

Parent-Child Relationships for Split Coding Costs Between Two Tubs

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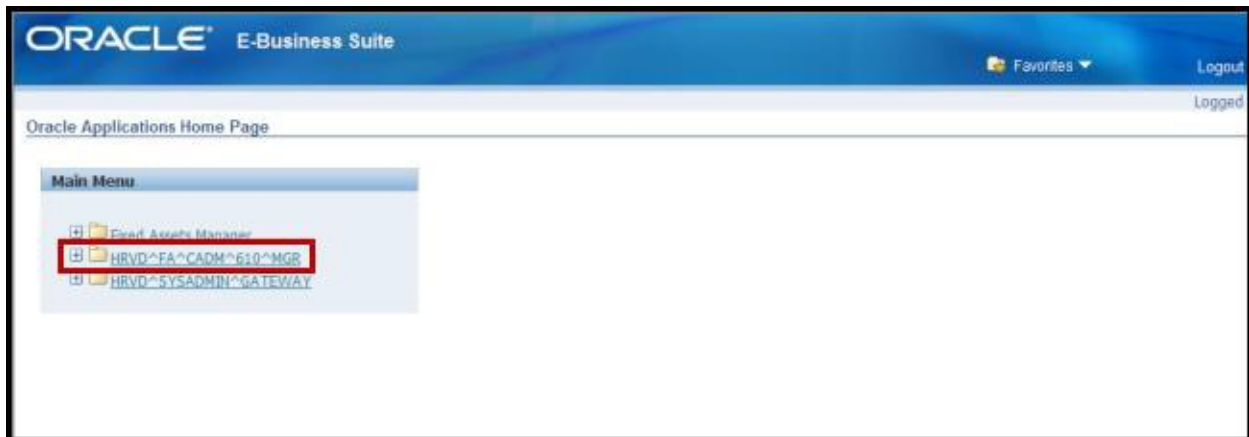
Introduction and Logging In

Purpose

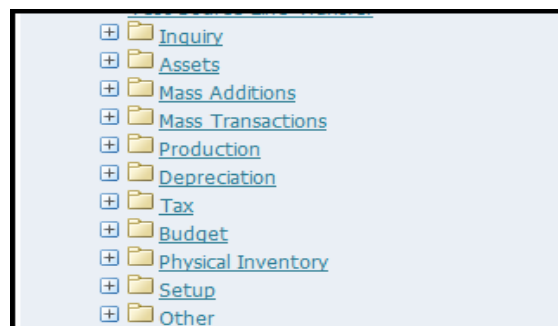
This document will outline how to use the **Mass Additions** function to establish a Parent-Child relationship for those assets that are cost-shared between two tubs.

Access Fixed Assets through the Oracle Gateway

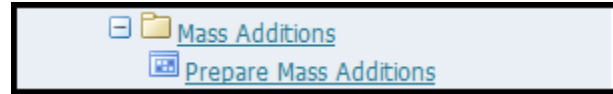
1. To access the **Oracle Gateway** go to <https://huit.harvard.edu/finance>
2. Select the “**Oracle System Applications, Personal Homepage**” link under **ORACLE FINANCIAL GATEWAY**.
3. Log in with your Harvard Key. The **Oracle Homepage** will open.
4. From the **Homepage**, select your **Fixed Asset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



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



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](#).

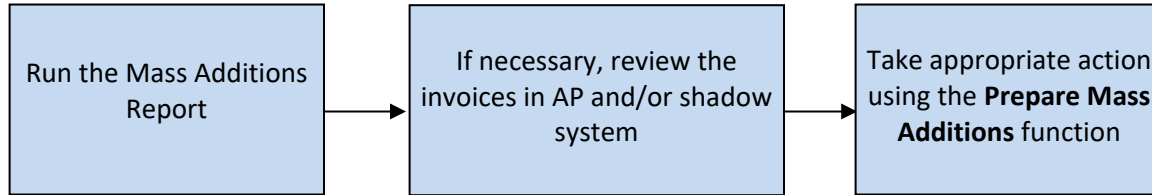
Cost Sharing by Creating a Parent Child Relationship Overview

When the cost of an asset is split between two different tubs, the recommended practice is to establish a Parent Child Relationship to reflect the depreciation accounts between the two tubs.

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	After the Create Mass Additions* is processed by Accounts Payable, the invoice line flows into Mass Additions. Each tub will only see their distribution lines in the Mass Additions Summary Table*.
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 searching for the child in the Assets Workbench. You can also find the Parent Asset number by 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>

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.



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

In this example, the Mass Additions Report has been run and the user has reviewed items 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**.

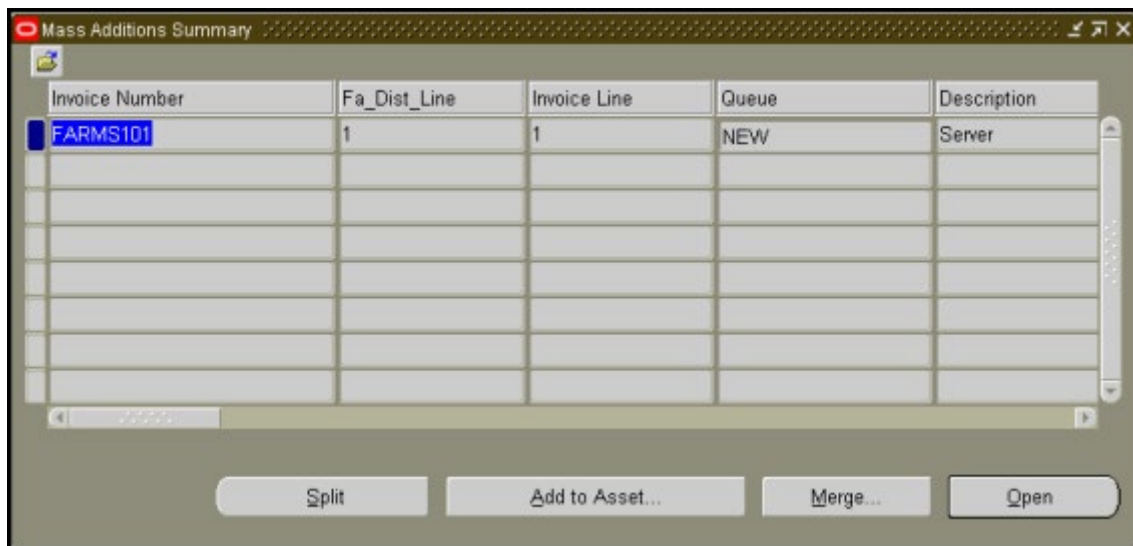
Find items in Prepare Mass Additions

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 your school/unit's queue.
- i** For more information on the recommended fields available to search, see *FA-002 Mass Additions - Overview*.

To perform 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.



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

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

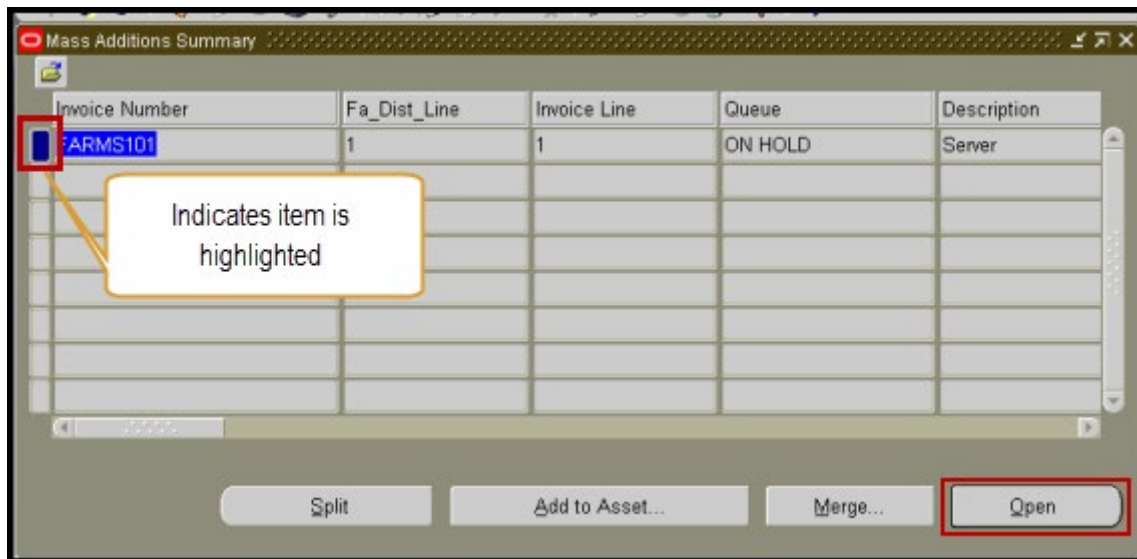
Reviewing the Items in the Mass Additions Summary Screen

- 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

The user will now review the item in Mass Additions:

1. Make sure the item is highlighted on the **Mass Additions Summary** window.
 2. Select the highlighted column.
- i** The **Mass Additions Summary** window will open.



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

The screenshot shows the Oracle Mass Additions window with the following data:

Book	HRVD BOOK	Queue	NEW
Transaction Type		Transaction Date	
Invoice Number	FARMS101	Line Number	1
Category	COMPUTER-SPONSORED	Group Asset	
Date in Service	30-JUN-2013	<input checked="" type="checkbox"/> Depreciate	Cost 10,000.00

Source: Asset Details | Depreciation

Supplier Name	A AND D HYDRO INC	Supplier Number	379815
PO Number	40000763749	Source Batch	MAS02OCT13-1
Project Number		Task Number	
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			

Buttons: Project Details, Assignments..., Cancel, Done

Determination of Parent Tub and Child Tub

Since the asset is shared between two tubs, a decision needs to be made between the two units as to who will own the Parent Asset and who will own the Child Asset. **This conversation takes place outside of Oracle Assets and is critical to the successful processing of the item.**

In this example:

- Tub A will own the **Parent Asset**
- Tub B will own the **Child Asset**

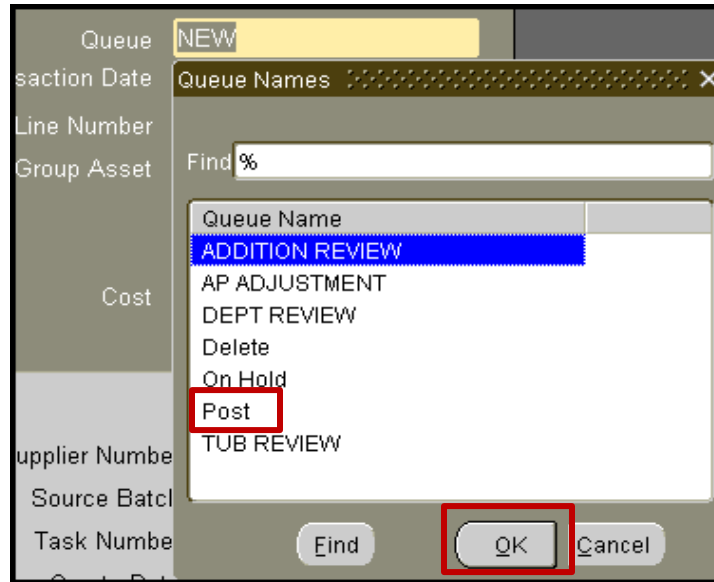
If you wish to follow the steps for the Parent Asset, see [Steps for the Parent Asset Tub Owner – Mass Additions](#) and [Steps for the Parent Asset Tub Owner – Assets Workbench](#).

If you wish to follow the steps for the Child Asset, see [Steps for the Child Asset Tub Owner – Mass Additions](#).

Steps for Parent Asset Tub Owner - Mass Additions

In this example, the decision has been made that Tub A will own the Parent Asset. Tub A will now follow the below steps.

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



2. Select **OK**.

3. 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 *FA-002 Mass Additions - Overview*.
- i** **Failing to add this information to the Asset Key field means that Tub B will not be able to see the full value of the asset in their reports.**

4. Select the **Asset Details** Tab. For Tub B to be able to view this asset on their reports, Tub A will need to add Tub B's Chart of Account Tub number to the **Asset Key** field.

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

- Book: HRVD BOOK
- Queue: NEW
- Transaction Type: (empty)
- Transaction Date: (empty)
- Invoice Number: 04-SEP-2013
- Line Number: 1
- Category: SCIENTIFIC-SPONSORED
- Group Asset: (empty)
- Date in Service: 29-JAN-2014
- Depreciate:
- Cost: 5,000.00

The **Asset Details** tab is selected. The Asset Key field contains the value "325.28630.123365.3214!" and is highlighted with a red box. Other fields include Description: Microscope, Units: 1, and In Physical Inventory: .

5. Select the **Asset Key** field to bring up the **look-up**.

This close-up screenshot shows the Asset Key field with the value "325.28630.123365.3214!". The field is highlighted in blue, and a small look-up icon (three dots) is visible to the right of the text, indicating that the field is selected for a look-up operation.

6. Select the **look-up**.

i The **Asset Key** DFF field will display.

Asset Key Flexfield

TUB	325	SEAS^Schl of Engineering & Appl Sci
ORG	28630	SEAS^Organized Rsch
FUND	000001	Unrestricted Undesignated
ACTIVITY	321456	SEAS XT^A02, Natl Science Fdn, Science of Nanoscale Systems+their Device Applic
SUBACTIVITY		
ROOT	45514	FCOR^Gil, Stephanie 41486295 SEAS
TAG STATUS	NOT YET TAGGED	ASSET HAS NOT BEEN TAGGED
SECONDARY TUB		
HISTORIC FUND	123365	
HISTORIC ACT SUBACT	3214560038	

Buttons: OK, Cancel, Combinations, Clear, Help

See the *FA-002 Mass Additions - Overview* for more information about the contents of the **Asset Key** field. In this example, the focus will be on the **Secondary Tub** field.

7. Insert the **Chart of Accounts Tub** value for **Tub B** in the **Secondary Tub** field.

Asset Key Flexfield

TUB	325	SEAS^Schl of Engineering & Appl Sci
ORG	28630	SEAS^Organized Rsch
FUND	000001	Unrestricted Undesignated
ACTIVITY	321456	SEAS XT^A02, Natl Science Fdn, Science of Nanoscale Systems+their Device Applic
SUBACTIVITY		
ROOT	45514	FCOR^Gil, Stephanie 41486295 SEAS
TAG STATUS	NOT YET TAGGED	ASSET HAS NOT BEEN TAGGED
SECONDARY TUB	100	ARB^Arnold Arboretum
HISTORIC FUND	123365	
HISTORIC ACT SUBACT	3214560038	

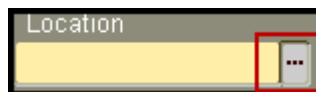
Buttons: OK, Cancel, Combinations, Clear, Help

i By adding the Secondary Tub value here, Tub B will be able to view their asset on Assets Reports. This step is critical for both tubs to be able to view the full value of the asset.

8. Select **OK** to close the DFF.
9. You will now need to indicate a location for the item. To do this, select **Assignments**.
 - i** The **Assignments** window will display.

See *FA-002 Mass Additions – Overview* for more information about the contents of this window.

10. To assign the location, follow these steps.
 - a. Select the **Location** field to reveal a **look-up**.



- b. Select the **look-up** to display the **Location Flexfield**.

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 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.

a. Select the CITY field to reveal the look-up.

b. Select the look-up.

- i** The **City** window will appear with Harvard campus locations.

c. Select the appropriate City for your placeholder asset.

- i** The user can add **Building, Room** and **Floor** information if known.

- i** 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.

d. Select **OK**.

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

11. To save the entire record with your changes, select **Done**.

- i** The **Assignments** window will close, returning you to the **Mass Additions Summary** window.

Steps for Parent Asset Tub Owner - Asset Workbench

The following day, Tub A will obtain the **Asset Number** and convey that information to Tub B to include in the **Child Asset** field. Tub A has two options as to how to obtain the number.

Option 1 and best recommended practice:

1. Run the Asset Workbench Report to obtain the Asset Number.

Option 2 (using yesterday's Mass Additions Report):

1. Log into Oracle Assets
2. Perform a search for the asset using the invoice number field or another field from the report.
3. Find the Asset.
4. Record the number.
5. Send the asset number to Tub B.

i In this example, **Tub A** has run the **Asset Workbench Report** and obtained the **Parent Asset** number. Tub A has then contacted Tub B with this number.

This ends the workflow for the Parent Asset Owner.

Steps for the Child Asset Owner Mass Additions

In this example, the decision has been made that **Tub B will own the Child Asset**. Tub B has two options as to how to process the Child Asset in Mass Additions.

Option 1 and best recommended practice:

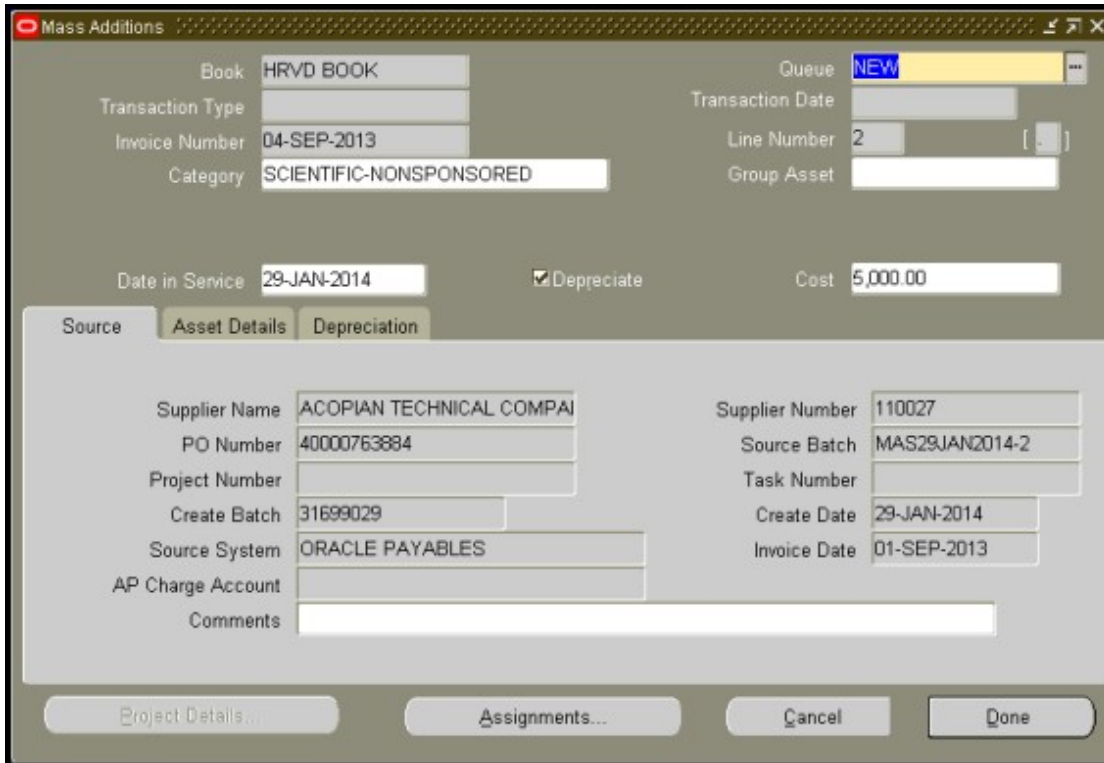
Wait until Tub A contacts Tub B with the Parent Asset number before posting the Child Asset to the Assets Workbench. See [Determination of Parent Tub and Child Tub](#) for more information about this process.

Option 2: Post the Child Asset into Mass Additions before Tub A conveys the Parent Asset number. When the Parent Asset number is received, Tub B will search for and bring up the Child Asset in Assets Workbench and add the Parent Asset number to the Child Asset Record.

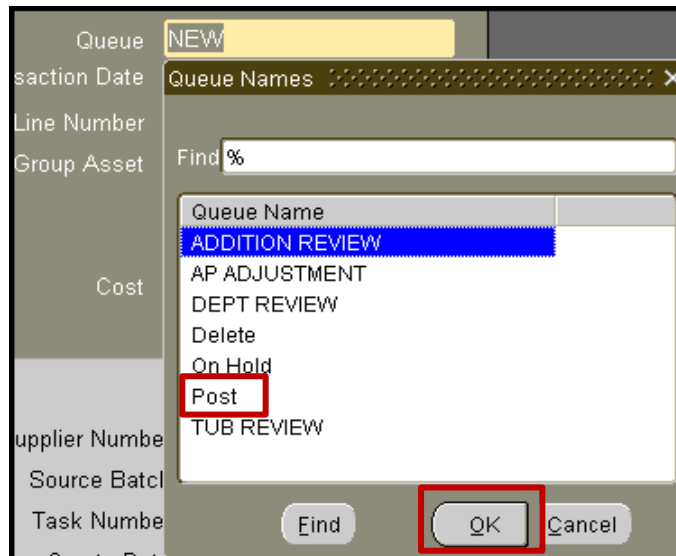
Option 1: Post Child Asset with Parent Asset number

In this example, Tub B has chosen to wait until Tub A has contacted them with the Parent Asset number and then post their Child Asset. **With the Parent Asset number in hand**, Tub B may now follow these steps to Post the Child Asset.

1. Find the Item using the [Prepare Mass Additions](#) function and open the record.



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



3. Select OK.

- i** The **DFP** will display on the screen. Based on the Category assigned, you may need to add information to this flexfield.
- i** For Tub A to be able to view this asset on their reports, Tub B will need to add Tub A's Chart of Account Tub number to the **Asset Key** field. **Failing to add this information to the Asset Key field means that Tub A will not be able to see the full value of the asset in their reports.**

4. Select the **Asset Details** tab.

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

- Book: HRVD BOOK
- Queue: NEW
- Transaction Type: (empty)
- Transaction Date: (empty)
- Invoice Number: 04-SEP-2013
- Line Number: 2
- Category: SCIENTIFIC-NONSPONSORED
- Group Asset: (empty)
- Date in Service: 29-JAN-2014
- Depreciate:
- Cost: 5,000.00

The **Asset Details** tab is selected, showing the following fields:

- Asset Number: (empty)
- Tag Number: (empty)
- Serial Number: (empty)
- Asset Type: Capitalized
- Manufacturer: (empty)
- Lease Number: (empty)
- Lessor: (empty)
- Property Type: (empty)
- Property Class: (empty)
- Description: Microscope
- Asset Key: 100.00332.000002.50011 (highlighted with a red box)
- Units: 1
- Parent Asset: (empty)
- Model Number: (empty)
- Warranty Number: (empty)
- In Use:
- In Physical Inventory:
- Ownership: (empty)
- Bought: (empty)

5. Select the **Asset Key** field to bring up the look-up.

This close-up screenshot shows the **Asset Key** field with the value "100.00332.000002.50011" and a small look-up icon (three dots) to its right, indicating that the field is active for a look-up operation.

6. Select the **look-up** to bring up the **Asset Key Flexfield**.

7. Insert the Chart of Accounts Tub value for **Tub A** in the **Secondary Tub** field.

i By adding the **Secondary Tub** value here, Tub A will be able to view their asset on Asset Reports. **This step is critical for both tubs to be able to view the full value of the asset.**

8. Select **OK** to close the DFF.

i You will return to the **Mass Additions** window.

9. In the **Parent Asset** field found directly below the **Units** field, enter the parent asset's number.

The screenshot shows the 'Asset Details' tab in the Oracle Fixed Assets (OFA) interface. The 'Parent Asset' field is highlighted with a red box and contains the value '1665'. Other fields include 'Description' (Microscope), 'Asset Key' (100.00332.000002.5001), 'Units' (1), 'Asset Type' (Capitalized), 'Model Number', 'Warranty Number', 'In Use' (unchecked), 'In Physical Inventory' (checked), 'Ownership', and 'Bought'.

i You will now need to indicate a location for the item.

10. Select Assignments.

i The **Assignments** window will display.

The screenshot shows the 'Assignments' window in the Oracle Fixed Assets (OFA) interface. The 'Location' field in the 'Distributions' table is highlighted with a red box. The table has columns for 'Units', 'Employee Name', 'Employee Number', 'Depreciation Account', and 'Location'. The first row shows '1' units assigned to a location, with a depreciation account of '100.00100.7571.724001.500014'. The 'Units Assigned' is 1 and 'Units Remaining' is 0.

11. Select the Location field to reveal a look-up.

This is a close-up screenshot of the 'Location' field in the Oracle Fixed Assets (OFA) interface. A red box highlights the look-up icon (three dots) on the right side of the field.

12. Select the look-up to display the Location Flexfield.

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 the **look-up** will reveal context-sensitive location information for that field.

- i** For accurate auditing, the location here should match that of the Parent Asset.
- i** Even if the default values are correct, you must change at least one of these fields, or the line item will not Post.

13. Select the appropriate location details for your placeholder asset.
14. When you have finished adding the location details, select **OK** to close the **Location Flexfield**.

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

15. To save the entire record with your changes, select **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**.

Invoice Number	Fa_Dist_Line	Invoice Line	Units	Cost	PO Number	Queue	Life In Years	Description
01JAN2014	2	1	1	5,000.00	40000763856	POST	7	Micros...

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

If the Child Asset Owner has chosen this option, the workflow is complete.

Option 2: Post Child Asset without Waiting for Parent Asset number

In this example, Tub B has chosen to immediately post the Child Asset and will add the Parent Asset to the Child Asset after it has posted in the Assets Workbench.

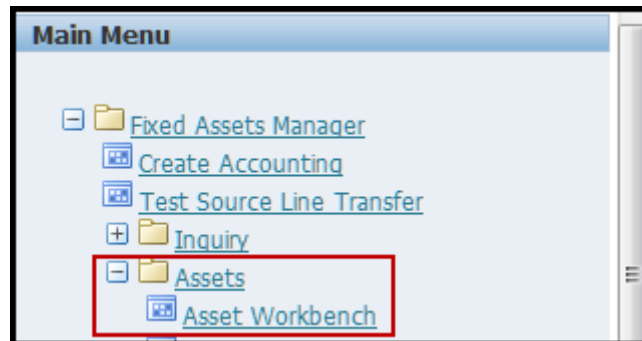
1. Tub B will follow **steps 1-8** in the previous section to set the **Queue** to **POST** and add the secondary tub to the **Asset Key** field.
2. Tub B will **skip step 9**, as it does not yet have the Parent Asset number.
3. Tub B will then follow the remaining steps, beginning at step 10, to open and edit fields in the **Assignment** window and select **Done** to complete the process.

Steps for the Child Asset Owner - Assets Workbench

The steps outlined in this section only pertain to the Tub that has opted for Option 2 described above.

Once the Parent Asset Owner (in this case, Tub A) has contacted the Child Asset Owner (in this case, Tub B) with the Parent Asset number, Tub B will follow the steps below to add the Parent Asset record number to the Child Asset Record.

1. Log into **Oracle Fixed Assets** and navigate to the **Assets > Assets Workbench** function.



i The **Find Assets** window will open.

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.
- By Assignment:** Employee Name, Depreciation 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.

Buttons at the bottom: Additions, QuickAdditions, Find.

Tub B has two options to obtain their Child Asset number.

Option 1 and best recommended practice:

Run the Asset Workbench Report to obtain the Asset Number, see [Run Asset Workbench Detail Report](#) for more information about running the Asset Workbench Report.

Option 2:

Perform a search for the asset using the invoice number field or another field from the previous day's Mass Additions Report.

See the [Asset Workbench Overview](#) document for more information about logging into and searching for an Asset in the Assets Workbench.

- i** In this example, Tub B has run the Asset Workbench Report and obtained the Asset Number.
- i** With the **Parent Asset number from Tub A in hand**, Tub B will follow these steps to add the Parent Number to their Child Asset Record.

i The **Asset Details** window will open.

The screenshot shows the Oracle Asset Details window with the following fields and values:

- Asset Number: 1156
- Tag Number: (empty)
- Serial Number: (empty)
- Asset Type: Capitalized
- Parent Asset: (empty)
- Manufacturer: (empty)
- Warranty Number: (empty)
- Lease Number: (empty)
- Lessor: (empty)
- In Use
- In Physical Inventory
- Description: Microscope
- Category: SCIENTIFIC-NONSPONSORED [2.3]
- Asset Key: 100.00332.000002.500185.0003.NOT.YE
- Units: 1
- Model: (empty)
- Ownership: Owned
- Bought: New

Buttons at the bottom: View Subcomponents, Done, Cancel.

3. Add the **parent asset** number in the **Parent Asset** field.

This screenshot is identical to the previous one, but the **Parent Asset** field now contains the value **1665** and is highlighted with a red border.

- i** **Optional:** you can also check that the secondary tub has been added to this record by selecting the lookup from the **Asset Key** field and verifying that the **Secondary Tub** field has been entered.
 - i** It's also possible to add other non-financial information to this screen. As Tub A is the Parent Tub and Owner of the Asset, it is likely that Tub A will add the Tag Number and Serial Number to the Parent Asset record.
4. After adding the Parent Asset number and performing any other edits to the record, select **Done**.
- i** You will return to the **Assets** window. If you did not set the final location of the Asset in the Mass Additions module, you should set the final location in the Assets Workbench. You should also consult with Tub A to make sure you are assigning the same location for the asset, for auditing purposes.

To set the location:

- i. With the item highlighted on the **Assets** window, select **Assignments**.

- i** The **Assignments** window will display.
- ii. Select the first line's **Unit Change** field.
- iii. Enter "-1" in the **Unit Change** field.

Unit Change	Units	Employee Name	Number	Depreciation Account	Location
-1				100.00332.7571.724001.500185.000	USA.MA.CAMBRIDGE.02121.10.101W

- iv. Select the second line's **Unit Change** field.
- v. Enter "1" in the **Unit Change** field.

Unit Change	Units	Employee Name	Number	Depreciation Account	Location
-1	1			100.00332.7571.724001.500185.000	USA.MA.CAMBRIDGE.02121.10.101W
1					

- vi. Hit the **Tab key** to move pass the **Units** field. You can also add an employee owner at this time. In this example, the fields will be skipped by selecting the Tab key twice.
- vii. Select the second line's **Depreciation Account** field and then, use the **Shift + F5 keys** to copy the line 1 depreciation account.

Change	Units	Employee Name	Number	Depreciation Account	Location
-1	1			100.00332.7571.724001.500185.000	USA.MA.CAMBRIDGE.02121.10.101W
1	1			100.00332.7571.724001.500185.000	

- viii. Select the **Location** field.

ix. Select the **Shift + F5** keys to copy the current location from line above.

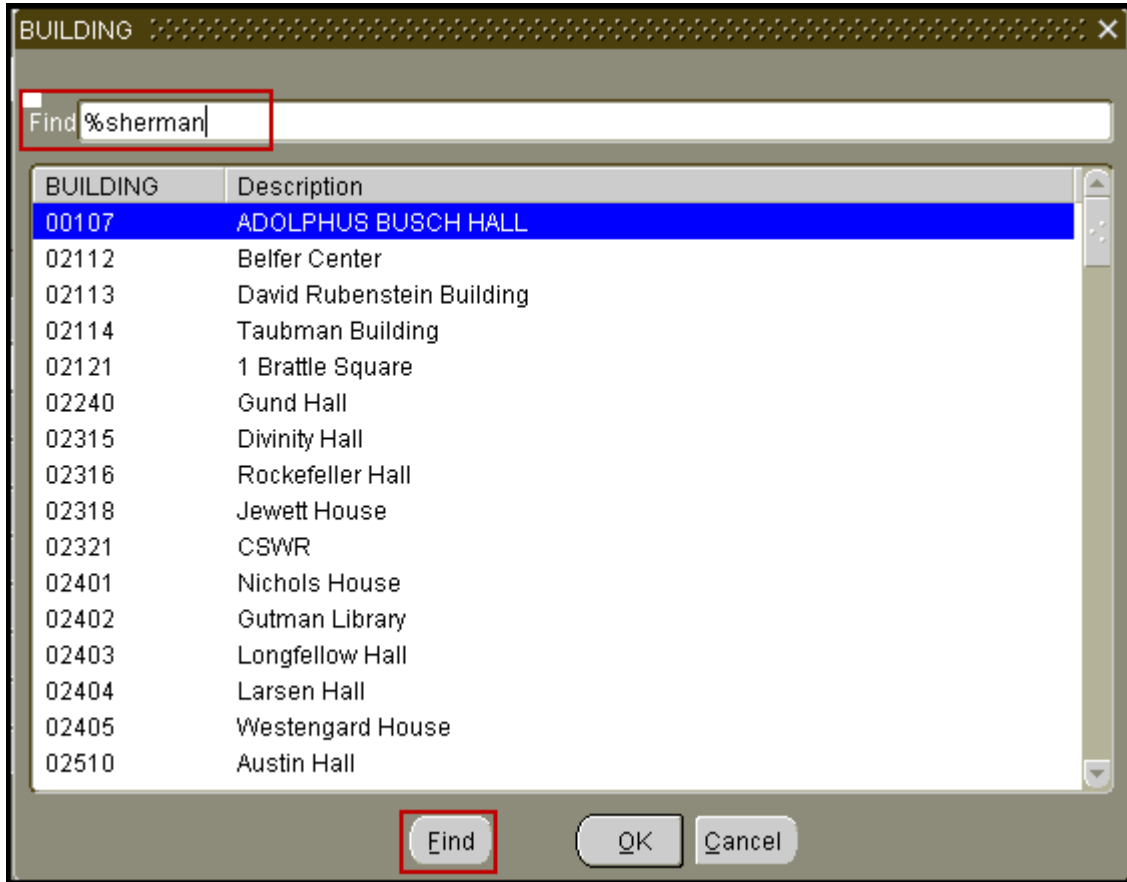
Unit Change	Units	Employee Name	Number	Depreciation Account	Location
-1	1			100.00332.7571.724001.500185.000	USA.MA.CAMBRIDGE.02121.10.101W
1	1			100.00332.7571.724001.500185.000	USA.MA.CAMBRIDGE.02121.10.101

x. Select the **look-up** to open the **Location Flexfield**.

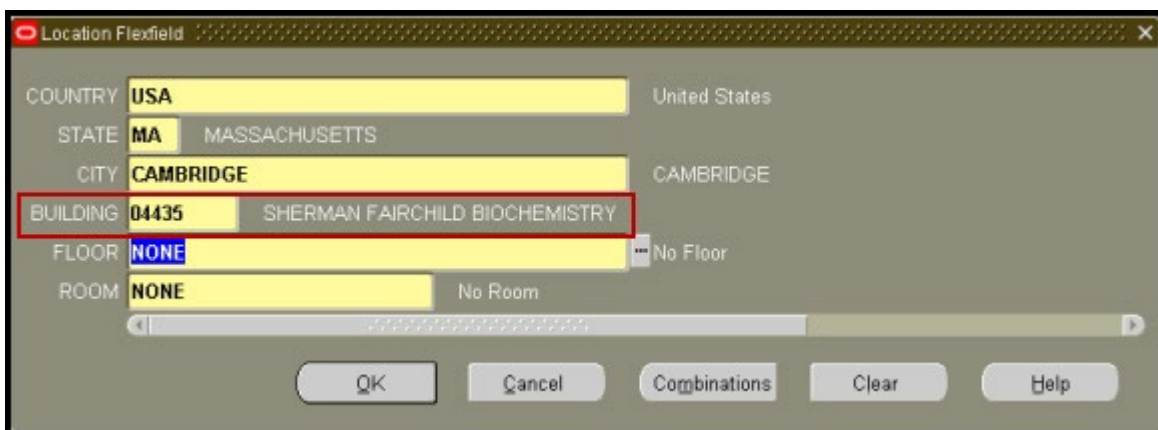
- i** Buildings are defined within Centerstone (the single database repository of standardized and current electronic floor plans and space information representing all buildings that are owned and leased by Harvard University).
- i** When you decide to add a building, the building look-up will reveal 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.

- xi. Select the **Building** field to display the **look-up**.
- xii. Select the **look-up** to bring up the **Building** window.

xiv. Type in the first name of the building and select **Find**.



i In this example, there was one Sherman Building found in the search so the system filled this in and returned you to the **Location** window.



xv. Following the same steps to add the building, add the **Floor** and **Room**.

xvi. Select the **OK** in the **Location Flexfield** when you are finished.

- i** The Assignments window will display.
- xvii. Select Done.
- xviii. You will return to the **Assets** window.

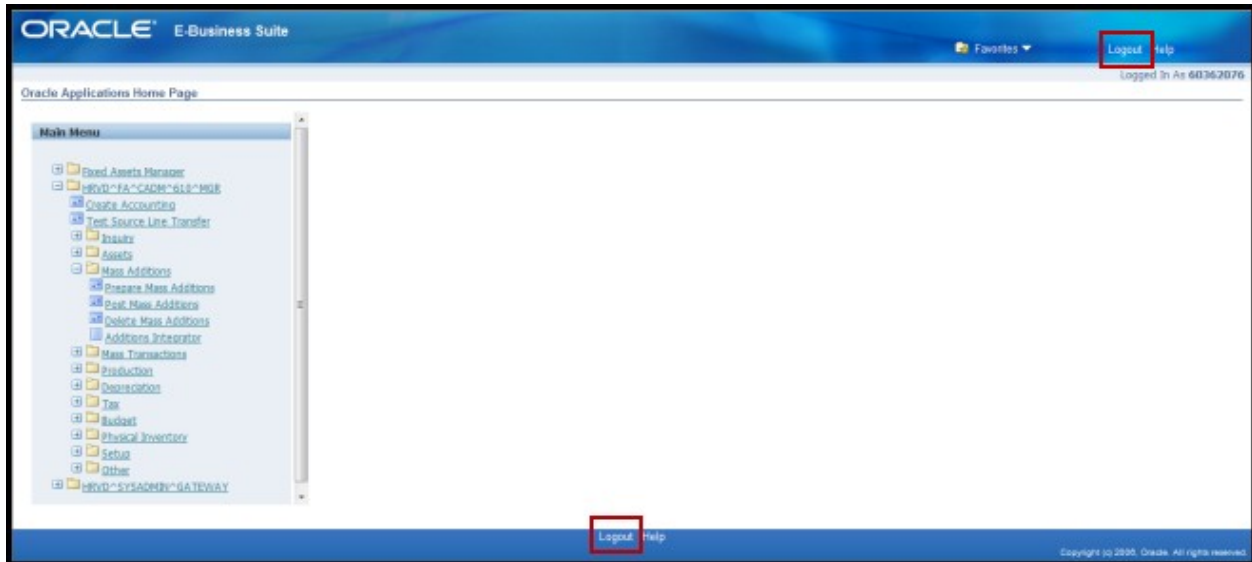
The workflow is now complete.

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.