

Merge Costs

Table of Contents

Table of Contents	1
Introduction and Logging In	2
Find Items in Prepare Mass Additions	4
Merge Multiple Transaction Lines into one Asset	5
Exiting the Module	8
Questions?	9

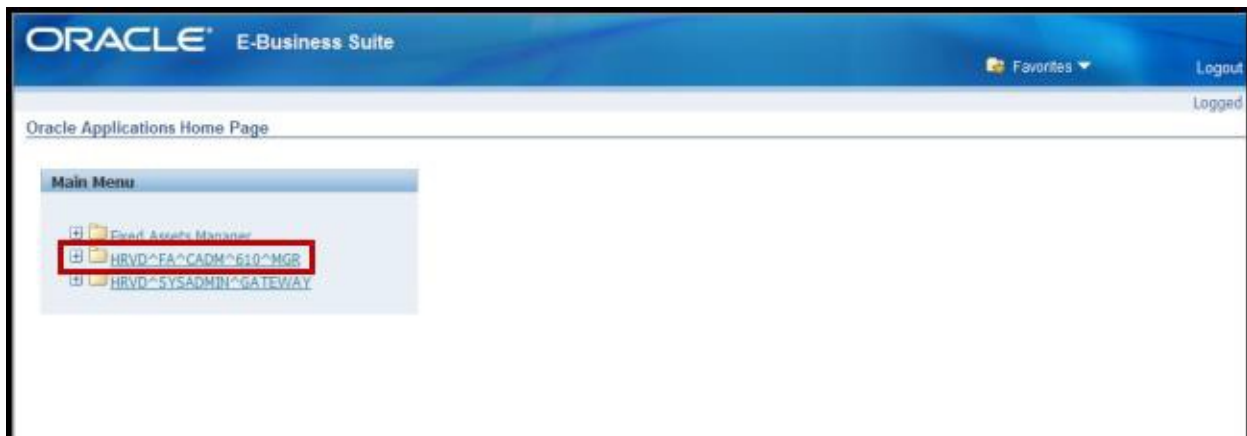
Introduction and Logging In

Purpose

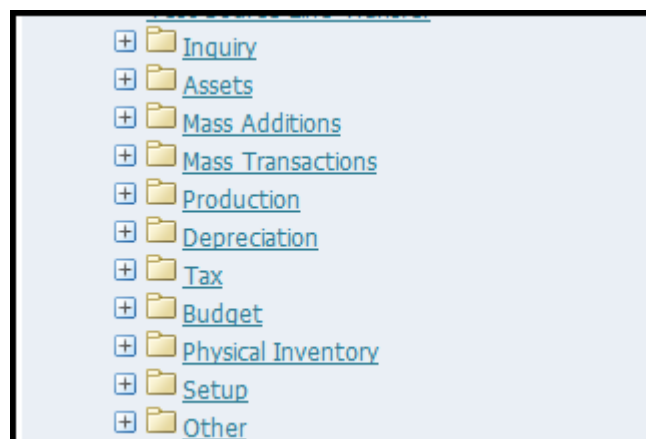
This document will outline how to use the **Mass Additions** function to merge multiple transaction lines into one asset and how to merge multiple invoices into one asset.

Access Fixed Assets through the Oracle Gateway

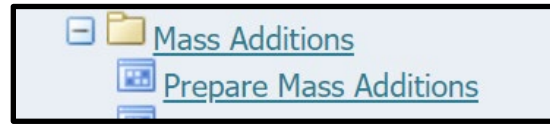
1. To access the **Oracle Gateway** go to <http://fss.finance.harvard.edu/applications>.
2. Click the **Oracle System Applications** link under **ORACLE FINANCIAL GATEWAY**.
3. Log in with your HUID and PIN. The **Oracle Homepage** will open.
4. From the **Homepage**, select your **Fixed Asset Responsibility**,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



5. A series of **functions** will open beneath your **Fixed Asset Responsibility**.



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



8. Select the **Prepare Mass Additions** from the **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](#).

Find Items in Prepare Mass Additions

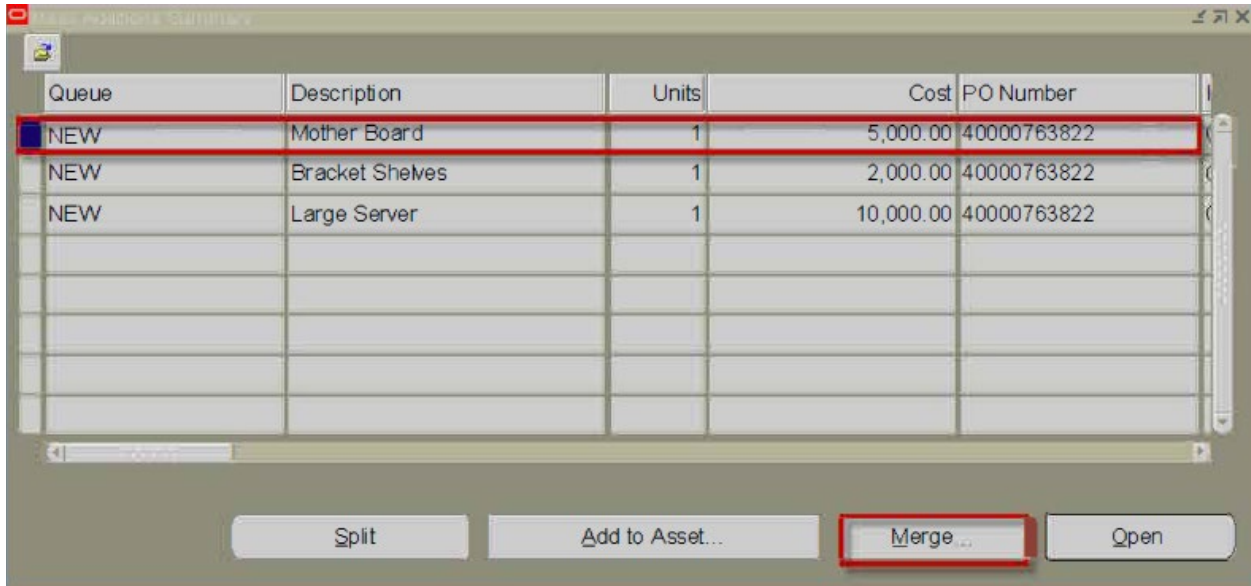
- i** After logging into Oracle Fixed Assets and navigating to **Mass Additions > Prepare Mass Additions**, the **Find** window will open.
 - i** Note that based on your user security, you will only see items that appear in your school/unit's queue.
 - i** For more information on the recommended fields available to search, see *FA-002 Mass Additions - Overview*.
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.

PO Number	Create Batch	Create Date	Source System	Invoice Date	AP Cl
40000763822	31623676	09/JAN/2014	ORACLE PAYABLES	01/DEC/2013	
40000763822	31623676	09/JAN/2014	ORACLE PAYABLES	01/DEC/2013	
40000763822	31623676	09/JAN/2014	ORACLE PAYABLES	01/DEC/2013	

Buttons at the bottom: Split, Add to Asset..., Merge..., Open

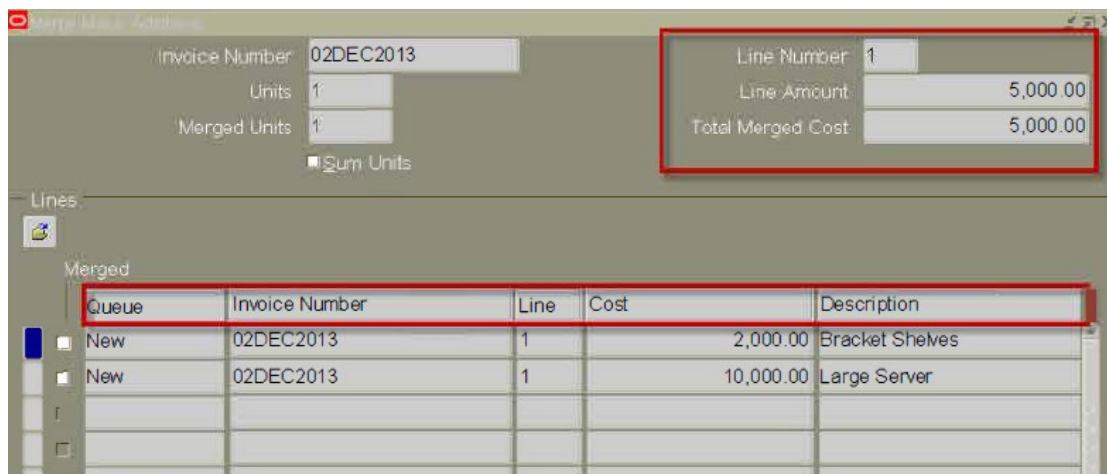
Merge Multiple Transaction Lines into one Asset

- i** You can merge multiple lines from the same invoice. For example if components of an asset appear as individual lines within one invoice they can be merged and tracked as a single asset.
1. Make sure the line with the description that will become the description for the asset, or the primary component, is highlighted on the **Mass Additions Summary** screen.
- i** In this example there are three distribution lines, all are components of the Mother Board and should be merged into a single record.

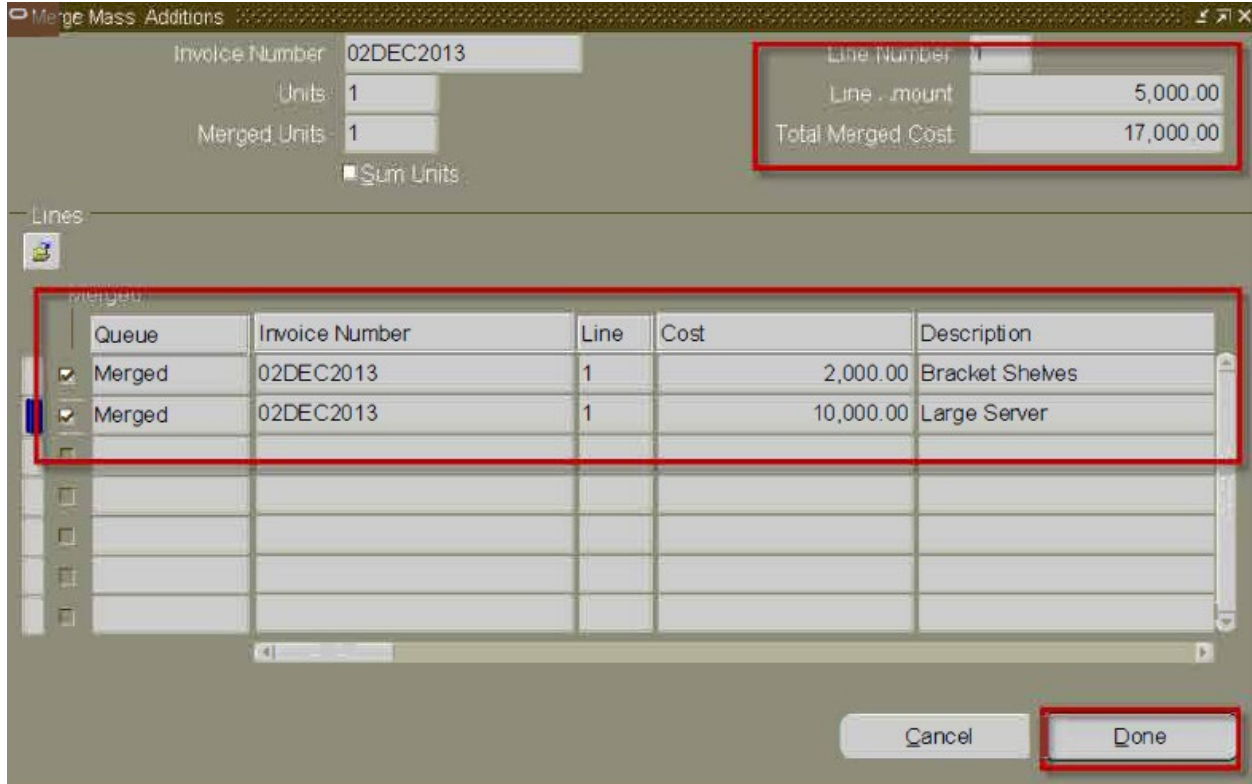


2. Click **Merge**.

- i** The **Merge Mass Additions** window displays information about the selected lines including: Invoice Number, Line, Cost and Description details.
- i** The line number associated with the item selected on the **Mass Additions Summary** screen displays in the top right corner of the screen, along with the line amount.

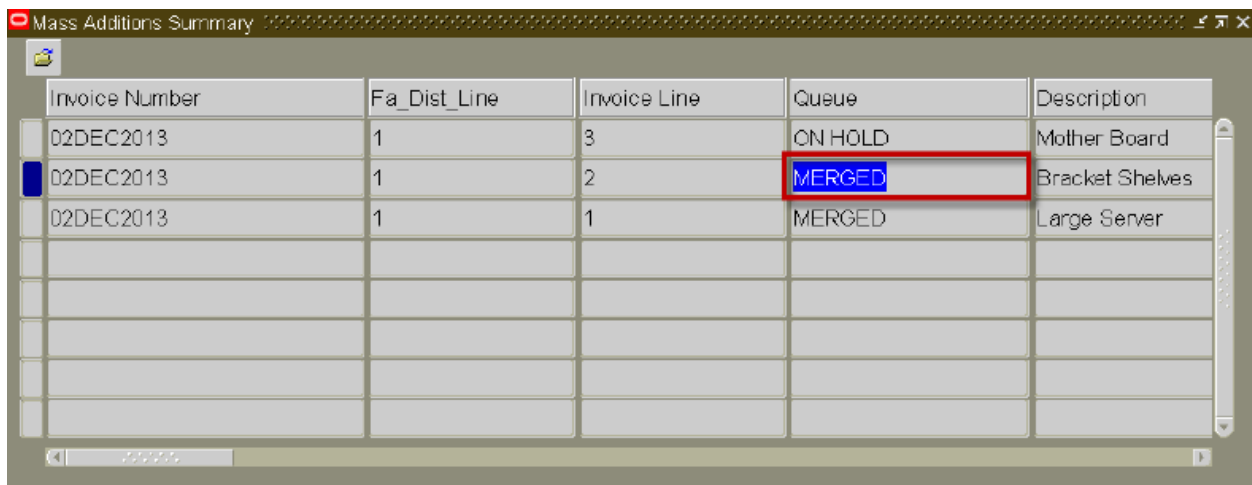


- To merge a line into the selected item, check the box under the **Merged** column associated with the line. In this example the Bracket Shelves and Large Server have been selected. As lines are selected the **Total Merged Cost** field is updated to include the cost of the items added. The **queue** status for the selected lines is updated.



- Click **Done**. The **Mass Additions Summary** window displays.

i The **Queue** has been updated to **MERGED** for the lines that were added to the primary component (in this case, the motherboard). You can open and view these lines however you are not able to update any of the details associated with the record.



- i** The resulting merged transaction is assigned a status of **ON HOLD** within the **Queue**, refer to **Mass Additions: Simple Post** for details on how to update and post this item.

Invoice Number	Fa_Dist_Line	Invoice Line	Queue	Description
FINAL	1	1	ON HOLD	Viration Table Ass
PREPAY	1	1	MERGED	Viration Table Ass

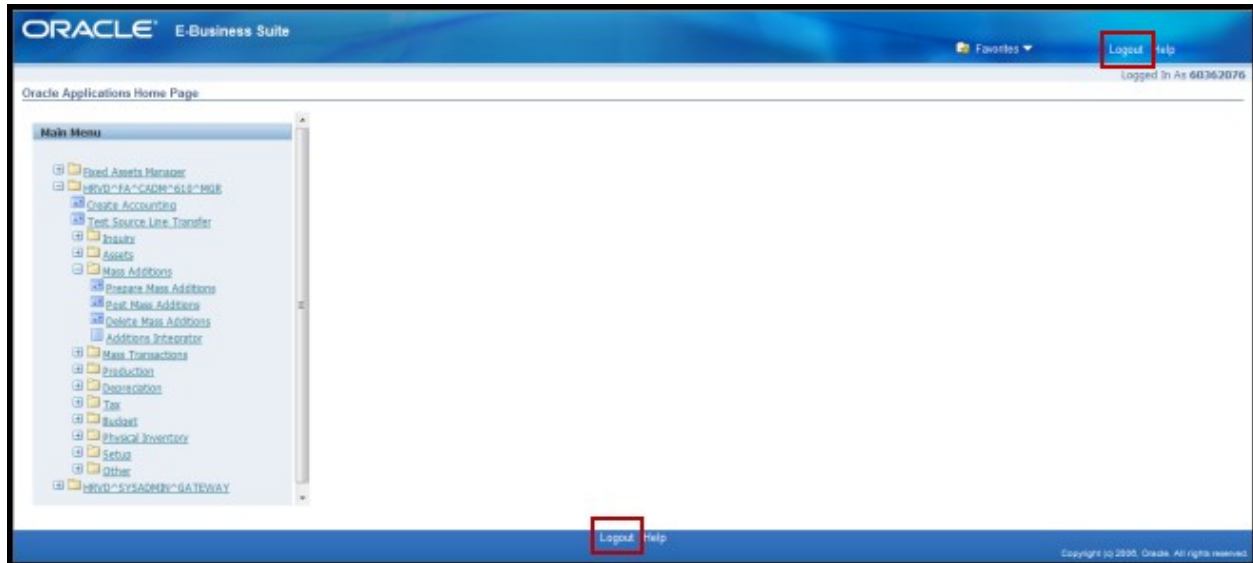
- i** If you merged the items in error, click the **Merge** button to open the **Merge Mass Additions** window. Uncheck the box under the **Merged** column associated with the line(s) you wish to remove.

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.