

Add to Asset

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Introduction and Logging In

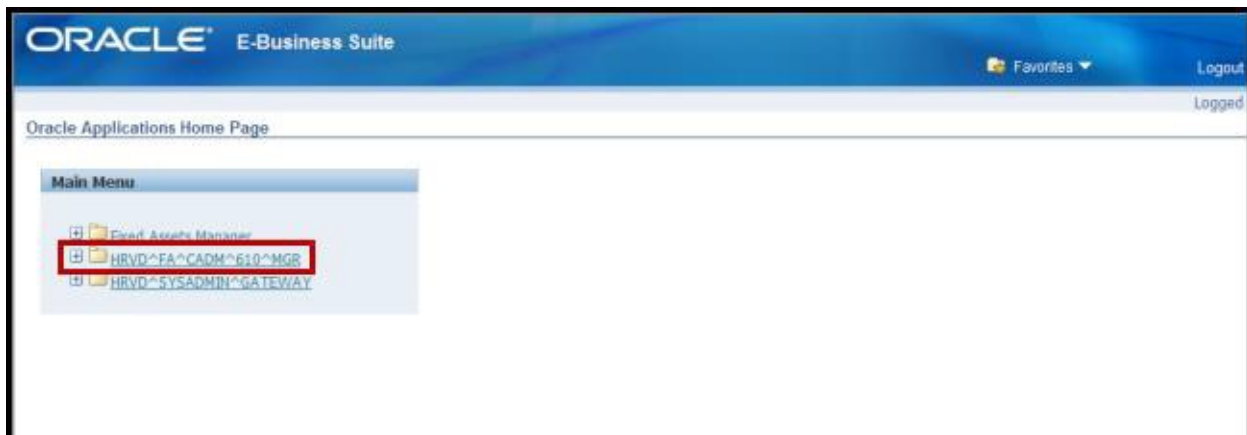
Purpose

This document will outline how to use the **Mass Additions** function to associate an asset transaction to an existing asset by either performing an Add to Asset or by creating a Parent/Child Relationship. There are two scenarios for when this might be necessary:

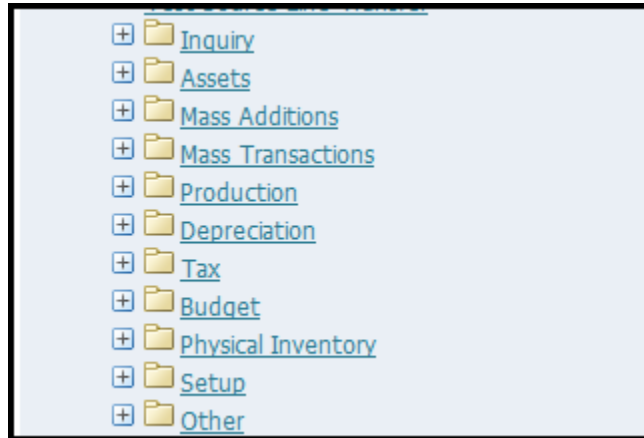
- Purchase is a component of an existing asset and needs to be added to the value of the existing asset only. Under this scenario the component would depreciate on the same schedule as the asset it is being added to.
- Purchase is a separate asset but will exist within a Parent/Child relationship with another asset. Under this scenario both the Parent and Child asset would depreciate on their own schedules.

Access Fixed Assets through the Oracle Gateway

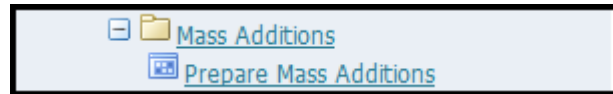
1. To access the **Oracle Gateway** go to <https://huit.harvard.edu/finance>
2. Click the “**Oracle System Applications, Personal Homepage**” link under **ORACLE FINANCIAL GATEWAY**.
3. Log in with your Harvard Key. The **Oracle Homepage** will open.
4. From the **Homepage**, select your **Fixed Asset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



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



6. Select the **Mass Additions** folder.



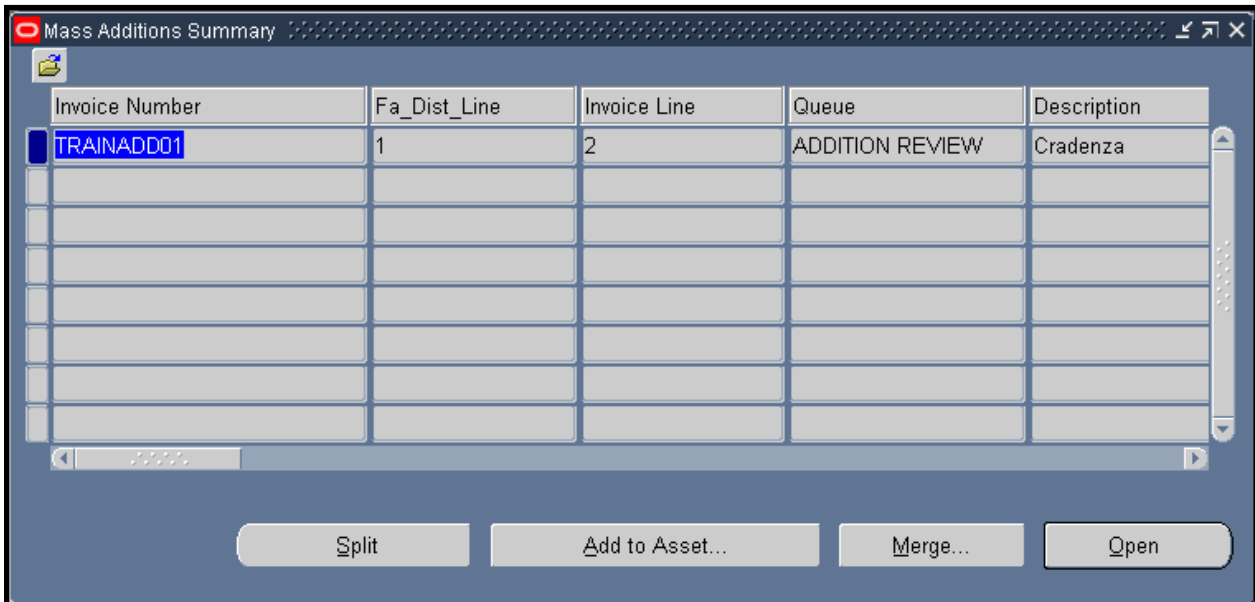
7. Select the **Prepare Mass Additions function**. This will open the form within the application.

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](#).

Find items in Prepare Mass Additions

After logging into Oracle Fixed Assets and navigating to **Mass Additions > Prepare Mass Additions**, the **Find Mass Additions** 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 PO Number.
 2. Click **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
TRAINADD01	1	2	ADDITION REVIEW	Cradenza

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

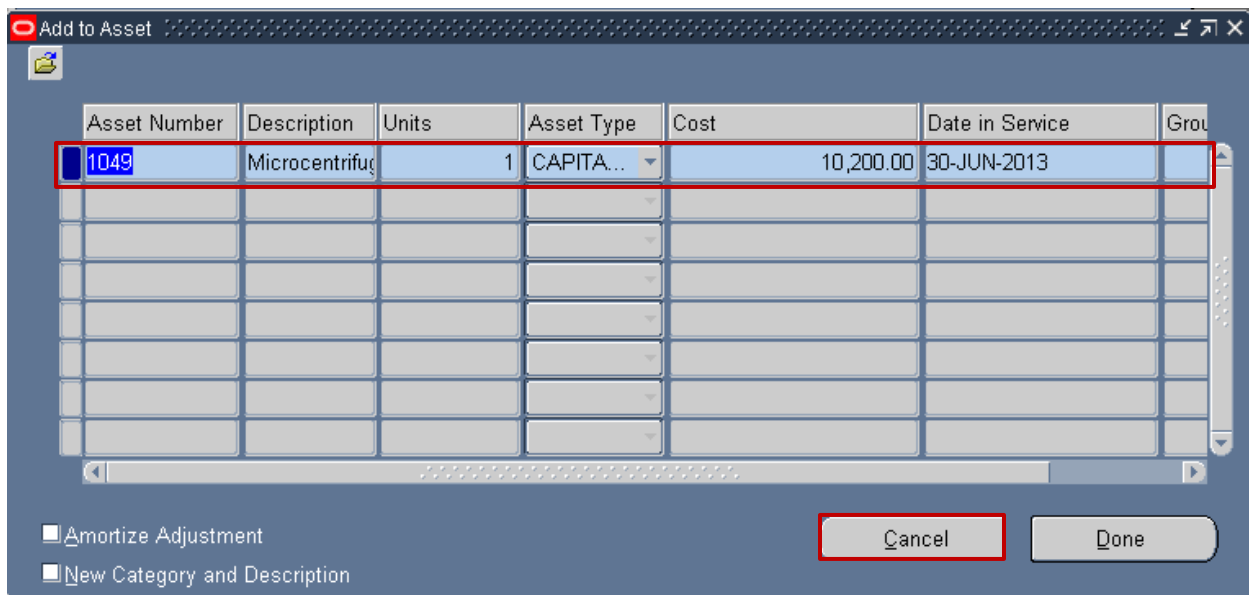
Add to Asset - Tag Populated in AP

There are times when a user makes a purchase of an item that is a component of an existing asset and, at time of purchase, populates the tag number of the existing asset in AP. If this is the case the transaction populates Mass Additions with a status of **ADDITION REVIEW**.

1. Make sure the component purchase is associated to the appropriate asset by clicking on the **Add to Asset** button.



2. Verify the asset and click on the **Cancel** button.



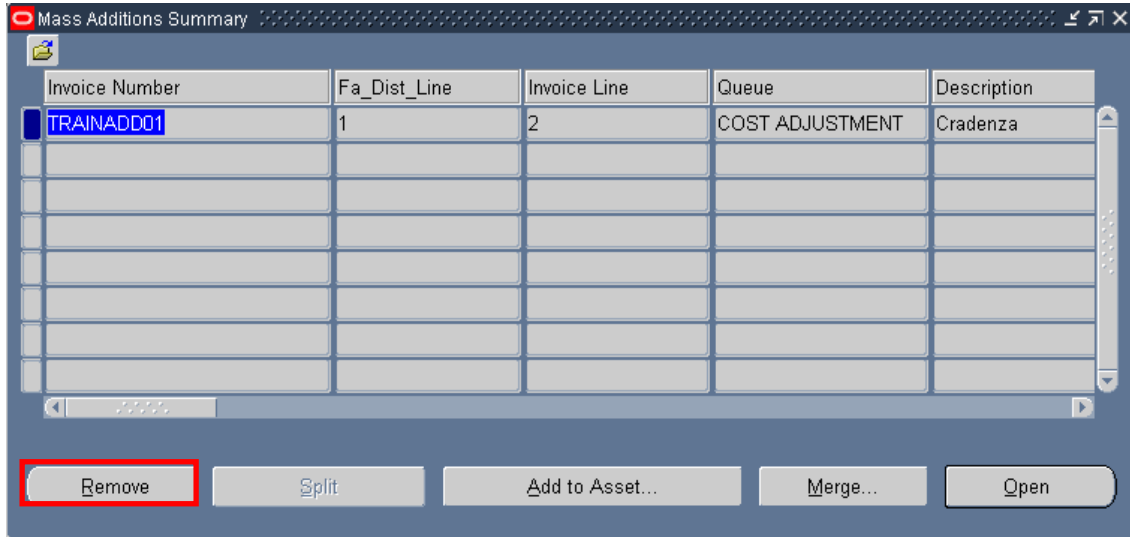
i The **Mass Additions Summary** window will redisplay.

3. Click **Open**.

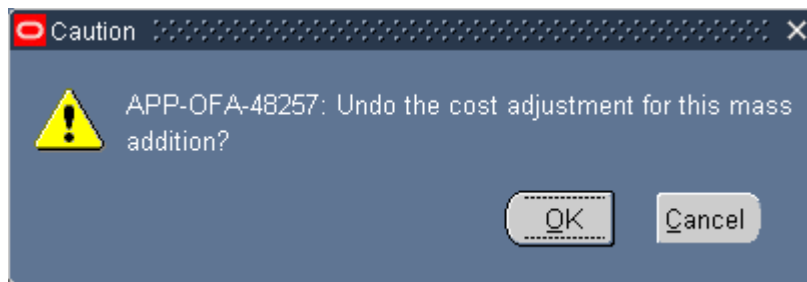
- i** If the asset is not associated to the appropriate asset then you will first need to **remove the asset** in order to disassociate it and then make sure to **delete the Tag Number**. If there is another asset the item should be added to, follow the steps found in [Add to Asset – No Tag](#).

To remove the asset, from **Mass Additions Summary** window

- a. Click **Remove**.



- b. You will receive a caution prompt. **If you wish to proceed**, click Ok.



To delete the Tag Number:

- a. Click on the **Open** button on the **Mass Additions Summary** window.
- b. Once in the **Mass Additions** window, locate the **Tag Number** field on the **Asset Details** tab and delete the value in the field.

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

- Book: HRVD BOOK
- Queue: ADDITION REVIEW
- Transaction Type: [Empty]
- Transaction Date: [Empty]
- Invoice Number: TRAINADD01
- Line Number: 1
- Category: NONCOMP-NONSPONSORED
- Group Asset: [Empty]
- Date in Service: 07-JAN-2014
- Depreciate:
- Location: [Empty]
- Cost: 5,000.00

The Asset Details tab is active, showing the following fields:

- Asset Number: [Empty]
- Tag Number: 23784 (highlighted with a red box)
- Serial Number: [Empty]
- Asset Type: Capitalized
- Manufacturer: [Empty]
- Lease Number: [Empty]
- Lessor: [Empty]
- Property Type: [Empty]
- Property Class: [Empty]
- Description: Cradenza
- Asset Key: 325.28630.123365.3214!
- Units: 1
- Parent Asset: [Empty]
- Model Number: [Empty]
- Warranty Number: [Empty]
- In Use:
- In Physical Inventory:
- Ownership: [Empty]
- Bought: [Empty]

Buttons at the bottom: Project Details..., Assignments..., Cancel, Done

4. If the asset is associated to the appropriate asset, then set the **Queue**, to **POST** and click **Ok**.

The screenshot shows the Queue Names dialog box with the following details:

- Queue Name: ADDITION REVIEW
- Find %: [Empty]
- Queue Name list:
 - ADDITION REVIEW
 - AP ADJUSTMENT
 - DEPT REVIEW
 - Delete
 - On Hold
 - Post (highlighted with a blue box)
 - TUB REVIEW
- Buttons: Find, OK (highlighted with a red box), Cancel

- i** Once the **Queue** has been set to **POST**, the Queue will automatically change to **COST ADJUSTMENT**. This is because it is understood that the value of this component is being added to the value of the existing asset.

5. Click Done.

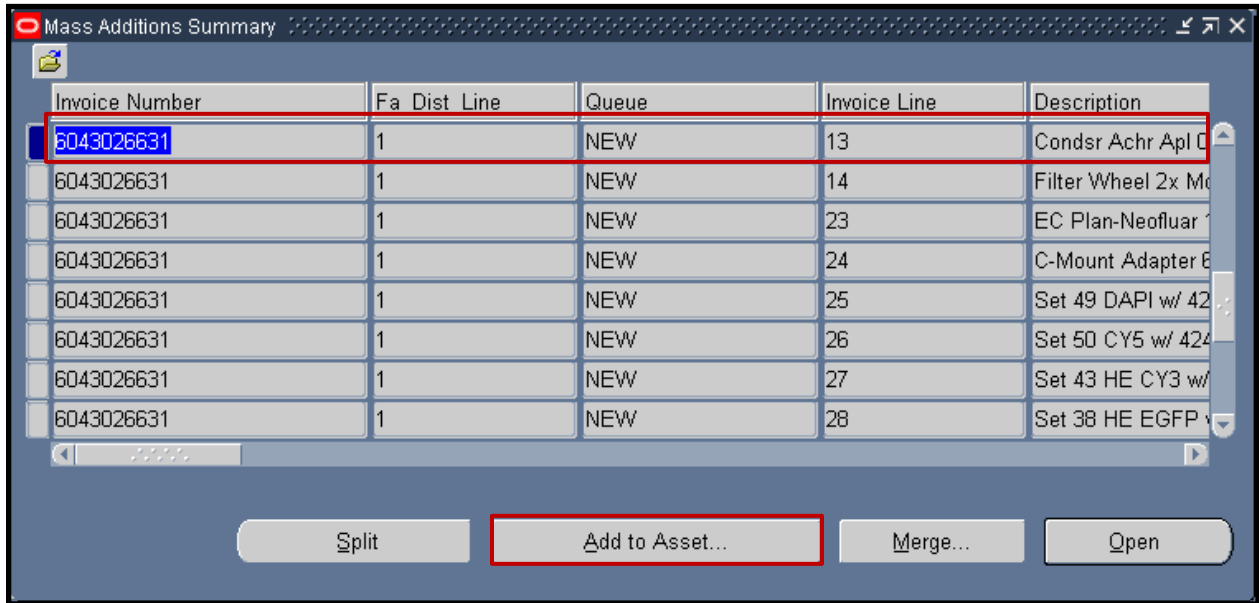
- i** The **Mass Additions Summary** window will display the **Queue** of **COST ADJUSTMENT** and this record will be posted to the existing asset record in the nightly **POST MASS ADDITIONS** process.

Invoice Number	Fa_Dist_Line	Invoice Line	Queue	Description
TRAINADD01	1	2	COST ADJUSTMENT	Crdenza

Add to Asset – No Tag

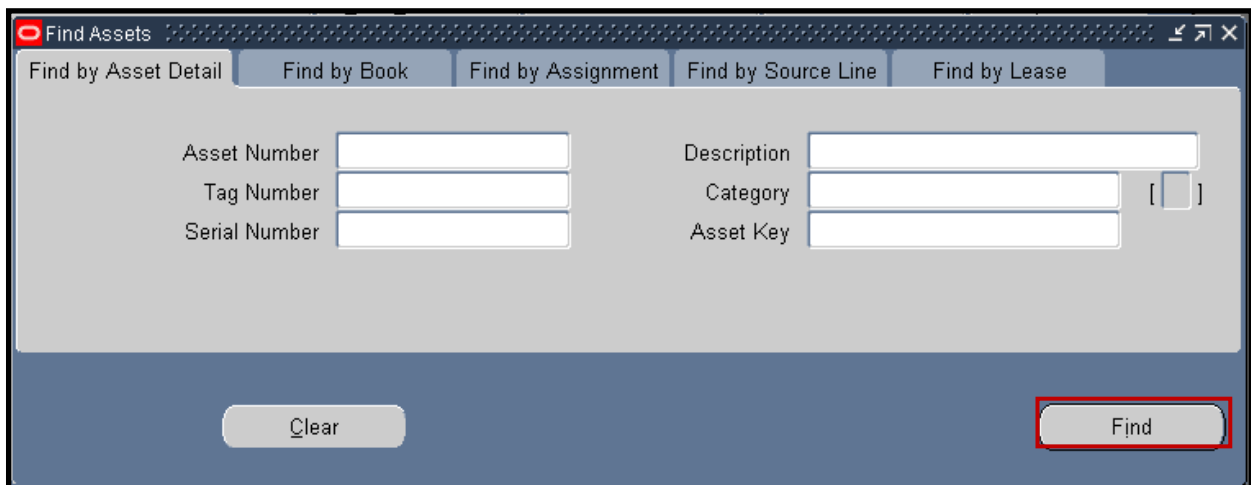
If a component of an existing asset is purchased but no tag was identified, you will need to locate the transaction of the item just purchased and then search for and locate the asset that the component needs to be added to.

1. Once you have found the transaction of the item just purchased, click on the **Add to Asset** button.



- i** The **Find Assets** window will pop up, offering several different options for you to search for the existing asset that the component needs to be added to.

2. Enter the search criteria in one of the fields and click **Find**.



i Note that there are multiple “Tabs” allowing you to search for assets using different types of data.

The screenshot shows the 'Find Assets' window with the following fields and controls:

- Asset Number: 1132 (highlighted with a red box)
- Tag Number: (empty)
- Serial Number: (empty)
- Description: (empty)
- Category: (empty)
- Asset Key: (empty)
- Buttons: Clear (bottom left), Find (bottom right, highlighted with a red box)

The **Add to Asset** window will display all assets that meet the search criteria you entered. This example uses Asset Number; therefore there is a unique match.

3. Review the asset and click **Done**.

The screenshot shows the 'Add to Asset' window with a table of results:

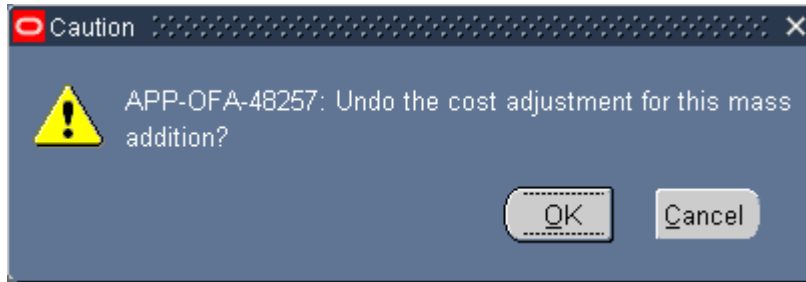
Asset Number	Description	Units	Asset Type	Cost	Date in Service	Group
1132	Microscope	2	CAPITA...	17,500.00	30-JUN-2013	

At the bottom of the window, there are checkboxes for 'Amortize Adjustment' and 'New Category and Description', and buttons for 'Cancel' and 'Done' (highlighted with a red box).

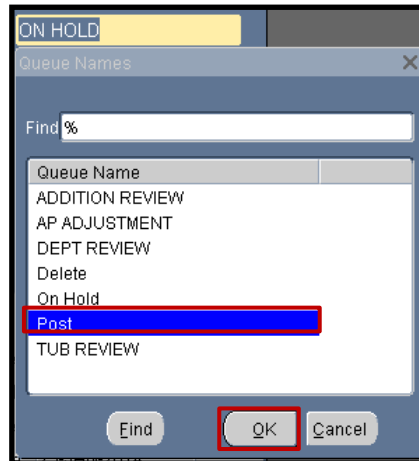
- i** You will be brought back to the **Mass Additions Summary** window and will notice that the **Queue** has changed to **ON HOLD**.

If you would like to undo Add to Asset

- a. Click **Remove**.
- i** You will receive a caution prompt.
- b. If you wish to proceed, click **Ok**.



5. Change the **Queue** to **POST** and click **Ok**.



6. Click **Done**.

i The Mass Additions Summary window will display the **Queue** of **COST ADJUSTMENT** and this record will be posted to the existing asset record in the nightly **POST MASS ADDITIONS** process.

Invoice Number	Fa_Dist_Line	Queue	Invoice Line	Description
6043026631	1	COST ADJUSTMENT	13	Condsr Achr Apl D
6043026631	1	NEW	14	Filter Wheel 2x Mo
6043026631	1	NEW	23	EC Plan-Neofluar 1
6043026631	1	NEW	24	C-Mount Adapter B
6043026631	1	NEW	25	Set 49 DAPI w/ 42
6043026631	1	NEW	26	Set 50 CY5 w/ 42
6043026631	1	NEW	27	Set 43 HE CY3 w/
6043026631	1	NEW	28	Set 38 HE EGFP

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

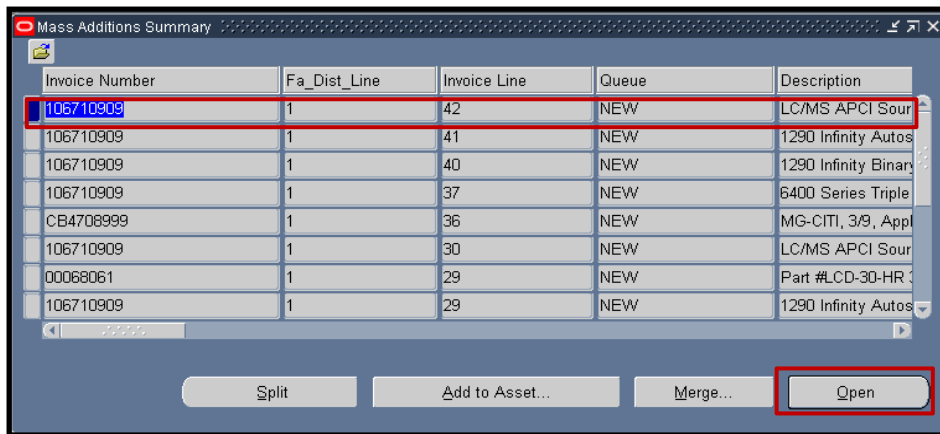
Creating a Parent/Child Relationship

Definition of Parent/Child Relationship:

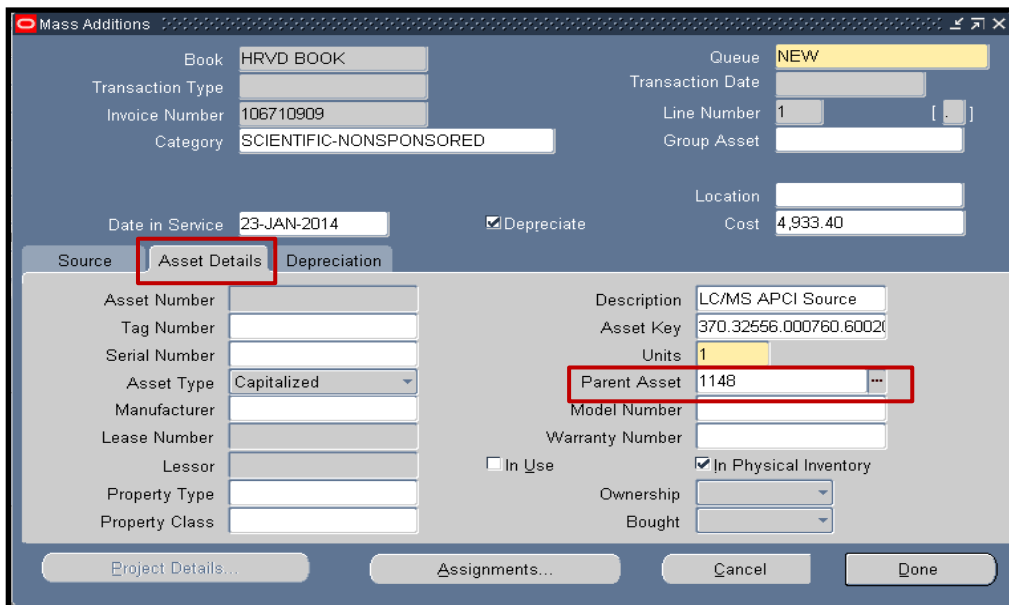
- Two or more assets that work together but each will depreciate on their own schedule.
For example:
 - Microscope and a Vibration Table
 - Centrifuge and a Rotor
 - Heavy Duty Truck, with multiple attachments (over \$5,000.00)

To create a Parent/Child relationship between a new asset and an existing asset you need to have an **Asset Number** for the existing asset.

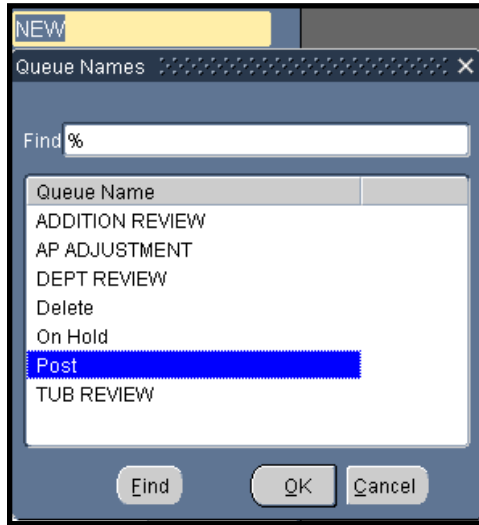
1. Find the asset in **Mass Additions** that you would like to associate to a Parent asset and click **Open**.



2. Go to **Asset Details** tab and type in the Asset Number for the Parent Asset in the **Parent Asset** field.



3. Set the **Queue** to **POST**, fill in the **Assignment Location**, and click the **Done** button.



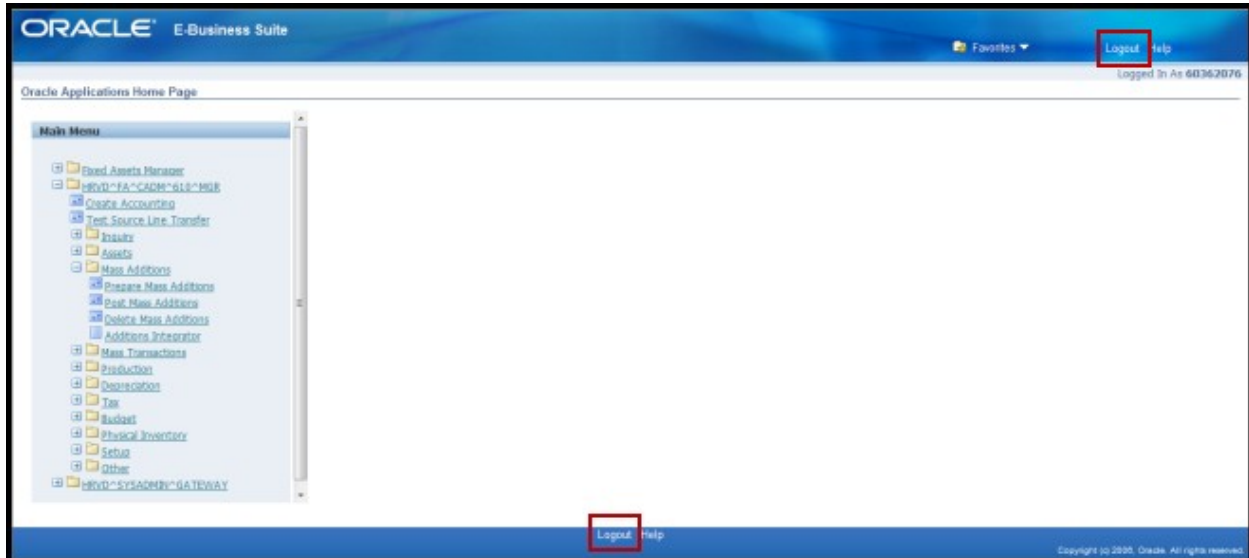
The **Mass Additions Summary** window will display the **Queue** of **POST** and this record will be posted as a child asset of the existing asset record, in the nightly **POST MASS ADDITIONS** process.

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.