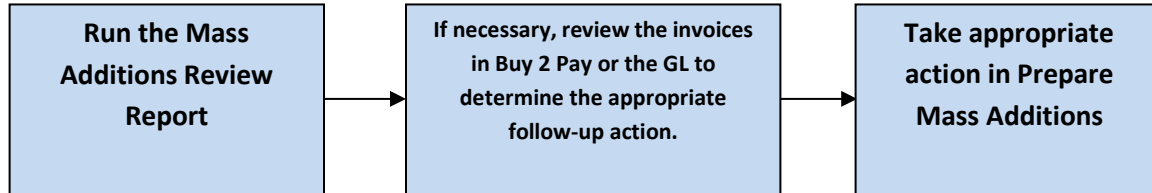
Closer Look at Asset Flow – Capital Equipment Cost Flow

#	STEP SUMMARY	STEP EXPLANATION
1	Create Requisition/PO/PR	Approval to purchase equipment is acquired.
2	Invoice in Buy 2 Pay (B2P)	The invoice must be processed in B2P and paid for this process to work.
3	Create Accounting	A nightly automated job is run in AP that posts to the General Ledger.
4	Create Mass Additions	A nightly automated job identifies items using the 6800 object codes* (except for object codes 6811 and 6812) and/or construction object codes in the 1200s and 1400s. Transactions using these object codes are placed in the OFA Mass Additions module and will appear in the Prepare Mass Additions function for review. Transactions with all other object codes (including 6811 or 6812, which are considered WIP/CIP assets) are automatically posted as assets in the Oracle FA <i>Asset Workbench</i> .
5	Prepare Mass Additions	A manual review of transactions that appear as a result of the Create Mass Additions process takes place. Here, it is determined whether the item should be posted as an asset or if some modification is first required.
6	Post Mass Additions	When a transaction is set to Post by an end user, after the appropriate review or modification has been completed, a nightly job will move those items and post them as assets in the <i>Assets Workbench</i> .

When items are added to Prepare Mass Additions, most will be added with a queue of NEW. If the item is being added to an existing asset, and an Asset Tag was assigned when the purchase was created in AP, the item will be added with the queue of ADDITION REVIEW. If it is a new item that had a tag assigned to it in AP, the item will be added with the queue of ON HOLD.

Recommended Process for Determining the Disposition of Items in Mass Additions

A recommended practice for beginning the process to determine if there are any items to review in Prepare Mass Additions, and to assist in determining the item's disposition prior to posting, is as follows.



See the document *FA-001 Requests - Mass Additions Report* for information on how to run the report.

Once items have been reviewed, any of the following actions can be taken.

Disposition	Description
Post	A queue inside of Prepare Mass Additions, used when the item can be posted as an asset without any modifications or if another disposition action has already been taken and no further modification is required. User will set the item to the queue of POST, and the item will post as an asset in the Assets Workbench when the Post Mass Additions nightly job is run. For more information, see the document <i>FA-003 Mass Additions – Simple Post</i> .
Merge	A queue inside of Prepare Mass Additions. When an item may have an additional invoice line for freight, or perhaps the item arrived as a piece of equipment, such as a telescope, and a separate item such as a high-powered lens as a component of that asset. The user will need to Merge the multiple lines into a single item and then set the item to POST. For more information, see the document <i>FA-006 Mass Additions - Merge Costs</i> .
Split-coding between two tubs (i.e., cost sharing)	Occurs when the asset is owned by two different schools and there is an expensed distribution line for each school on the invoice. Tubs are required to coordinate with each other to determine who will own and post the “parent” asset. Once that is determined, the owner of the parent will post the item and the second tub will add the parent information to their record. For more information, see the document <i>FA-007 Mass Additions - Parent-Child Relationships for Split Coding Costs between Two Tubs</i> .
Split	A function within Prepare Mass Additions. This occurs when two or more items appear on a single distribution line and need to be split into multiple assets for posting. The user will use the Split function to split the lines and then set each line to POST. For more information, see the document <i>FA-007 Mass Additions - Parent-Child Relationships for Split Coding Costs between Two Tubs</i> .
Add to Asset	A function within Prepare Mass Additions. A component item has been purchased for an existing asset. If, at time of purchase, the procurer added an Asset Tag in AP, then the user can confirm that this item will be added to the correct asset. If no Asset Tag was added in AP, the user can search for the existing asset and manually add the component. This function is also used to create a parent/child relationship with the item. In this case, once the user has set the item to POST, the queue will change to COST ADJUSTMENT, as this item is adding to the value of an existing asset. For more information, see the document <i>FA-004 Mass Additions - Add to Asset</i> .
AP Adjustment	A queue inside of Prepare Mass Additions. In such an instance, the user has determined that there is a problem with the costing string used to purchase the item. The user will set the queue to AP ADJUSTMENT and an AP Adjustment Form will be used to request a change in the costing string. For more information on the AP Adjustment Form, please see the document <i>FA-011 AP Adjustments - Navigating the Form</i> .

Find items in Prepare Mass Additions

The example below is a user proceeding to finding an item in Prepare Mass Additions and reviewing the item. Once the review is complete, the user can consult the appropriate document to post or make the appropriate modification to the item.

1. After logging into Oracle Fixed Assets and navigating to **Mass Additions > Prepare Mass Additions**.

i The **Find** window will open.

i Note that based on your user security, you will only see items that appear in yourschool/unit's queue.

If you have run the Mass Additions Report, you will be able to easily search for and find items in the **Prepare Mass Additions Queue** from this window, as several fields from the report are included on this search screen. The most used fields, for searching, are **Invoice Number, Supplier Name, PO Number, and Asset Key**.

i The **Asset Key** provides searchable Chart of Account Segments, such as Fund or Activity. This field also displays tagging status and a secondary tab if one has been assigned to the item. This field is not used as an accounting field, but as a search field only, there is no cross validation on the fields found in the Asset Key.

i Most of the items will be set to the queue of **NEW**. Users are advised to search for other queues

such as ADDITION REVIEW and/or any other queues that appear on the HU Mass Additions Report.

The following queues are available for searching:

Queue Name	Description
ADDITION REVIEW	Set when the user is adding the item to an existing asset.
AP ADJUSTMENT	Used when the costing string is incorrect and the user needs to request an AP Adjustment using the AP Adjustment form.
DEPT REVIEW	Set by the user if another individual in the department needs to review the item before an action is finalized. The use of this queue is a local decision.
Delete	Set by the user after the AP Adjustment process, in the circumstance when the original item should not have been assigned a 6800 object code.
On Hold	Set by the user when further action is needed on the item before it is posted; for example, if the user needs to merge this item with another item, the queue will be set to On Hold.
Post	Set by the user when the item is ready to be posted in the Assets Workbench.
TUB REVIEW	Set by the user when another individual and/or department in the Tub is required to review the item. The use of this queue is a local decision.

Performing a Search

1. Select the field you wish to use for your search and enter the appropriate information from the Mass Additions Report. In this example, the item search is by invoice number.
 2. Select **FIND** to initiate your search based on the criteria entered.
- i** The **Mass Additions Summary** window will open and the item(s) that match your search criteria will be displayed on the screen.

The screenshot shows a window titled "Mass Additions Summary" with a table containing the following data:

Invoice Number	Fa_Dist_Line	Invoice Line	Queue	Description
FARMS101	1	1	NEW	Server

At the bottom of the window, there are four buttons: "Split", "Add to Asset...", "Merge...", and "Open".

Overview of Mass Additions Summary Fields

The Mass Additions Summary screen contains several columns; use the scroll bar to review the columns available on the screen.

- i** Note that based on your user security, you will only see items that appear in your school/unit's queue.
- i** Columns can be repositioned by dragging them into one of the first three positions which are sortable.

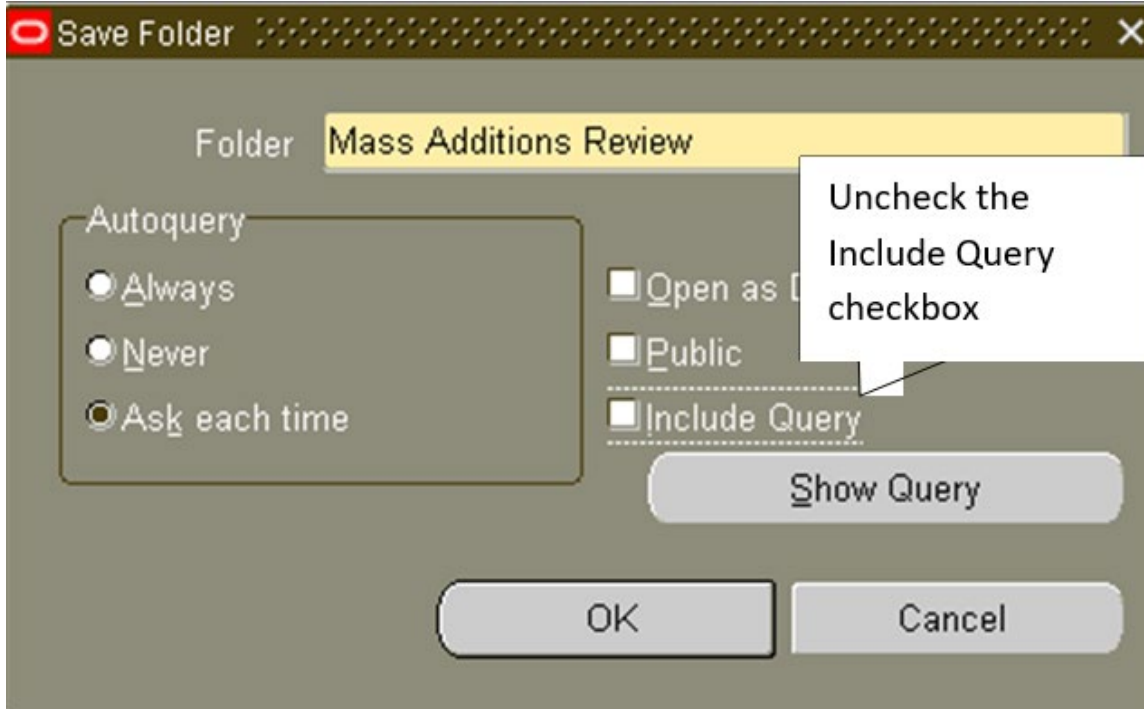
The columns found on the Mass Additions Summary screen are as follows and can also be found in the Mass Additions Report.

Field	Field Description
Invoice Number	Invoice number associated with the item.
Distribution Line	The distribution line on the invoice; this can be useful because if an item was acquired using split coding you will see a distribution line for each account string associated with the expense.
Invoice Line	The invoice line item.
Queue	Most items will have a queue value of NEW; however, you may also see other values such as ADDITION REVIEW.
Description	Description of the item from the invoice. If the item was purchased using AP this is taken the Item Description entered in the Purchase Order (PO) lines or the Business Purpose line in the case of a Purchase Request (PR).
Units	The number of units purchased on the invoice line.
Cost	The cost of the unit(s) purchased on the invoice line.
Category	In Oracle Assets, each asset is assigned a category based on the object code used at the time of purchase. This category is assigned automatically during the Create Mass Additions process.
Supplier Name	The vendor from which the item was purchased.
Supplier Number	The AP Vendor database number assigned to the vendor in Oracle.
PO Number	The PO/PR number assigned in AP or the local PO number, if available from the system used to acquire the item in situations where AP was not used.
Create Batch	The invoice batch number assigned within the Oracle Accounts Payable module at the time of processing.
Create Date	The Mass Additions creation date.
Source System	This will normally be Oracle Payables, indicating that the item was invoiced through Accounts Payable. There will be some transactions that come from General Ledger (i.e.: internal charges).
Invoice Date	The date of the invoice.
AP Charge Account	The 33-digit Chart of Accounts string associated with the purchase.
Asset Type	This can be "Capitalized" or CIP.

Field	Field Description
In Physical Inventory	This will be checked when an item needs to appear on inventory lists once posted to the Assets Workbench.
Book	This will always be HRVD Book. Harvard has one Assets Book for the entire University.
Depreciate	This will be checked to indicate that an item will be depreciated in the Oracle Fixed Assets Module.
Date in Service	This field will contain the invoice date. This date can be changed by Central Administration at the request of the Tub Finance Office.
Depreciation Method	This field will contain a code indicating the method of depreciation for the item; this is maintained by Central Administration.
Life in Years	This value is derived by the object code used at the time of purchase.
Life in Months	Generally, this will be 0 until the item is posted in the Assets Workbench.

The remaining columns in this window are not used by Harvard.

5. Give the folder a name in the **Folder** field, leave the **Ask each time** option as-is under AutoQuery and uncheck the **Include Query** checkbox.



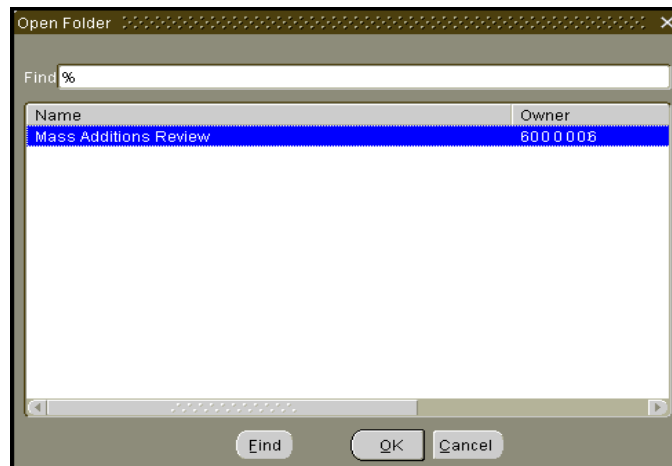
6. Select **OK**.

Using a Previously Saved Folder Configuration

1. From the **Mass Additions Summary** window, select the **Folder icon**.

i A dialog box will open.

2. Highlight the folder you previously created and select **Open**.

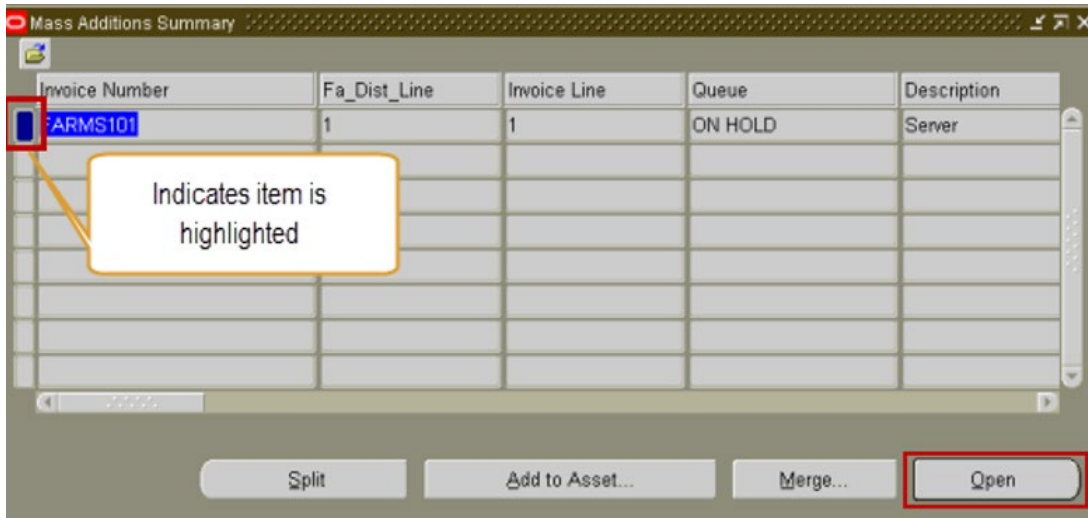


i The preferred configuration will appear on the window.

Review Item in Mass Additions

Returning to the example on the Mass Additions Summary screen, the user will now review the item in Mass Additions.

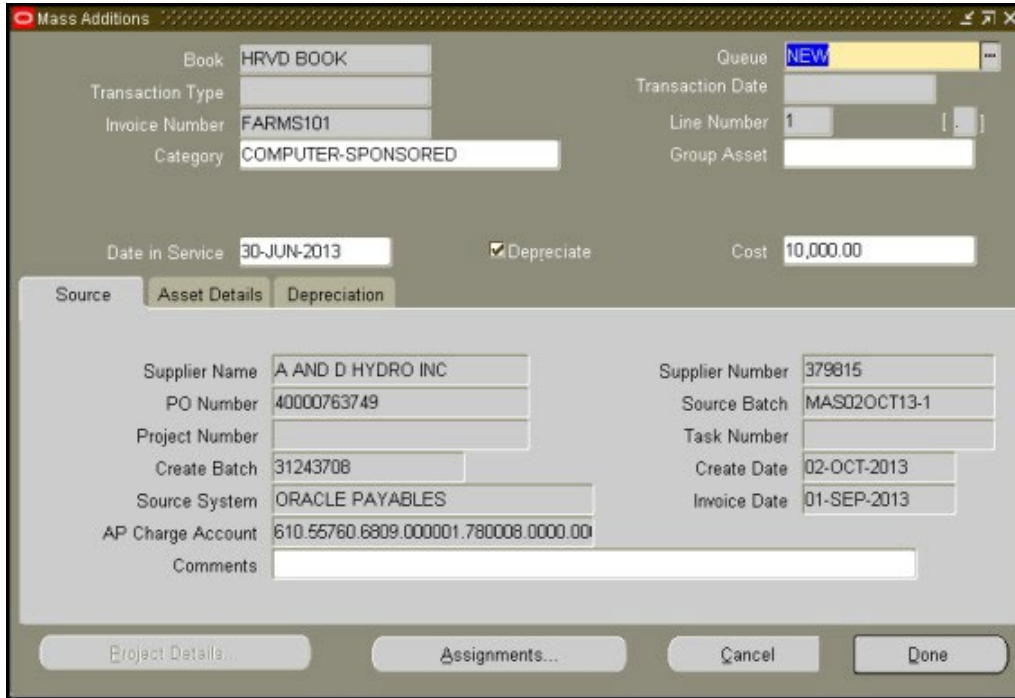
1. Make sure the item is **highlighted** on the Mass Additions Summary screen.



2. Select **Open**.

i The **Mass Additions** window will open.

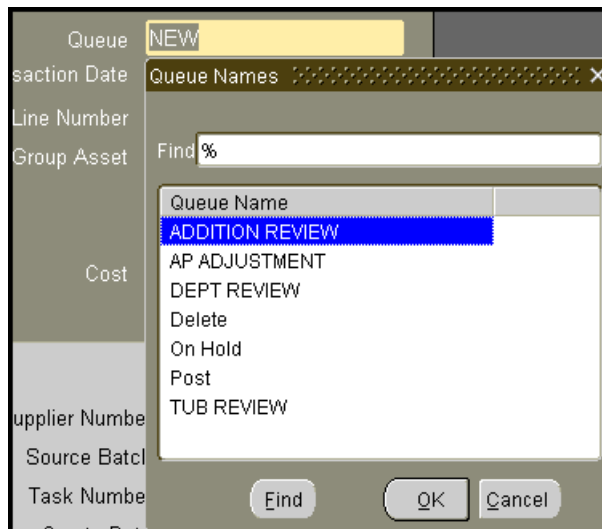
Mass Additions: Header



i The following fields can be found in the header of the **Mass Additions** window.

Book: This will always default to the HRVD Book, the only assets book for Harvard University.

Queue: This indicates the current queue for the item. Selecting on the look-up will reveal additional statuses that can be set by the user.



Queue Name	Description
ADDITION REVIEW	Set when the user is adding the item to an existing asset.
AP ADJUSTMENT	Used when the costing string is incorrect, and the user needs to request an AP Adjustment using the AP Adjustment form.
DEPT REVIEW	Set by the user if another individual in the department needs to review the item before an action is finalized. The use of this queue is a local decision.
Delete	Set by the user after the AP Adjustment process, in the circumstance when the original item should not have been assigned a 6800 object code.
On Hold	Set by the user when further action is needed on the item before it is posted; for example, if the user needs to merge this item with another item, the queue will be set to On Hold.
Post	Set by the user when the item is ready to be posted in the Assets Workbench.
TUB REVIEW	Set by the user when another individual and/or department in the Tub is required to review the item. The use of this queue is a local decision.

Transaction Type: Not used by Harvard.

Transaction Date: Not used by Harvard.

Invoice Number: The vendor and/or Harvard assigned invoice number.

Line Number: The invoice line number.

Category: This is determined based on the object code used when acquiring the item and is automatically assigned by the system via the Create Mass Additions process. The contents of this field determine whether more information will need to be provided by the user via a Descriptive Flexfield (DFF), which display when the user changes the queue value. The Category field contains a major category, which describes the item itself (in the example below, COMPUTER) and a minor category, which defines whether the item was purchased using a sponsored or nonsponsored object code. In this example, the minor category is SPONSORED. The minor category always defaults to the standard (non-lifespan). A user will only select the Minor Category with different lives if the item is a “service center” related assets.

In this example, the category assigned to this item is **COMPUTER-SPONSORED**.

The screenshot shows the Oracle Mass Additions window with the following fields and values:

- Book: HRVD BOOK
- Transaction Type: (empty)
- Invoice Number: FARMS101
- Category: **COMPUTER-SPONSORED** (highlighted with a red box)
- Queue: NEW
- Date in Service: 30-JUN-2013
- Depreciate:
- Cost: 10,000.00

The 'Asset Details' tab is selected, showing the following information:

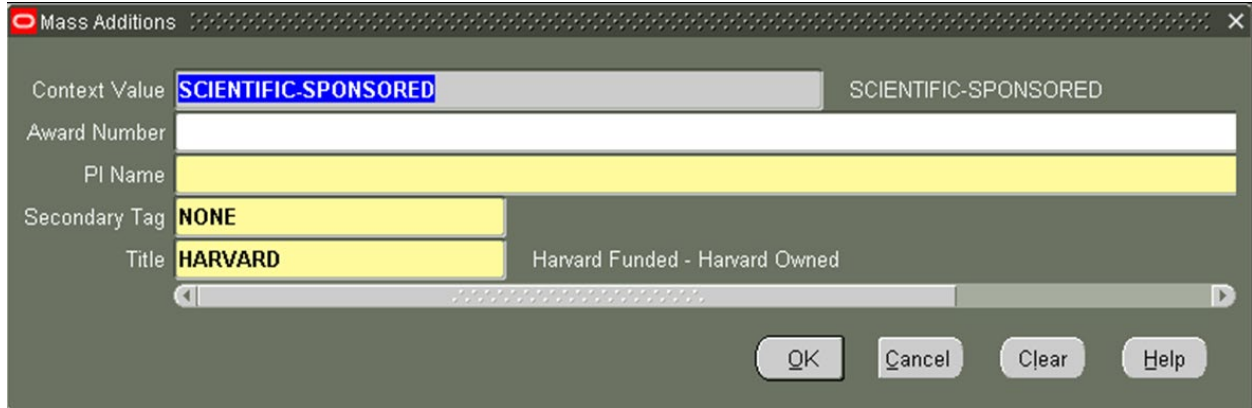
- Supplier Name: A AND D HYDRO INC
- Supplier Number: 379815
- PO Number: 40000763749
- Source Batch: MAS02OCT13-1
- Project Number: (empty)
- Task Number: (empty)
- Create Batch: 31243708
- Create Date: 02-OCT-2013
- Source System: ORACLE PAYABLES
- Invoice Date: 01-SEP-2013
- AP Charge Account: 610.55760.6809.000001.780008.0000.00
- Comments: (empty)

A callout box labeled 'Descriptive Flexfield (DFF)' points to a field containing '[.]', which is also highlighted with a red box.

- i** When the user changes the queue from **NEW** to any other value, the DFF will display for the user. The DFF fields only need to be filled if required when the Queue is changed to **Post**. The DFF is found on the above window to the right of the Line Number field.

Depending on the Category selected different DFFs will display. If the Category is **SPONSORED**, because a Minor Category of Sponsored was selected, the user will see the following DFF.

i Required fields are highlighted in yellow.



i Based on the Fund value, the Award Number field will be filled with the fund's Chart of Accounts name. The user will be required to input the PI Name into the appropriate field (note:

- For the **VEHICLES** Major Category, the following DFFs will appear but are not required.
 - License Plate
 - Mileage
 - Lease End Date
- For the **COMPUTER** Major Category, the following DFFs will appear and can be filled out but are not required:
 - Loan Number
 - PVU
- For **all other Categories** that are Non-Sponsored the following will display.



i The **Context Value** will be populated with the Category and Sub-Category that was selected and

entering **PI Name** is optional.

Group Asset: This field is not used by Harvard.

Date in Service: This will default to the invoice date but can be changed by Central Administration at the request of the school/unit.

Depreciate: This box will be checked off to indicate that an item will depreciate once it is added to the Assets Workbench.

Cost: The cost of the item.

There are three tabs that appear below these fields, **Source**, **Asset Details** and **Depreciation**.

Mass Additions: Source

Source	Asset Details	Depreciation
Supplier Name	A AND D HYDRO INC	Supplier Number
PO Number	40000763749	Source Batch
Project Number		Task Number
Create Batch	31243708	Create Date
Source System	ORACLE PAYABLES	Invoice Date
AP Charge Account	610.55760.6809.000001.780008.0000.00	
Comments		

i The following fields can be found in the **Source** tab of the **Mass Additions** window.

Supplier Name: Vendor name

Supplier Number: the vendor number in the AP Vendor Database

PO Number: The PO/PR number from AP; or a PO number provided by a shadow system.

Source Batch: The invoice batch number assigned within Oracle Payables at the time of invoice payment processing.

Project Number: Not used by Harvard.

Task Number: Not used by Harvard.

Create Batch: The invoice batch number from Accounts Payable

Create Date: The invoice batch creation date.

Source System: This will be Oracle Payables, meaning that the item was invoiced through Accounts Payable or HU General Ledger.

Invoice Date: The date of the invoice.

AP Charge Account: The 33-digit Chart of Accounts string used at the time of purchase. Users should review this field to ensure accuracy. If any of the segment values are incorrect, the user should change the queue value to AP ADJUSTMENT and then request an adjustment via the AP Adjustment Form.

Comments: Optional text field.

Mass Additions: Asset Details

Source	Asset Details	Depreciation
Asset Number	<input type="text"/>	Description <input type="text" value="Server"/>
Tag Number	<input type="text"/>	Asset Key <input type="text" value="610.55760.000001.78000"/>
Serial Number	<input type="text"/>	Units <input type="text" value="1"/>
Asset Type	<input type="text" value="Capitalized"/>	Parent Asset <input type="text"/>
Manufacturer	<input type="text"/>	Model Number <input type="text"/>
Lease Number	<input type="text"/>	Warranty Number <input type="text"/>
Lessor	<input type="text"/>	<input type="checkbox"/> In Use <input checked="" type="checkbox"/> In Physical Inventory
Property Type	<input type="text"/>	Ownership <input type="text" value="Owned"/>
Property Class	<input type="text"/>	Bought <input type="text"/>

i The following fields can be found in the **Asset Details** tab of the **Mass Additions** window.

Asset Number: This number will be added once the item has posted to the Assets Workbench; the number is assigned automatically in the Oracle Fixed Assets module.

Description: Description of the item from the invoice. If the item was purchased in AP, this information is taken from the Item line Description in the case of a PO, and from the Business Purposeline in the case of a PR.

Tag Number: If the tag number is populated in AP then this will automatically be populated with that information. In addition, if the tag number already exists in Fixed Assets, the invoice line will be automatically added to the existing asset and the queue will be changed to ADDITION REVIEW.

Asset Key: This field provides a few different pieces of information. To see the contents of the field, select the field to reveal a look-up and select the look-up to view the following information.

- **Chart of Account Segments** will appear here based on the values entered at the time of purchase. The benefit of adding the chart values here is to allow **users to search by segment values** on the **Find Mass Additions** and other **Find** screens within the Fixed Assets Module. For example, having the fund value here allows a user to search for an item or asset using the fund value. **Note that this is a search field only; no accounting is derived from this field.**
- This field also indicates the **Tag Status**—this is used to identify **whether the asset has had a physical tag added to it**. The field will default to NOT YET TAGGED. When a physical tag is added to the item, most likely after it has been posted as an asset in the Assets Workbench, the field can be updated to indicate that the asset has a physical tag.
- This field is used to record **secondary tub information** if the item is owned by more than one tub. This allows a second tub to see this asset when running reports.

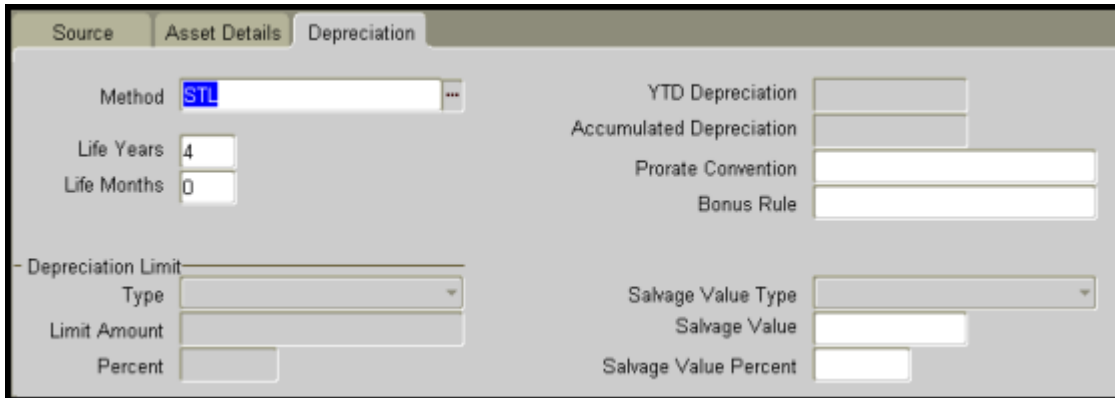
Serial Number: Optional field that can be utilized by the user when available.

Units: the number of units purchased on the invoice.

Asset Type: Should not be changed from the default type.

i All other fields (with the exception of the Depreciation checkbox) are not used by Harvard.

Mass Additions: Depreciation



Source		Asset Details		Depreciation	
Method	STL	YTD Depreciation			
Life Years	4	Accumulated Depreciation			
Life Months	0	Prorate Convention			
		Bonus Rule			
- Depreciation Limit					
Type		Salvage Value Type			
Limit Amount		Salvage Value			
Percent		Salvage Value Percent			

i The following fields can be found in the **Depreciation** tab of the **Mass Additions** window.

Method: This field will contain a code indicating how the item will be depreciated; this is maintained by Central Administration. Harvard uses the Straight-line (STL) method of depreciation for all assets.

Life Years: This value is derived by the object code used when the item was purchased.

Life Months: This will always be 0 until it is posted in Assets Workbench.

Mass Additions: Footer

At the bottom of the screen, there are three buttons (the Project Details button will be grayed out as it is not used at Harvard).

Assignment: Used to assign an owner and a location for the item. This window will be discussed in more detail in the appropriate action document.

Cancel: Used to cancel any changes you have made; changes will not be saved.

- i** Sometimes when you try to cancel, the system will not respond. In this case, try closing the window and you will receive the dialog box.



If you do not wish to save your changes, select **Discard**.

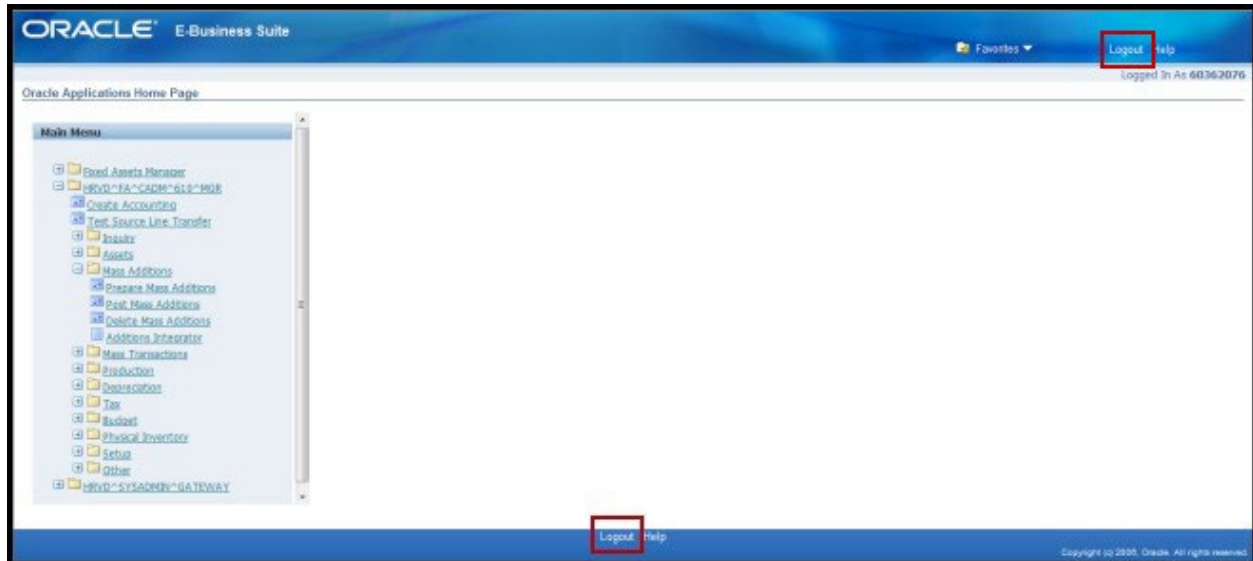
Done: After you have made changes, use this button to close the window and save your changes.

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.