

## HU Asset Workbench Detail Report – Central

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## Introduction and Logging In

### Purpose

This document will outline how to run a **HU Asset Workbench Detail Report – Central** request.

### Access the Oracle Gateway

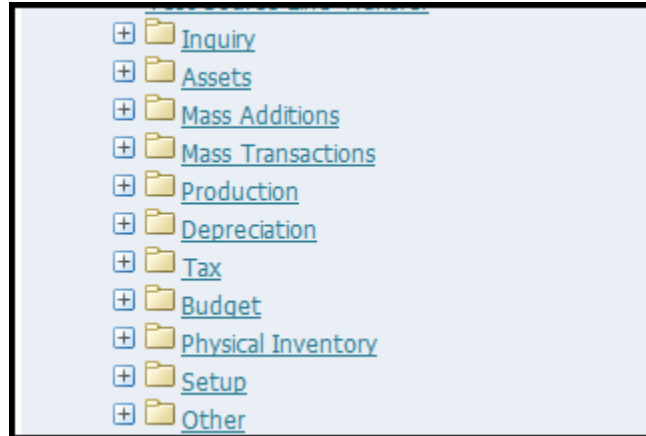
**i** A reminder that the FA module uses Java Web Start. For more information about Java Web Start, find the [Oracle Java Web Start Instructions](#).

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^

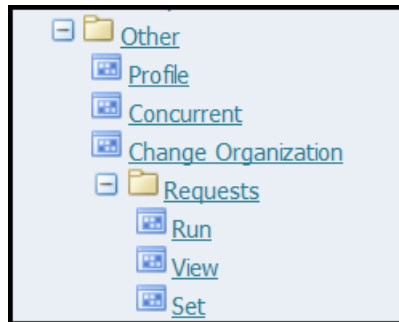


**i** A series of folders will open beneath the **Fixed Assets** responsibility.

5. Select the **Other** folder.



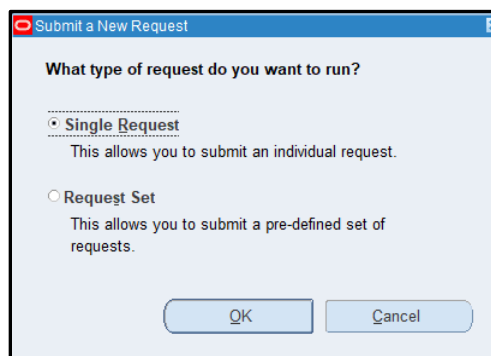
6. Select **Run** from the **Requests** folder. This will open the form within the application.



## Running the Request

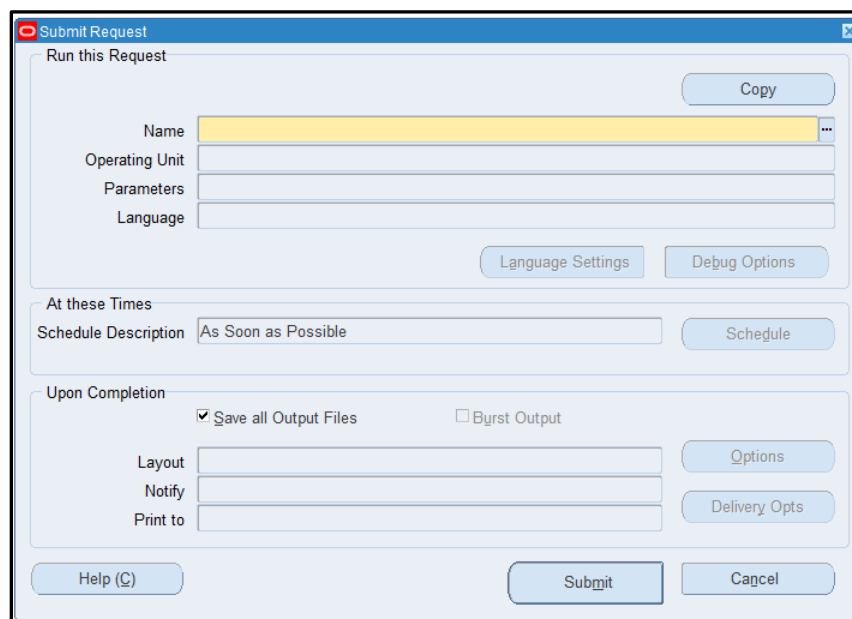
1. Open the **Submit a New Request** window by following the appropriate action below.
  - a) If you have not yet launched the **JRE**, follow [Access Fixed Assets through the Oracle Gateway](#) to log into **Oracle Fixed Assets** and navigate to **Other > Requests > Run**.
  - b) If you have already launched the **JRE**, return to the **Navigator** window and select **Other > Requests > Run**.

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



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

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



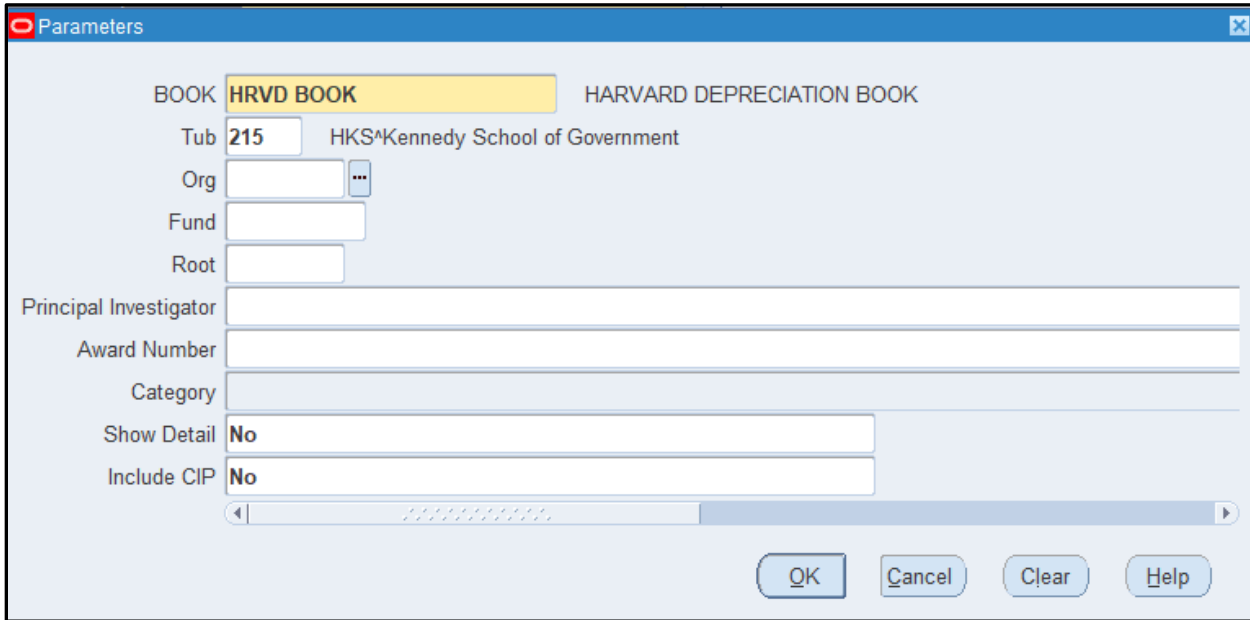
3. Type “HU Asset Workbench Detail Report – C” in the **Name Field** and use the **Tab** key to initiate your search. The report name will auto-fill.

- i** The **Parameters** window will open.

- i** Both the **Book** field and **Tub** field are required.

- i** The **Book** field defaults to **HRVD BOOK**.

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

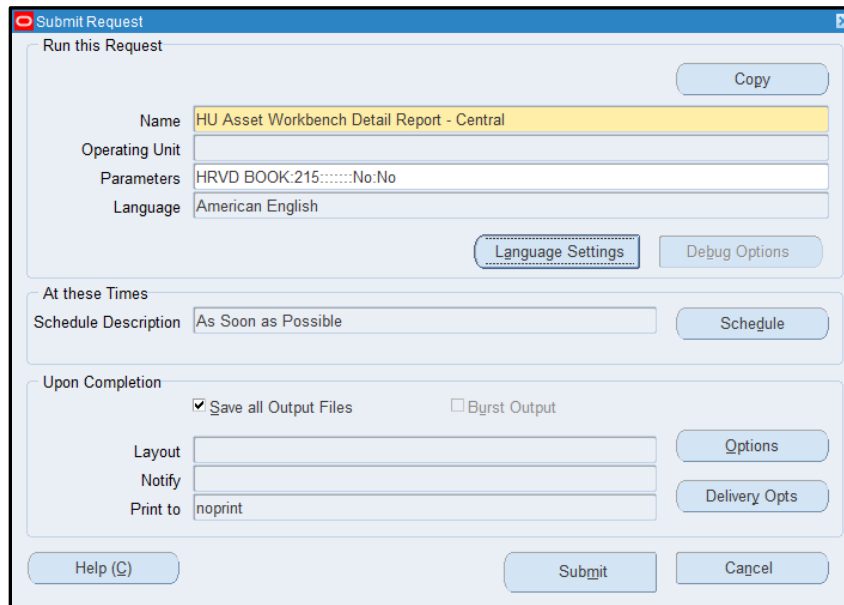


The Parameters dialog box contains the following fields and controls:

- BOOK: **HRVD BOOK** (highlighted), HARVARD DEPRECIATION BOOK
- Tub: **215**, HKS^Kennedy School of Government
- Org: [Empty field]
- Fund: [Empty field]
- Root: [Empty field]
- Principal Investigator: [Empty field]
- Award Number: [Empty field]
- Category: [Empty field]
- Show Detail: **No**
- Include CIP: **No**
- Buttons: OK, Cancel, Clear, Help

6. Select **OK**.

7. The **Parameters** window closes.

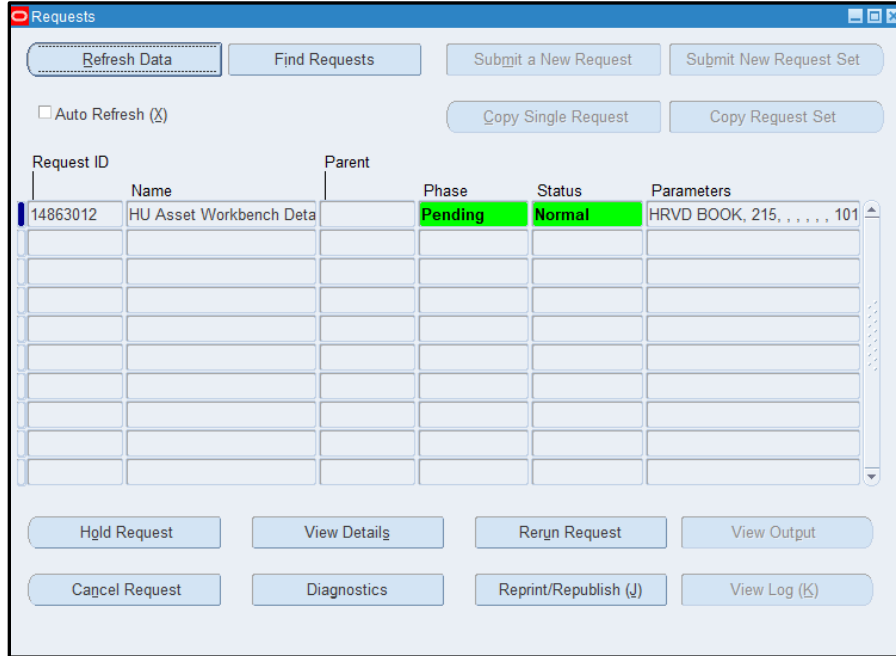


The Submit Request dialog box contains the following sections and controls:

- Run this Request**
  - Name: **HU Asset Workbench Detail Report - Central** (highlighted)
  - Operating Unit: [Empty field]
  - Parameters: **HRVD BOOK:215:.....No:No**
  - Language: **American English**
  - Buttons: Copy, Language Settings, Debug Options
- At these Times**
  - Schedule Description: **As Soon as Possible**
  - Button: Schedule
- Upon Completion**
  - Save all Output Files
  - Burst Output
  - Layout: [Empty field]
  - Notify: [Empty field]
  - Print to: **noprint**
  - Buttons: Options, Delivery Opts
- Buttons: Help (C), Submit, Cancel

8. Select **Submit**.

**i** The **Submit Request** window will close



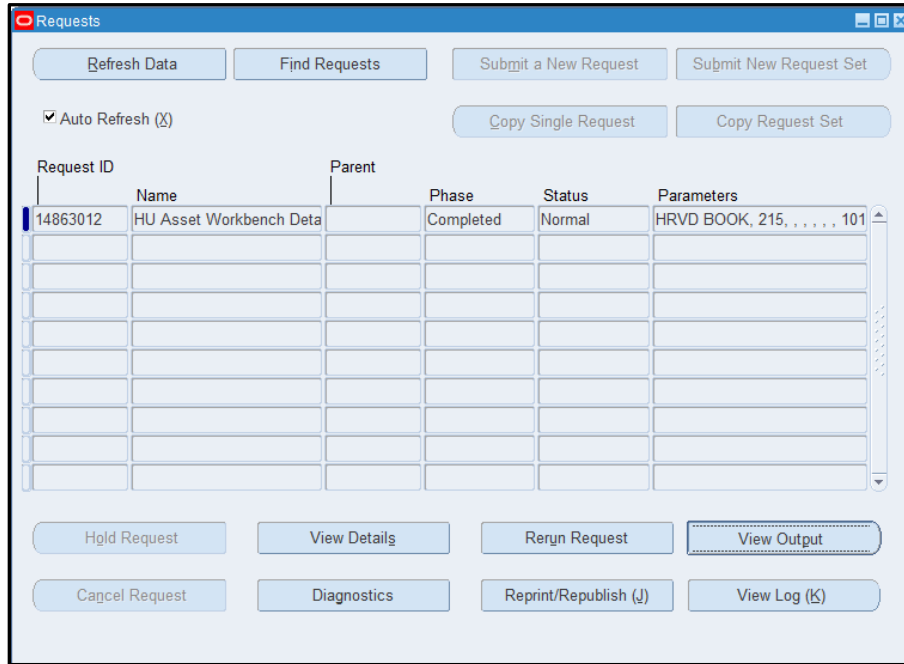
**i** The **Request** window will display the following fields.

Request 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 the **Refresh Data** button to view the status of the report run request.

**i** If the report completes with error, the text within the request line on the **Requests** window for that report will be in **RED**.

- Once the report phase changes from **Pending** to **Completed**, select **View Output** to download the report.



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

- Summary Line Indicator
- Asset Number
- Tag Number
- Parent Asset Number
- Description
- Building
- Room
- Major Category
- Minor Category
- Asset Key Tub
- Asset Key Org
- Asset Key Fund
- Asset Key Activity
- Asset Key SubActivity
- Asset Key Root
- Asset Key Historic Fund
- Asset Key Historic Activity/Sub
- Secondary Tub
- Serial Number
- Model Number
- Total Units
- Owned/Leased

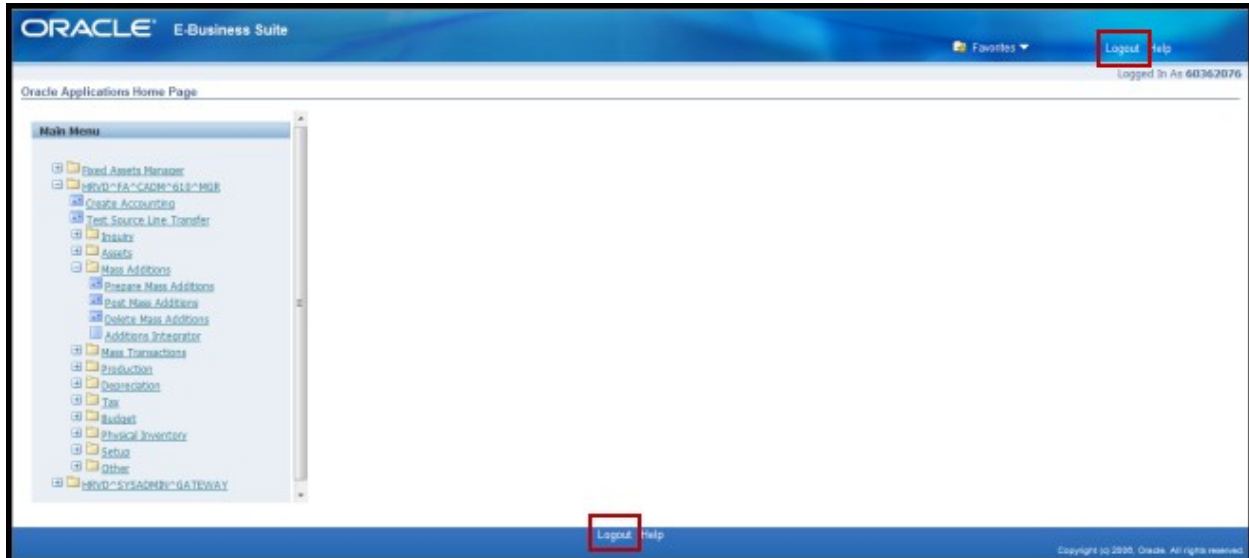
- In Use
- Asset Type
- Book
- Date Placed In Service
- Depreciate
- Depreciate Start Date
- Depreciate Life
- Asset Cost Account
- Original Cost
- Current Cost
- YTD Depreciation
- Accum. Depreciation
- Net Book Value
- Last Update Date
- Condition
- Employee
- Building Inf, Parcel, Addr, etc
- Est Service Date
- Debt funded
- Loan #
- Lease End Date
- PVU
- Award Number
- PI Name
- Secondary Tag
- Title
- Vehicle Plate and Mileage
- Converted Cost
- In Physical Inventory

## 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](mailto:ithelp@harvard.edu).