

Work in Progress

Table of Contents

Table of Contents	1
Introduction	2
What is a WIP project?.....	3
Summary of WIP High Level Asset Flow.....	4
Step-by-Step WIP High Level Asset Flow	5
Logging In	6
Creating a Placeholder Asset	8
Reviewing WIP transactions within the Asset Workbench	16
WIP Transactions in Mass Additions	18
Running a WIP Activity Report	19
Placing a WIP Asset in Service	23
Exiting the Module	24
Questions?	25

Introduction

Purpose

This document will provide an overview of how Work-in-Progress (WIP) projects can be set up in the system, how WIP transactions can be viewed in the system or via reports and how to request that WIP projects be placed in service.

What is a WIP project?

WIP typically pertains to the fabrication of equipment or to the development of internally used software.

Fabrication

A fabrication is equipment that is constructed or developed by combining parts or materials into one identifiable unit.

To be considered a fabrication:

- All component parts must work together as one unit
- The aggregate cost of all parts in the completed unit meet the \$5,000 capital equipment threshold; and,
- The completed fabrication or system must have a useful life of one years or more.

Individual components acquired during a fabrication project are considered equipment regardless of their unit costs. For example, three parts of a robotic arm each costing \$2,500 would accumulate to one \$7,500 capital asset.

WIP Object Codes

Purchases related to WIP projects are coded to either object code 6811, “Non-Sponsored Work in Progress^Equipment >= \$5000”, or object code 6812, “Sponsored Work in Progress^Equipment >= \$5000.”

Debt-financed equipment WIP expenditures are charged directly to the balance sheet using object code 1140, “Equipment, Debt-financed, WIP.”

Summary of WIP High Level Asset Flow

Critical to the WIP process is making sure that the components for a specific WIP project is associated to that project. To facilitate this, when a WIP project is initiated, a placeholder asset must be created in Oracle Assets with an identifier that will allow component transactions to be associated to it. In most cases this identifier will either be a Tag # or Activity value. This identifier will need to be entered at the time of purchase for it to be associated with the appropriate placeholder asset (please contact your TUB finance office to determine which identifier is used within your TUB).

Unlike other equipment purchases that require upfront review in Prepare Mass Additions, WIP transactions will automatically post to the Asset Workbench if they can be correctly associated to a placeholder asset. If they cannot be associated to a placeholder asset due to an incorrect Tag # or Activity, these transactions will be held in Mass Additions (see [WIP Transactions in Mass Additions](#)).

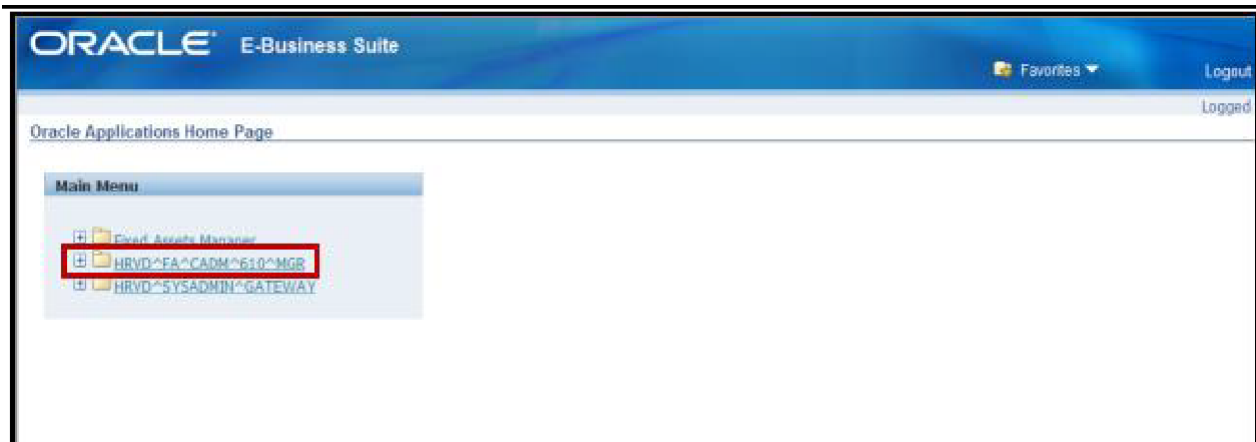
Step-by-Step WIP High Level Asset Flow

Step #	Description
1. Asset is purchased by two tubs	The invoice for the purchase includes distribution lines for each tub. In this example, we will use Tub A and Tub B.
2. Items appear in Mass Additions	<p>After the Create Mass Additions* is processed by Accounts Payable, the invoice line flows into Mass Additions.</p> <p>Each tub will only see their distribution lines in the Mass Additions Summary Table*.</p>
3. Conversation between the two tubs to determine who will own the Parent Asset and who will own the Child Asset.	<p>The two tubs must speak to each other outside of Fixed Assets to determine who will take ownership of the Parent and who will take ownership of the Child.</p> <p>In this example, Tub A will be the Parent and Tub B will be the Child.</p>
4. Once the relationship is determined, the Parent Tub will post the Asset	<p>Tub A will edit their record to include the Tub value of Tub B in the Asset Key field*. This will allow Tub B to see this asset listed in reports in the future.</p> <p>Tub A will then set the queue to Post to post the item in the Assets Workbench.</p>
5. The following day, Tub A will locate the asset in the Assets Workbench and notify Tub B of the Parent Asset Number.	Tub A can obtain the Parent Asset Number by either searching for the Parent Asset in Assets Workbench or by running the Assets Workbench Report. Tub A will notify Tub B of the Parent Asset Number outside of Oracle Assets (most likely via an email).
6. Tub B has the option of posting their asset before they receive the Parent Asset Number from Tub A or they can wait and post the asset after receiving the Parent Asset Number from Tub A.	<p>If Tub B chooses to post their child asset before they receive the Asset Number from Tub A, they will need to add the Parent Asset Number to the Child Asset Number by either searching for the child in the Assets Workbench or running the Assets Workbench Report. Tub B will also update the Asset Key field to include Tub A's tub value so that tub A will be able to view the Child Asset in their reports.</p> <p>If Tub B chooses to wait until Tub A contacts them with the Parent Asset Number, Tub B will edit the Asset Key field with the Tub Value of Tub A and add the Parent Asset Number in the Parent Asset field on the item record. Tub B will then set the Queue to Post to the Assets Workbench.</p>

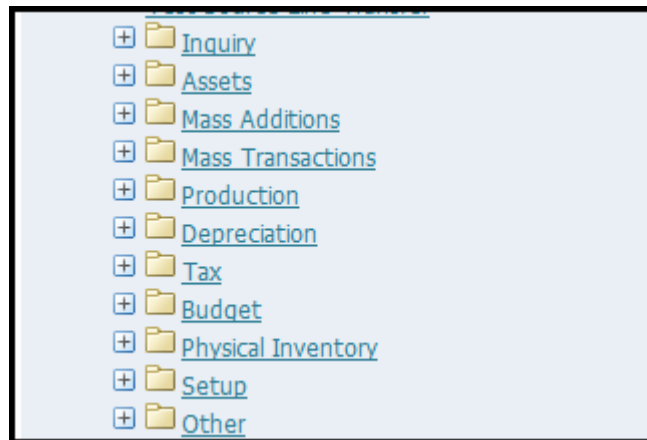
Logging In

Access Fixed Assets through the Oracle Gateway

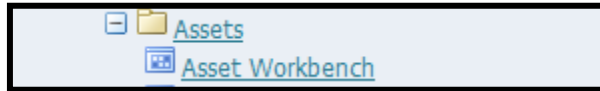
1. To access the **Oracle Gateway** go to <http://fss.finance.harvard.edu/applications>.
2. Select the **Oracle System Applications** link under **ORACLE FINANCIAL GATEWAY**.
3. Log in with your HUID and PIN. The **Oracle Homepage** will open.
4. From the **Homepage**, select your **Fixed Asset Responsibility**,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



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



6. Select the **Assets** function:



7. Select the **Asset Workbench** function. This will open the form within the application.

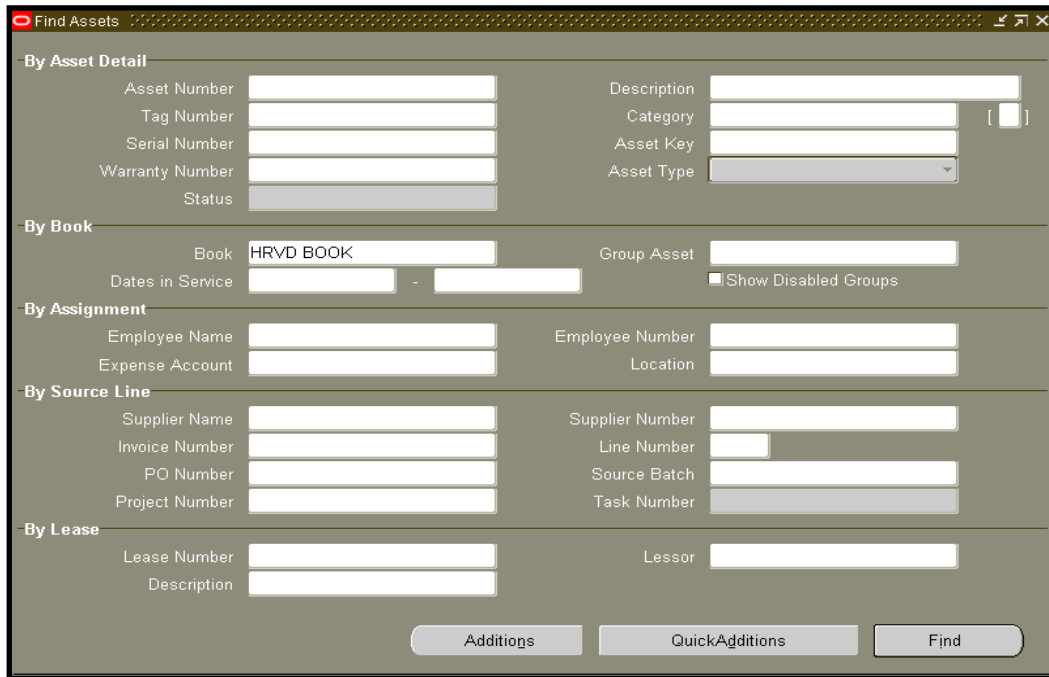
- i** A reminder that the FA module uses the **Java Runtime Environment (JRE)**. For more information about the JRE, see the [JRE Troubleshooting Guide](#).

Creating a Placeholder Asset

- i** For transactions relating to a WIP project to be attributed to that project, an identifiable placeholder asset needs to be created in Oracle Assets.
- i** After logging into Oracle Fixed Assets and navigating to **Assets > Assets Workbench**, the **Find Assets** window will open.

To create a placeholder asset:

1. Select the **Quick Additions** button.

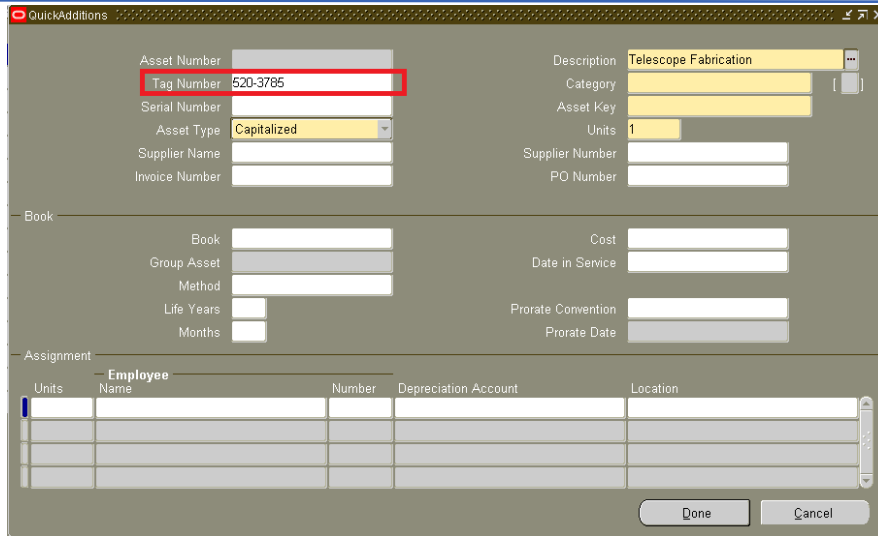


The screenshot shows the 'Find Assets' window with the following sections and fields:

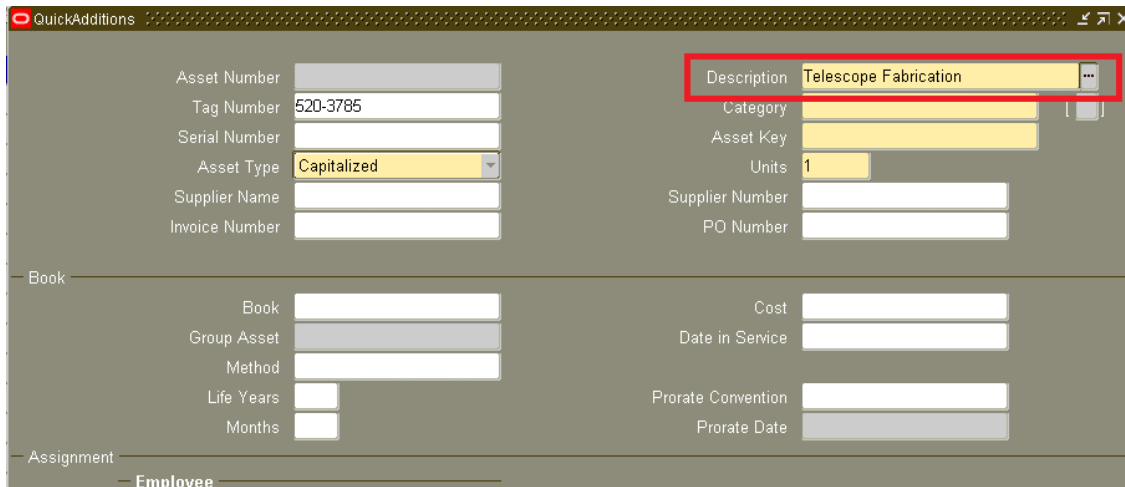
- By Asset Detail:** Asset Number, Tag Number, Serial Number, Warranty Number, Status, Description, Category, Asset Key, Asset Type.
- By Book:** Book (HRVD BOOK), Dates in Service, Group Asset, Show Disabled Groups (checkbox).
- By Assignment:** Employee Name, Expense Account, Employee Number, Location.
- By Source Line:** Supplier Name, Invoice Number, PO Number, Project Number, Supplier Number, Line Number, Source Batch, Task Number.
- By Lease:** Lease Number, Description, Lessor.

At the bottom of the window, there are three buttons: **Additions**, **QuickAdditions**, and **Find**.

2. Enter the Tag Number (if applicable) for the WIP project in the **Tag Number** field.



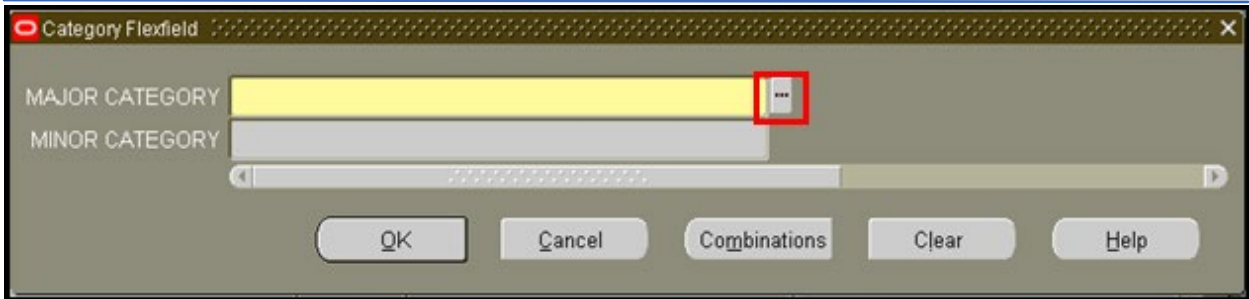
3. Enter the description for the WIP project in the **Description** field.



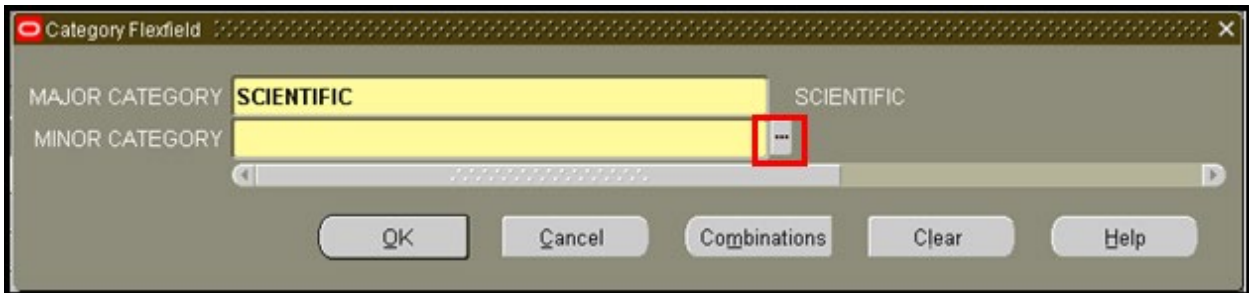
4. Select the **Category** field to reveal a **look-up button**.



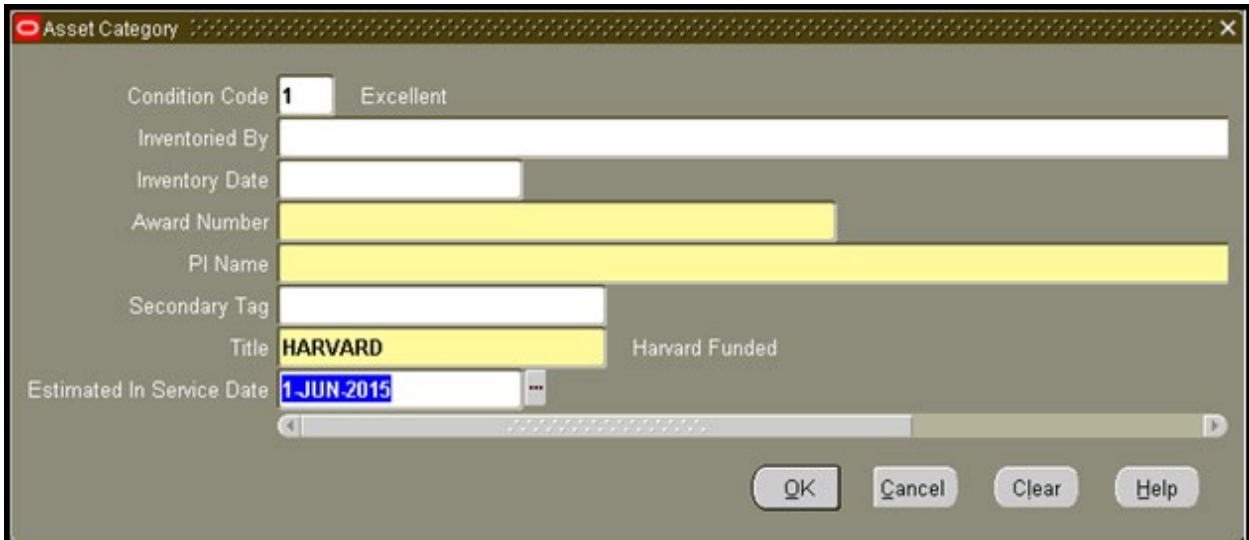
5. Select the **Major Category** field lookup and select the Major Category that corresponds to the WIP project.



6. Select on the **Minor Category** field lookup and select the **Minor Category** that corresponds to the **WIP project**.



- i** Depending on the Minor Category you select (i.e. Sponsored vs. Non-sponsored) a different AssetCategory Descriptive Flex Field (DFF) prompt will pop up.
- i** If the Minor Category on the item is **SPONSORED**, then the user will see the following DFF prompt.



- i** **The user will be required to input the PI Name into the appropriate field.**
- i** If the Minor Category is **NONSPONSORED**, a different DFF prompt will appear depending on the Major Category selected. For this example, we have selected **SCIENTIFIC** as the Major Category.

As a result, the user will see the following DFF.

i In both cases the **Estimated In Service Date** field should be filled in.

7. Select **CIP** in the **Asset Type** drop down field.

i In Oracle Assets WIP projects and CIP projects are both considered CIP.

i For debt funded WIP projects both the Major Category and Minor Category selected should be DEBT-FUNDED.

8. Fill in the **Asset Key** detail in the **Asset Key Flexfield**.

i To see all the contents of the field, select the field to reveal a look-up.

Asset Key Flexfield

TUB: 520 HMS*Harv Med School

ORG: 45312 HMS*Cell Biology

FUND: 000001 Unrestricted Undesignated

ACTVMTY: 000000 Unspecified

SUBACTVMTY: 0000 000000*Unspecified

TAG STATUS: NOT YET TAGGED Asset Has Not Been Tagged

SECONDARY TUB: []

Buttons: OK, Cancel, Combinations, Clear, Help

9. Select **OK** to return to the **Quick Additions** window.

QuickAdditions

Asset Number: [] Description: Telescope Fabrication

Tag Number: 520-3785 Category: SCIENTIFIC-NONSPONSORED [1..]

Serial Number: [] Asset Key: 520.45312.000001.000000.0000

Asset Type: CIP Units: 1

Supplier Name: [] Supplier Number: []

Invoice Number: [] PO Number: []

Book

Book: HRVD BOOK Cost: 0.00

Group Asset: [] Date in Service: 31-JAN-2014

Method: STL

Life Years: 7 Prorate Convention: CURR MONTH

Months: 0 Prorate Date: 31-JAN-2014

Assignment

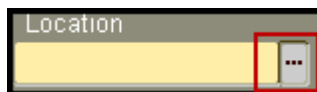
Units	Employee Name	Number	Depreciation Account	Location

Buttons: Done, Cancel

10. Fill in the **Book** field with **HRVD BOOK**.

- i** All the fields automatically default including the cost. The Book will always be **HRVD BOOK**.
 - i** The **Date in Service** defaults to today’s date. This is not the actual date it will be in service, but rather the date this placeholder asset was created.
11. The actual “In Service” date will be determined later, when the construction of this WIP has been completed.
 12. Enter in the **Depreciation Account** for the WIP project in question. The depreciation account includes the following components:
 - a. **Object Code** must be 7551 for all WIP projects
 - b. **Fund** must be 000001 for all WIP projects
 - c. All other segments of the depreciation account should be specific to the WIP project in question.

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



14. Select on the look-up to display the **Location Flexfield**.

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

i **Even if the default values are correct, you must change at least one of these fields, or the line item will not Post.**

15. Select the **CITY** field to reveal the **look-up**.

i The **City** dialog will appear with Harvard campus locations.

16. Select the appropriate City for your placeholder asset.

i 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.

17. Select **OK**.

i You will return to the **Quick Additions** window and this change will be displayed within the **Location Flexfield**.

18. Once all the information for the placeholder has been entered, select **Done**.

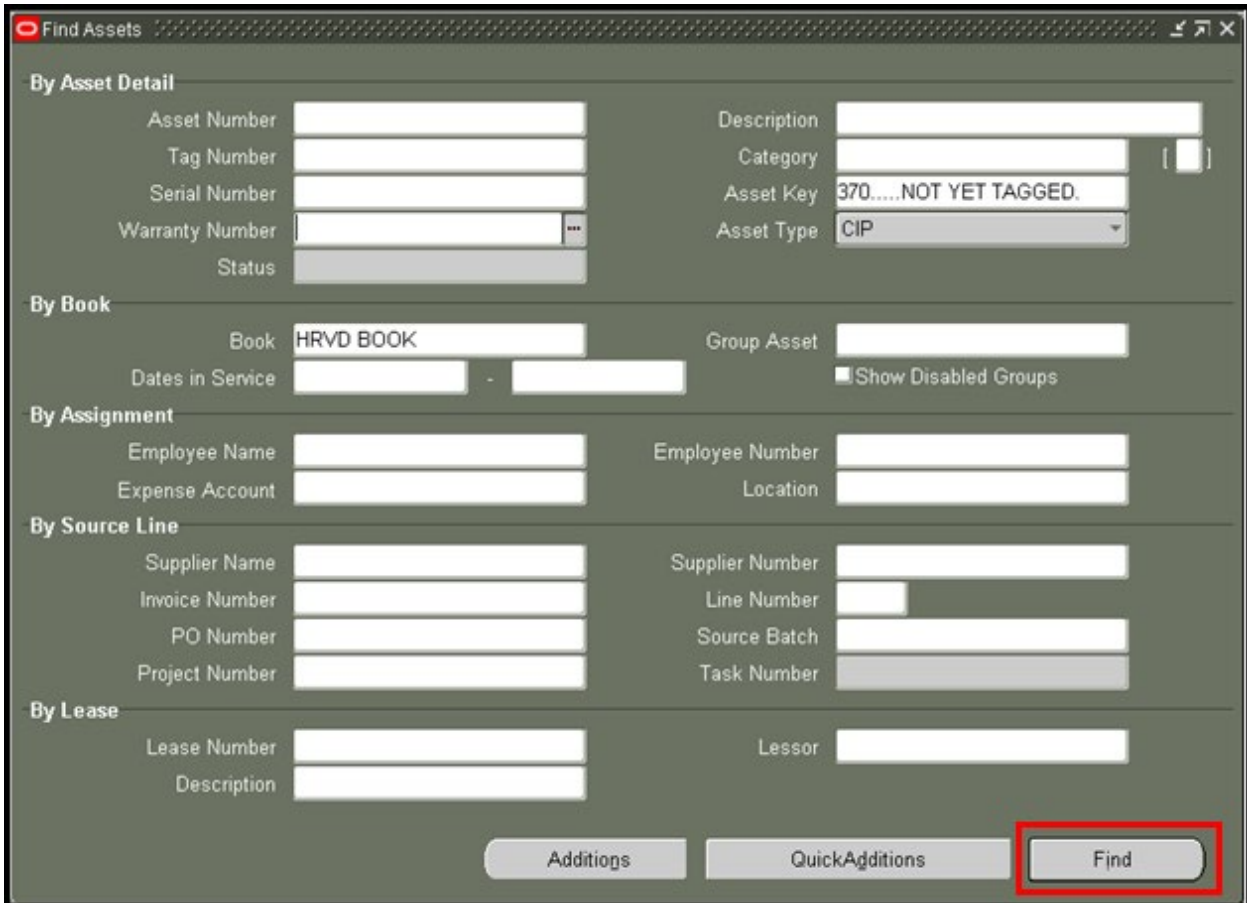
- i** A confirmation that the transaction has been saved will pop up. This pop up will provide the asset number of the placeholder asset that has been created.



Reviewing WIP transactions within the Asset Workbench

Once a placeholder asset has been set up in the system, any transactions linked to the asset can be viewed within the Asset Workbench. Often, prior to requesting that a WIP project be placed in service, a review of these transactions takes place.

1. Navigate to **Assets > Assets Workbench**
2. Search for the specific placeholder asset via the **Find Assets** screen. Fill in any pertinent information to help narrow down your search. If using the **Asset Type** field as a search criteria make sure you select **CIP**. Once the search criteria has been entered select the **Find** button.



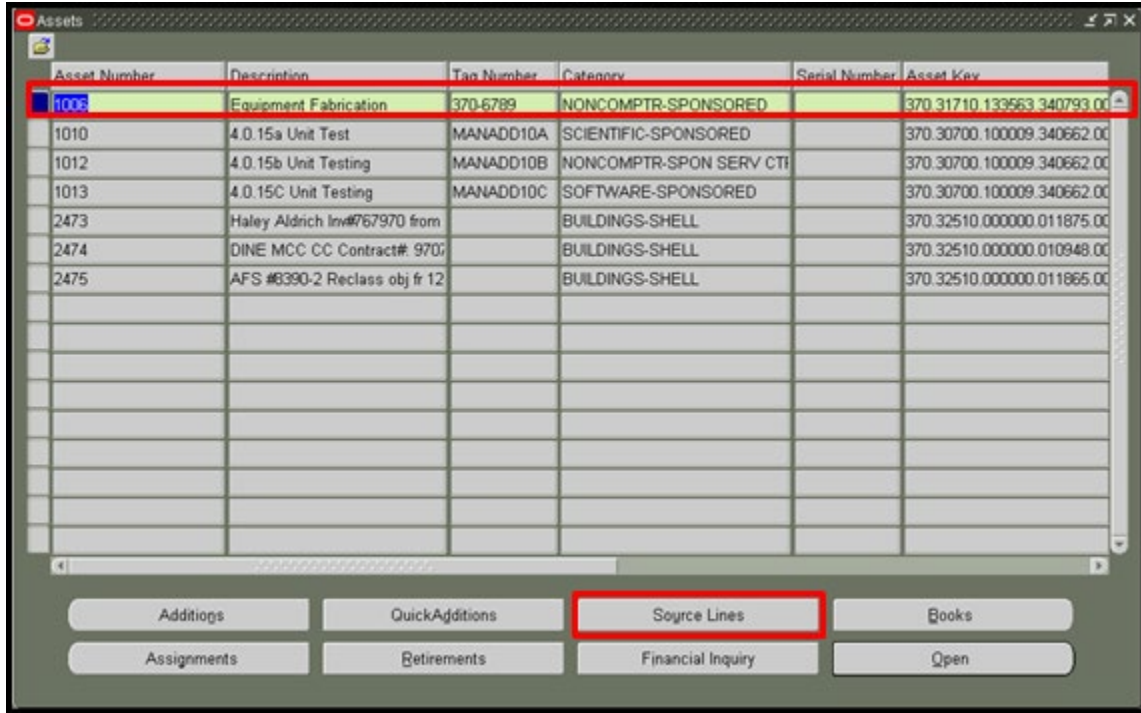
The screenshot shows the 'Find Assets' window with the following fields filled or highlighted:

- By Asset Detail:** Asset Number, Tag Number, Serial Number, Warranty Number, Status, Description, Category, Asset Key (370....NOT YET TAGGED.), Asset Type (CIP).
- By Book:** Book (HRVD BOOK), Group Asset, Dates in Service, Show Disabled Groups (checkbox).
- By Assignment:** Employee Name, Employee Number, Expense Account, Location.
- By Source Line:** Supplier Name, Supplier Number, Invoice Number, Line Number, PO Number, Source Batch, Project Number, Task Number.
- By Lease:** Lease Number, Lessor, Description.

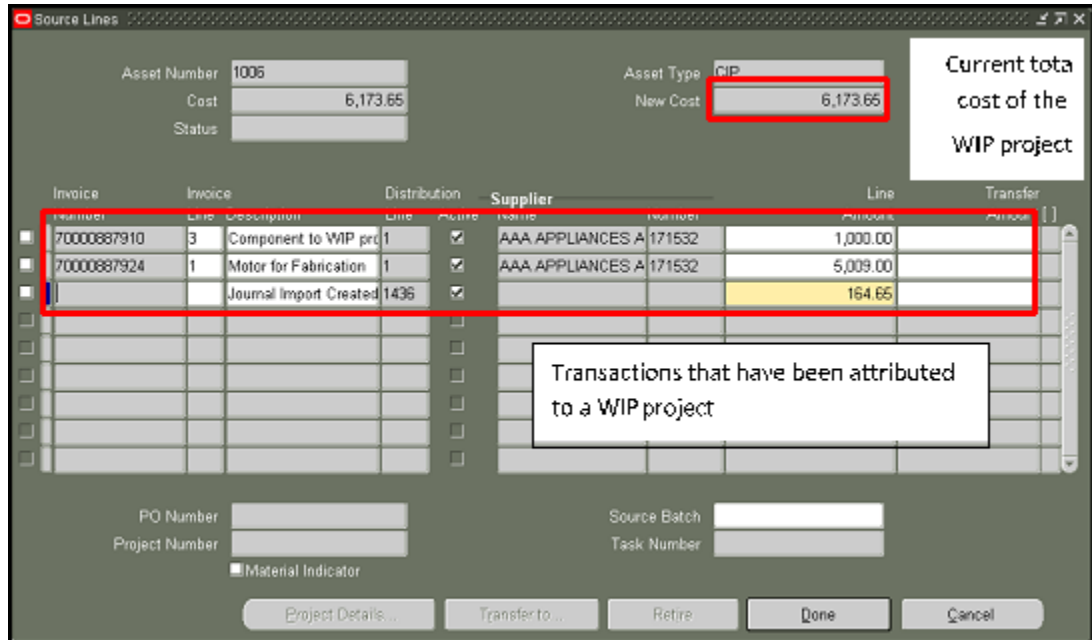
Buttons at the bottom: Additions, QuickAdditions, **Find** (highlighted).

- i** Depending on the search criteria entered either the specified placeholder asset will appear, or a list of assets that meet the criteria entered will appear.

3. Select the placeholder asset you wish to view and select on the **Source Lines** button.



i Once **Source Lines** is select the **Source Lines** window will display.



i The **Source Lines** window shows any transactions that have been associated to a specific WIP project as well as the aggregate cost of the project to date.

WIP Transactions in Mass Additions

If a transaction, which was supposed to be associated to a specific WIP project, is either missing or has an incorrect identifier (i.e. Tag #, Activity, etc.) it will not be matched to the placeholder asset that was setup for that project. Additionally, if a transaction for a WIP project occurs before a placeholder asset for that project has been setup it will not be able to find a placeholder asset to which it can be matched. In either case the transaction will be held in the **Mass Additions** table and will need to be reviewed as part of the **Prepare Mass Additions** process.

To identify any WIP transactions in Mass Additions run the **Mass Addition Report**. See the document *FA-001 Requests - Mass Additions Report* for information on how to run the report.

The report will be created in Excel. To identify any WIP transactions that have been held in Mass Additions, sort on the **Asset Type** (column L in the worksheet) column. Any WIP transactions will have an **Asset Type** of **CIP**. From there you can filter the spreadsheet to only show transactions that have one of the WIP object codes (6811, 6812, and 1140).

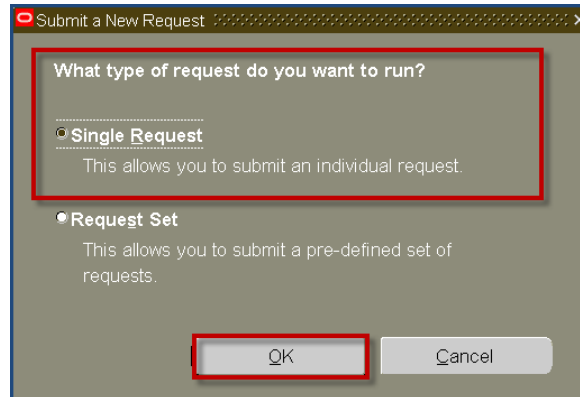
Once the WIP transactions have been identified, the next step is to determine which WIP project each should be attributed to. Once identified, the transaction will need to be added to the placeholder asset for the WIP project in question by doing an **Add to Asset**. See document *FA-004 Mass Additions - Add to Asset* for information on how to do an Add to asset.

Running a WIP Activity Report

To view the transactions for WIP projects for a specific period the WIP Activity report can be run.

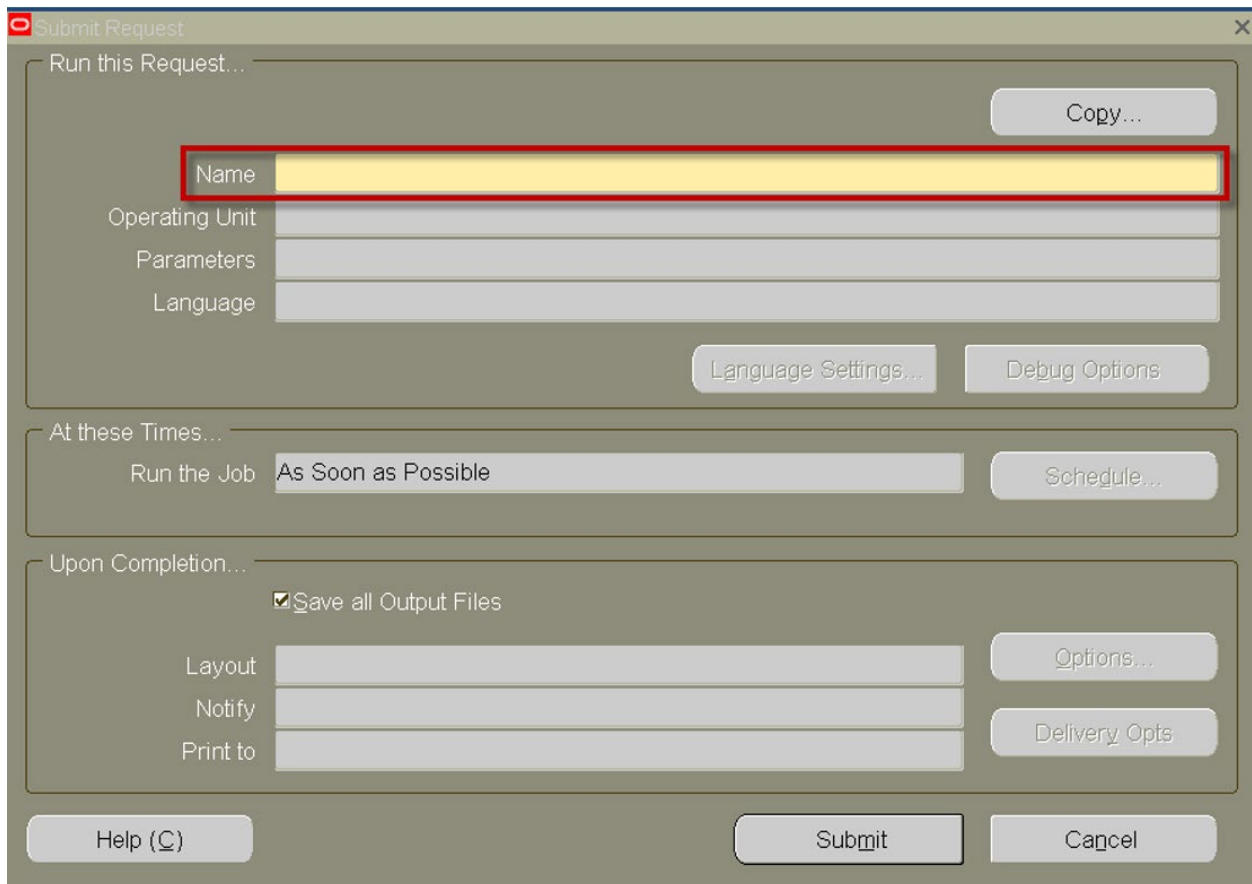
1. Navigate to **Other > Requests > Run.**

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



2. Select **OK** to select the default value **Single Request** to initiate your request.

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



3. Type “HU WIP” in the **Name Field** and hit the **Tab** or **Enter Key**.

i The **HU WIP Activity** Report will be elected, and the **Parameters** window will display.

i The **Book**, **Tub** and **Period** fields are required.

i The **Book** field will default to **HRVD BOOK**.

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

5. In the **Period** field enter the period for which you want to see specific WIP activity.

6. The **Category Flexfield** will pop up, fill the Major and Minor Categories or select cancel if you do not wish to refine your search using category.

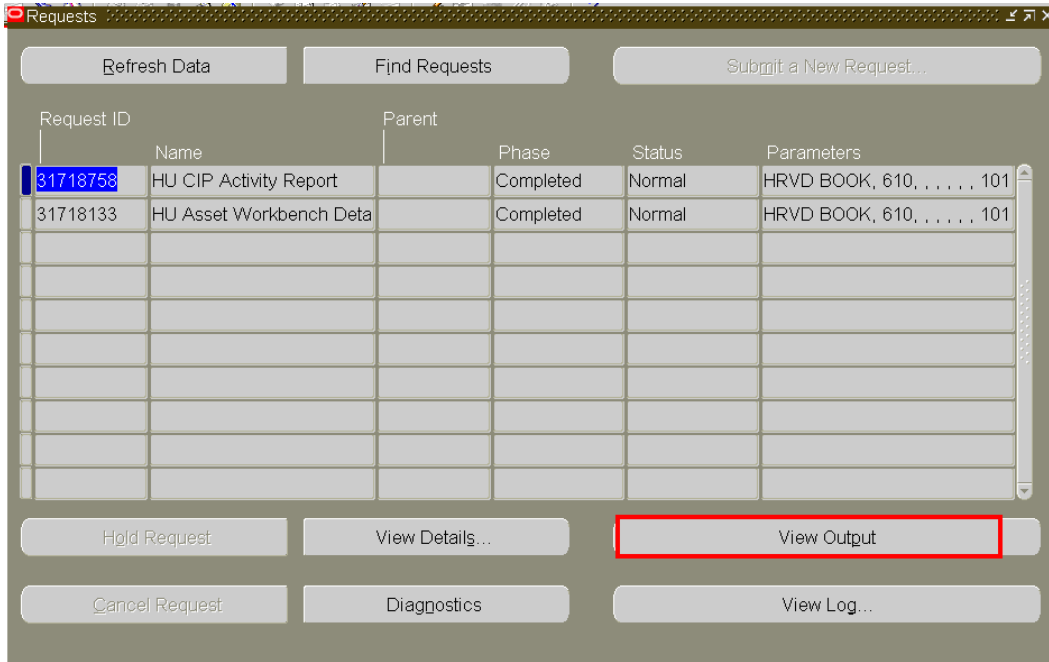
i To further refine your report criteria, fill in any of the additional parameters.

7. Select **OK**.

i The **Parameters** window will close, and the **Submit Request** window will display.

8. Select **Submit**.

i The **Requests** window will display.



Requests Field	Request 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 select on the **Refresh Data** button to view the status of the report run request.

9. When the report phase changes to **Completed**, select **View Output**.

- i** The report will be in Excel format, you have the option to open or save the report to your desktop for future reference.

The data will populate in an Excel spreadsheet and contains the following details for each transaction.

Transaction Details		
Period	Award Number	Cost
Asset Number	PI Name	Tub
Tag Number	Est in Service Date	Org
Description	Current Cost	Object
Asset Key Tub	Vendor Number	Fund
Asset Key Org	Vendor Name	Activity
Asset Key Fund	PO Number	SubActivity
Asset Key Activity	Invoice Number	Root
Asset Key SubActivity	Invoice Date	
Category	Line Number	

If you wish to view activity for only one specific WIP project you can filter by either the **Tag Number** or **Activity** that was used as the identifier for that project.

Placing a WIP Asset in Service

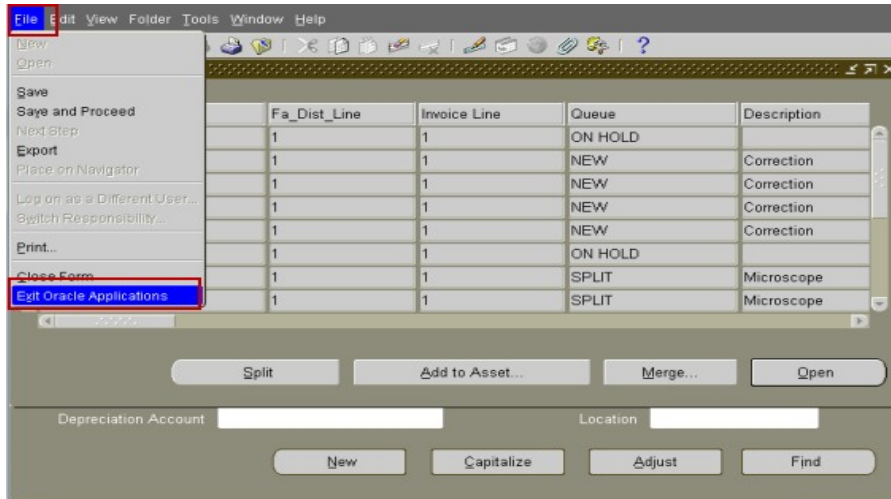
When an equipment WIP project is complete, it must be placed in service (PIS). To do so the tub must complete the “[Notification to Place in Service Work in Progress](#)” form.

Please submit the form via email to FAR Fixed Asset at [FAR fixed_assets@harvard.edu](mailto:FAR_fixed_assets@harvard.edu).

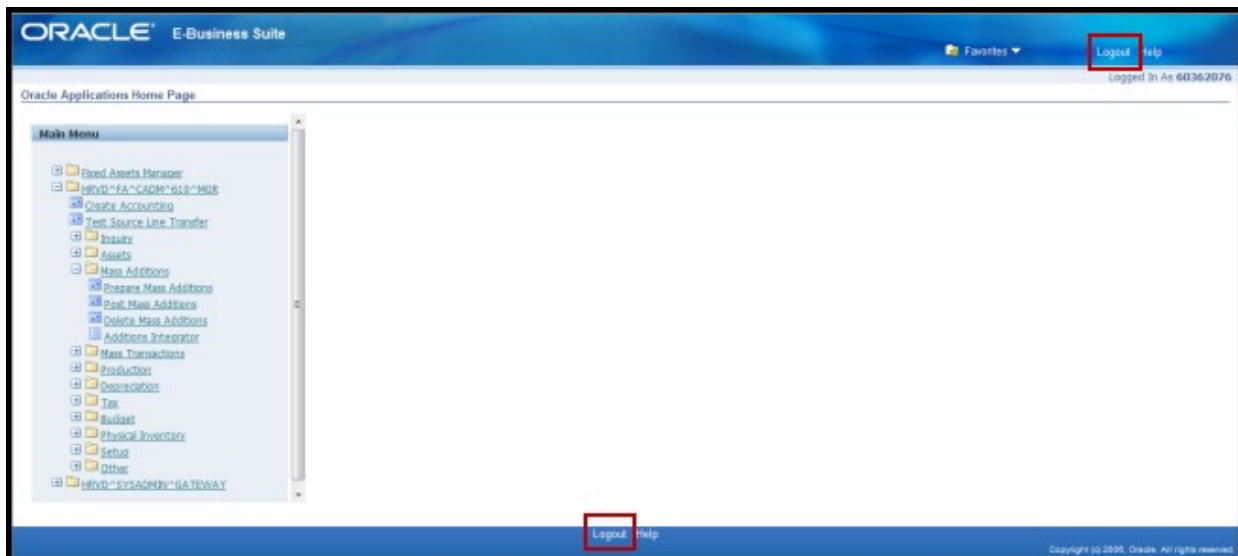
Exiting the Module

Once you have completed review of all of your items, 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.