

Simple Post

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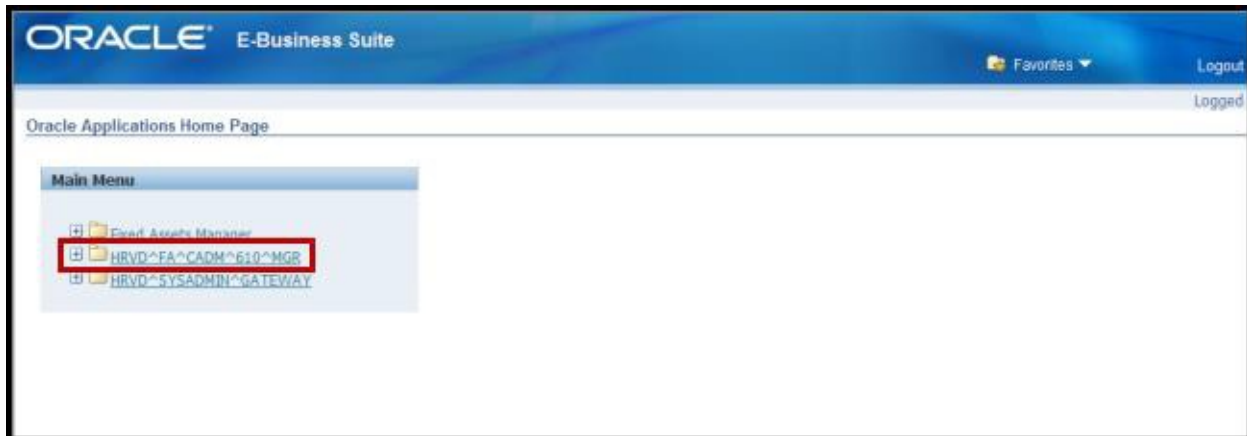
Introduction and Logging In

Purpose

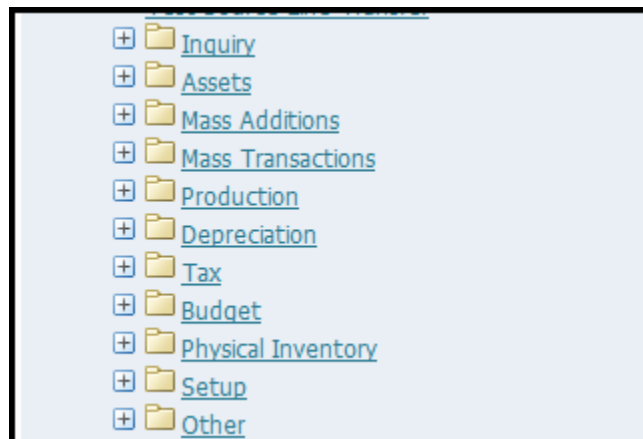
This document will outline how to use the **Mass Additions** function to set a reviewed item to **Post** in the Assets Workbench.

Access Fixed Assets through the Oracle Gateway

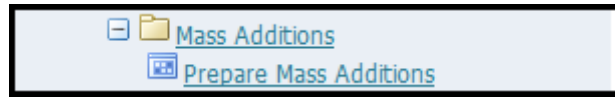
1. To access the **Oracle Gateway** go to <http://fss.finance.harvard.edu/applications>.
2. Click the “**Oracle System Applications, Personal Homepage**” link under **ORACLE FINANCIAL GATEWAY**.
3. Log in with your Harvard Key. The **Oracle Homepage** will open.
4. From the **Homepage**, select your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



5. A series of folders will open beneath the **Fixed Asset Responsibility**.



6. Select the **Mass Additions** function.

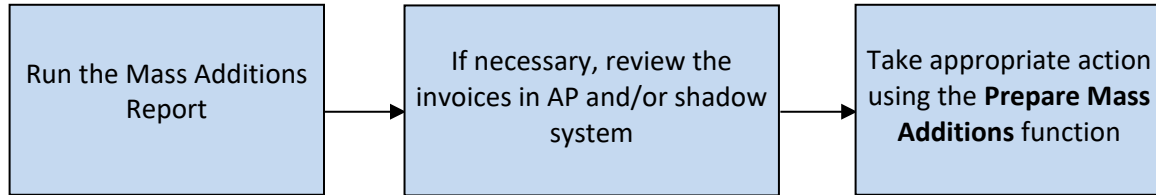


7. Select the **Prepare Mass Additions function**. This will open the form within the application.

- i** A reminder that the Fixed Assets module uses the **Java Runtime Environment (JRE)**. For more information about the JRE, see the [JRE Troubleshooting Guide](#).

Recommended Process for Determining the Disposition of Items in Mass Additions

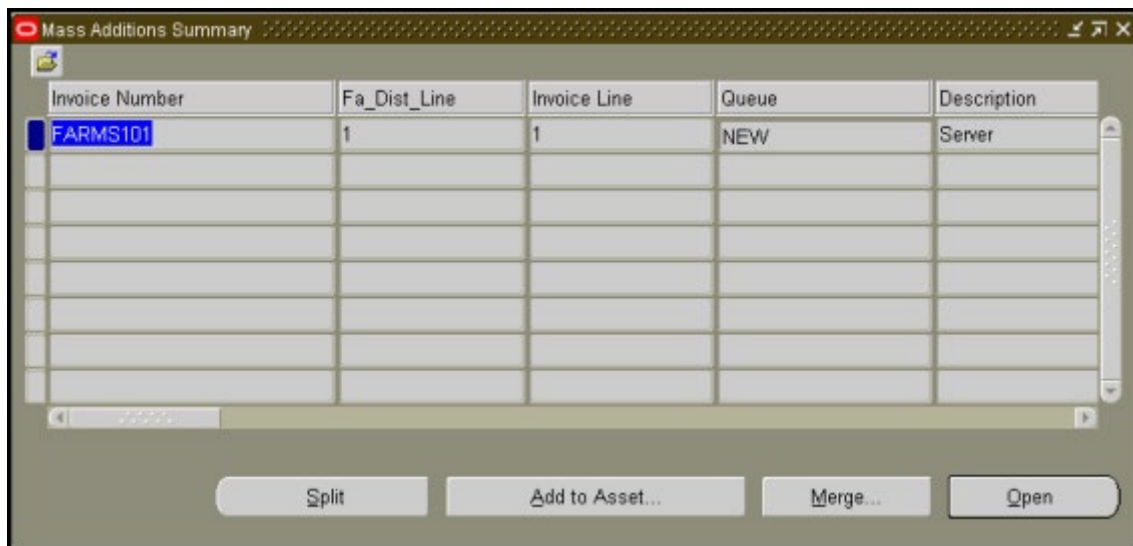
A recommended practice for beginning the process to determine if there are any items to review in Prepare Mass Additions, is as follows.



In this example, the Mass Additions Report has been run and the user has reviewed items as needed in AP. The user will now proceed with finding an item in **Prepare Mass Additions**, reviewing the item, and then setting the item to **POST** in the **Assets Workbench**.

Find items in Prepare Mass Additions

- i** After logging into Oracle Fixed Assets and navigating to **Mass Additions > Prepare Mass Additions**, the **Find** window will open.
 - i** Note that based on your user security, you will only see items that appear in your school/unit’s queue.
1. Click in 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. Click the **FIND** button 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.



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

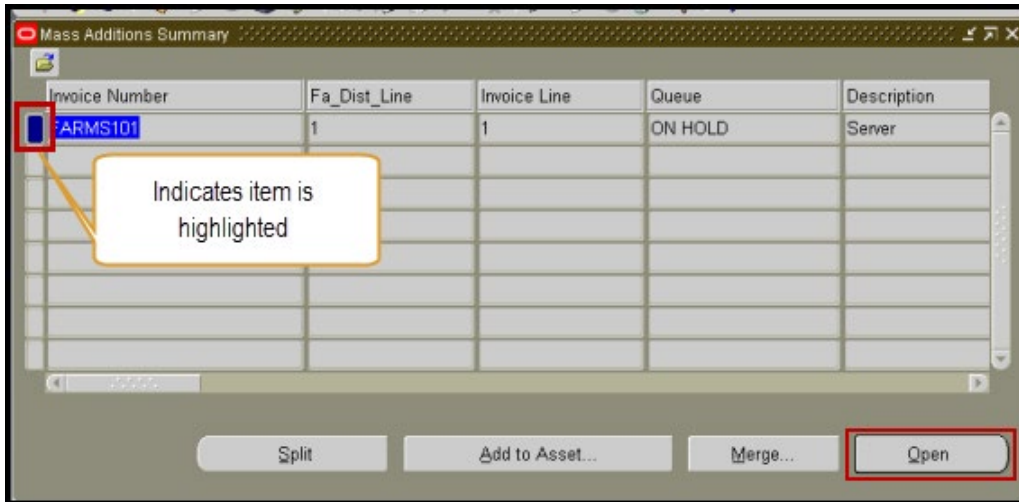
Buttons: Split, Add to Asset..., Merge..., Open

Reviewing the Items in the Mass Additions Summary Screen

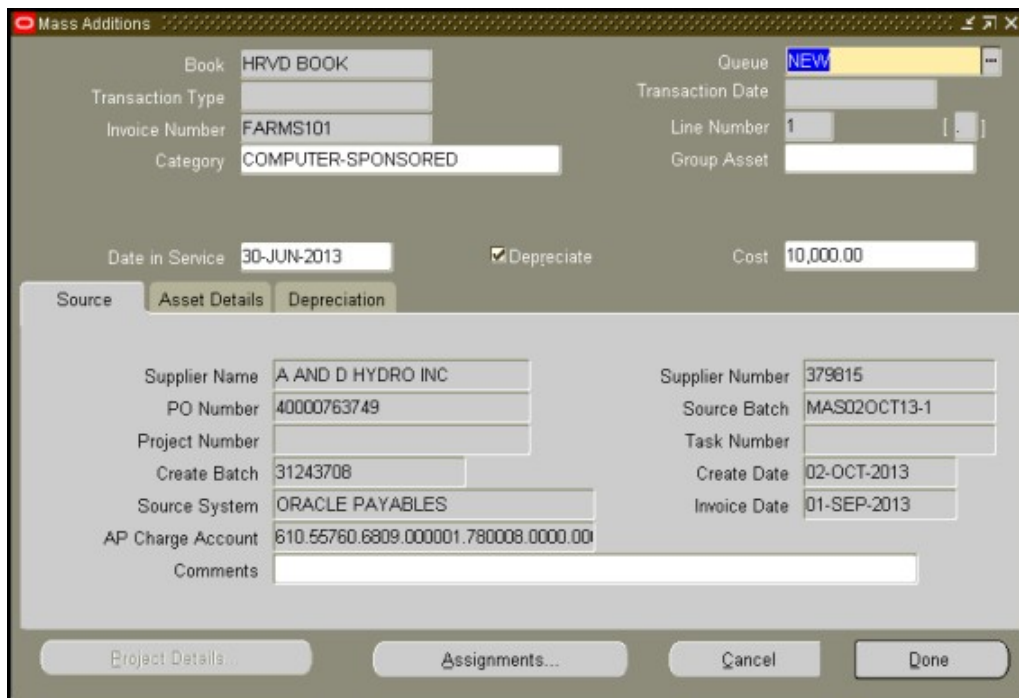
- i** The Mass Additions Summary screen contains several columns; use the scroll bar to review the columns available on the screen.
- i** For more information on the columns found on this screen, as well as a recommended column heading arrangement, see *FA-002 Mass Additions - Overview*.

Review Item in Mass Additions

1. Make sure the item is **highlighted** on the **Mass Additions Summary** screen. If you click in the highlighted column.
- i** The **Mass Additions Summary** window will open.



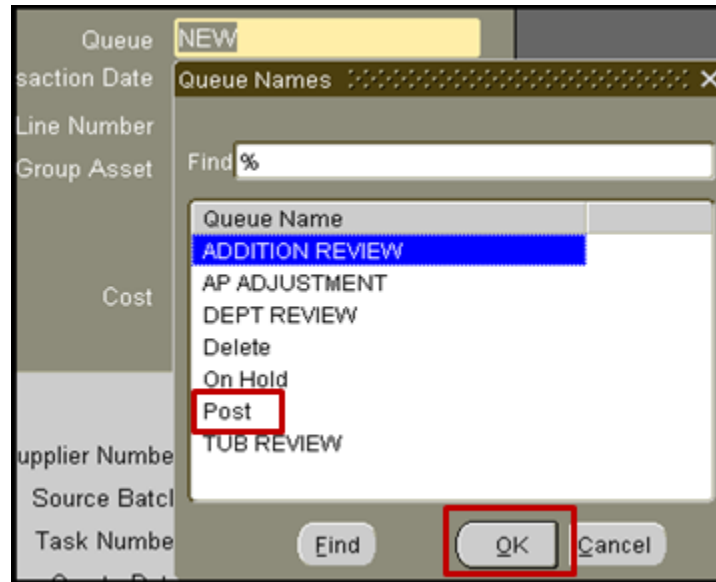
- i** If the item has been previously selected, you may need to click **Open**.
- i** The **Mass Additions** window will open.



Set Item to Post

In this example, the decision has been made that this item can be posted to the Assets Workbench. Start by setting the item queue to Post.

1. Select the look-up in the **Queue** field and select **Post**.

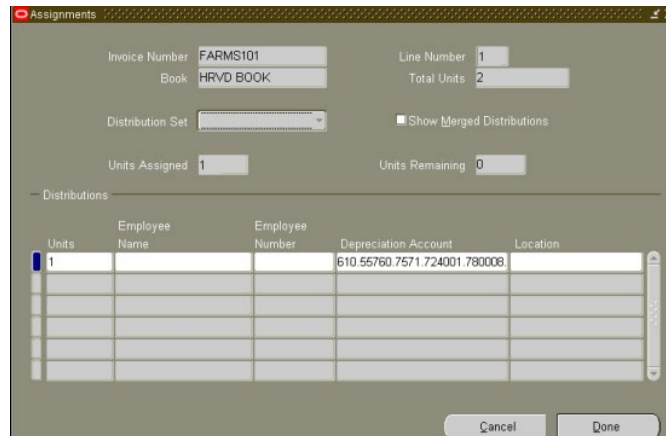


2. Click **OK**.

- i** The **DFF field** will display on the screen.
- i** Based on the Category assigned, you may need to add information to this flexfield. For more information, see page 18 of
- i** You will be required to indicate a location for the item.

3. Click **Assignments**.

- i** The **Assignments** window will display.



The fields found in the **Assignments** window include the following.

Invoice Number	The invoice number for the item.
Line Number	The invoice line number.
Book	Will always say HRVD Book.
Total Units	The number of units associated with the invoice line.
Distribution Set	Not used by Harvard.
Show Merged Distributions	Will display a checkmark only if items have been previously merged.
Units Assigned	The number of units that have been assigned.
Units Remaining	If there is only 1 item, the value will be zero. If you change the units in the Distribution field below, the Units Remaining field will update accordingly.

The following fields display within the **Distributions** section of the **Assignments** window.

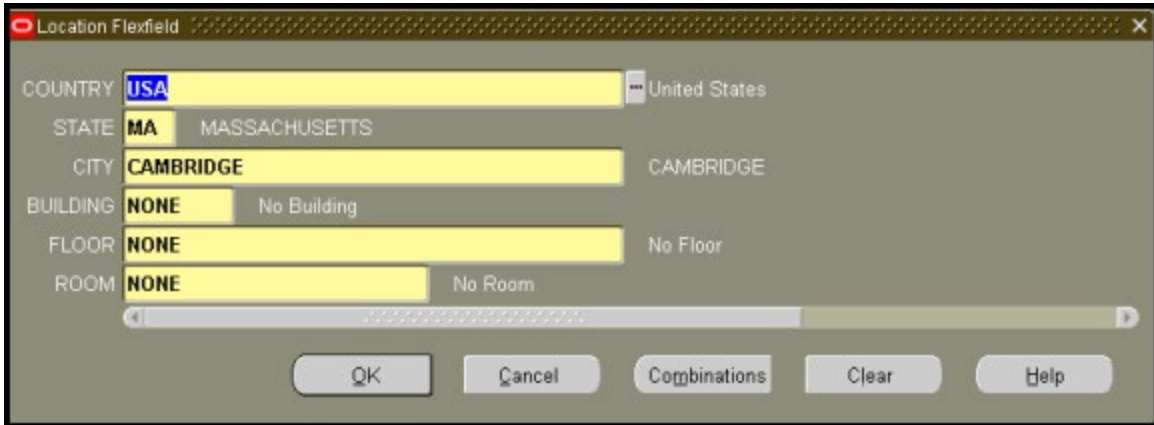
Units	The number of units from the invoice line
Employee Name	If known, you can associate an asset with an individual, such as a Principal Investigator. You can search for the individual you wish to assign by clicking on look-up and entering a partial value of the last name associated with employee. Generally, Employees are not added when posting items from Mass Additions to Assets Workbench—this is usually assigned later within the Assets Workbench.
Depreciation Account	This is the Chart of Accounts string for the depreciation account based on the AP Charge Account information displayed on the previous screen. This field will be automatically populated.
Location	The system requires you to assign a location for the item before it is posted.

To assign the location, follow these steps.

- a. Click in the Location field to reveal a **look-up**.



- b. Click on the **look-up** to display the **Location Flexfield**.



The first three fields will be defaulted to USA, MA and CAMBRIDGE respectively. A user can change any of these values by clicking in the appropriate field to reveal a look-up. Clicking on the look-up will reveal context-sensitive location information for that field.

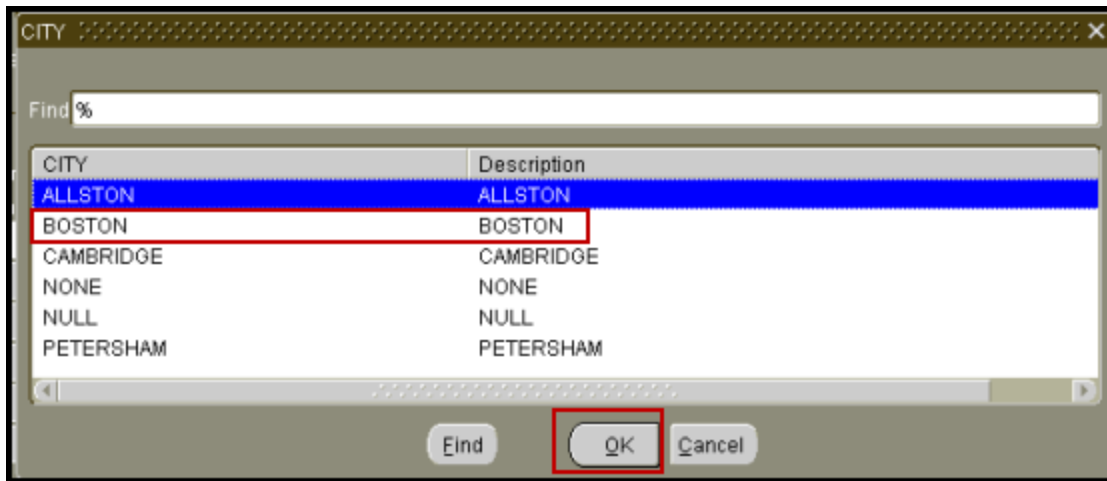
- i** Even if the default values are what you would like to select, you must change at least one of these fields, or the line item will not Post.

In this example, CAMBRIDGE will be changed to BOSTON.

- c. Click in the **City** field to reveal the look-up, and then click on the **look-up button**.

i The City dialog will appear with Harvard campus locations.

- d. Select **Boston**.



- e. Select **OK**.

i This change will be displayed within the **Location Flexfield**

i Optionally, the user can add **Building, Room** and **Floor** information if known. Buildings are defined within Centerstone (the single database repository of standardized and current electronic floor plans and space information representing all buildings that are owned and leased by Harvard University), when you decide to add a building, the building look-up will reveal the buildings on the Harvard Campus. Once you select a building, if you then select a Room or Floor, the room and floor options displayed via their respective look-ups will be context-sensitive to the building selected.

i Usually, Building, Room and Floor are not added when posting items from Mass Additions to Assets Workbench—this is usually assigned later in the Assets Workbench.

4. When you have finished adding the location details, click **OK** to close the **Location flexfield**.

i You will return to the **Assignments** window.

5. To save the entire record with your changes, click **Done**.

Assignments

Invoice Number: FARMS101 Line Number: 1
 Book: HRVD BOOK Total Units: 1

Distribution Set: [Dropdown] Show Merged Distributions

Units Assigned: 1 Units Remaining: 0

Distributions

Units	Employee Name	Employee Number	Depreciation Account	Location
1			610.55760.7571.724001.780008	USA.MA.BOSTON.NONI

Buttons: Cancel, Done

i The Assignments window will close and you will return to the **Mass Additions Summary window**, where you will see the **Queue** has been updated to **POST**.

Mass Additions Summary

Mass Additions Review

Invoice Number	Fa_Dist_Line	Invoice Line	Units	Cost	PO Number	Queue	Life In Years	Description
FARMS101	1	1	1	10,000.00	40000763749	POST		Server

Buttons: Split, Add to Asset..., Merge..., Open

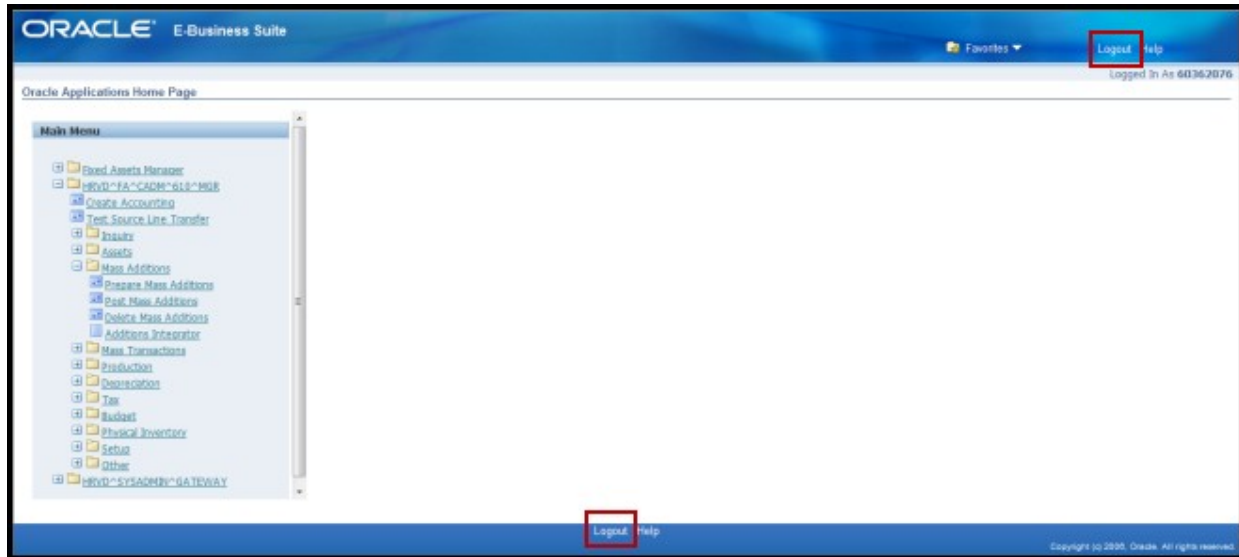
i When the nightly **Post Mass Additions** process runs, this item will be posted as an asset in the **Assets Workbench**.

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.