

## Retirements and Reinstatements

### Table of Contents

Table of Contents .....	1
Introduction and Logging In .....	2
Fully Retire an Asset .....	4
Partially Retire an Asset .....	7
Reinstate Asset .....	10
Retirement Report .....	14
Exiting the Module .....	20
Questions? .....	21

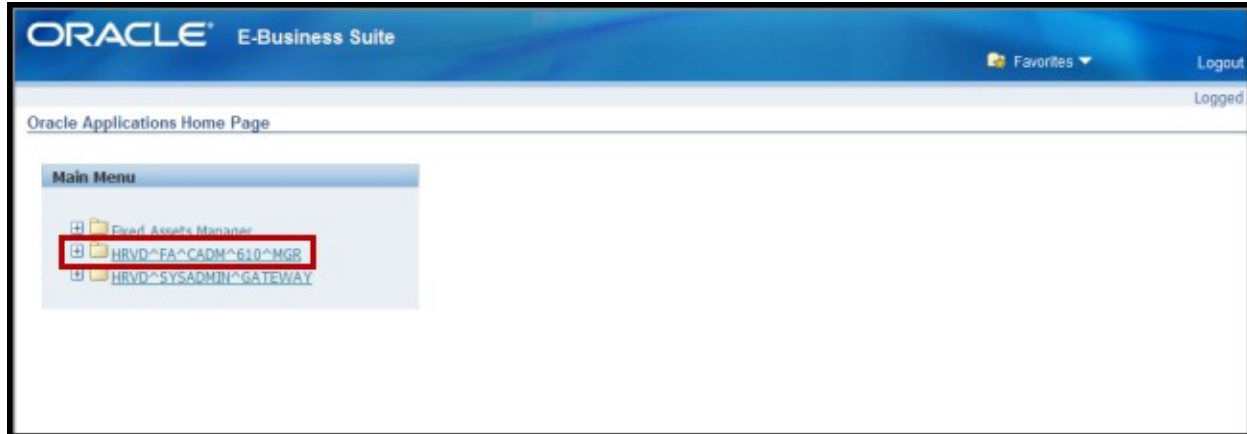
## Introduction and Logging In

### Purpose

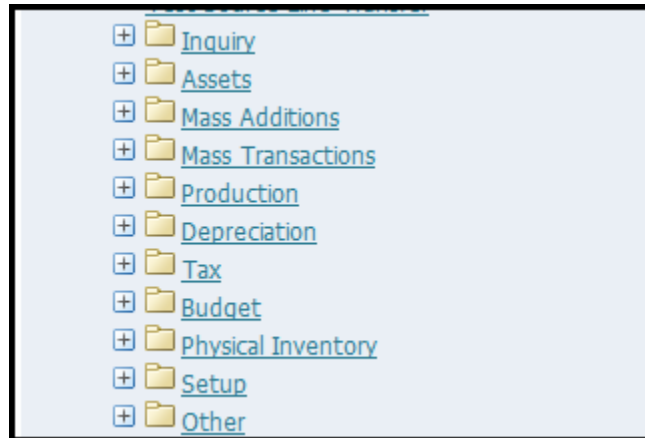
This document will outline how to fully retire an asset, partially retire an asset, how to reinstate an asset and how to run the retirement report.

### Access Fixed Assets through the Oracle Gateway

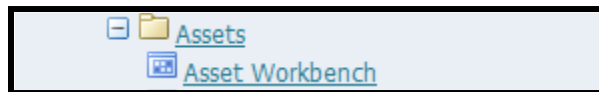
1. To access the **Oracle Gateway** go to <https://huit.harvard.edu/finance>
2. Select the “**Oracle System Applications, Personal Homepage**” link under **ORACLE FINANCIAL GATEWAY**.
3. Log in with your Harvard Key. The **Oracle Homepage** will open.
4. From the **Homepage**, select your **Fixed Asset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



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



6. Select the **Assets** folder.

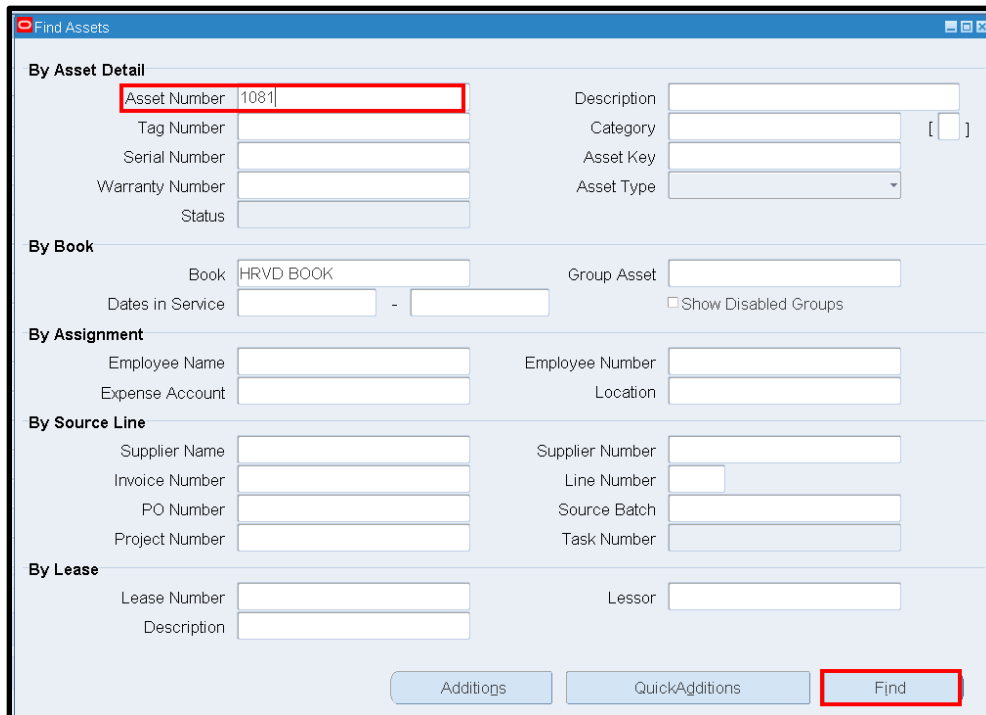


7. Select the **Asset Workbench** function.

**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](#).

## Fully Retire an Asset

- From the **Find Assets** screen enter the **Asset Number** of the item you wish to retire.
  - i** There are many ways to search for your asset. For the best results search by Asset Number, Tag Number and/or Serial Number.
- Select the **FIND** button to initiate your search based on the criteria entered.

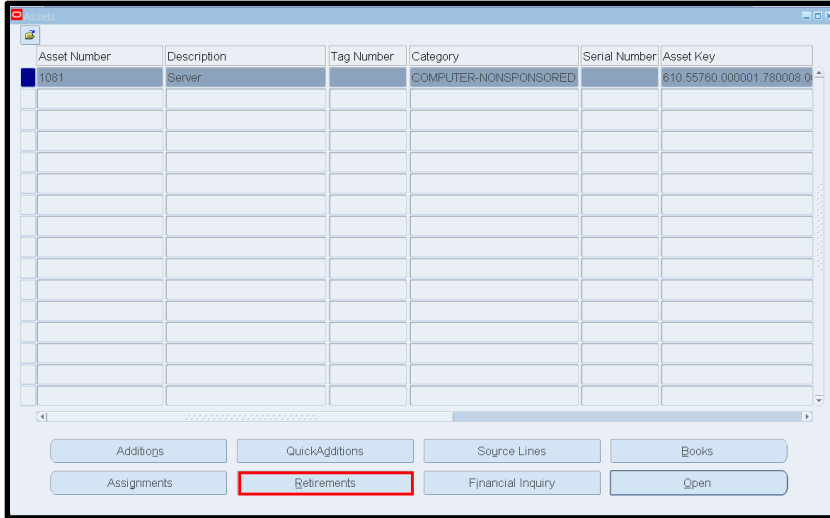


The screenshot shows the 'Find Assets' window with the following fields and values:

- By Asset Detail:** Asset Number (1081), 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.

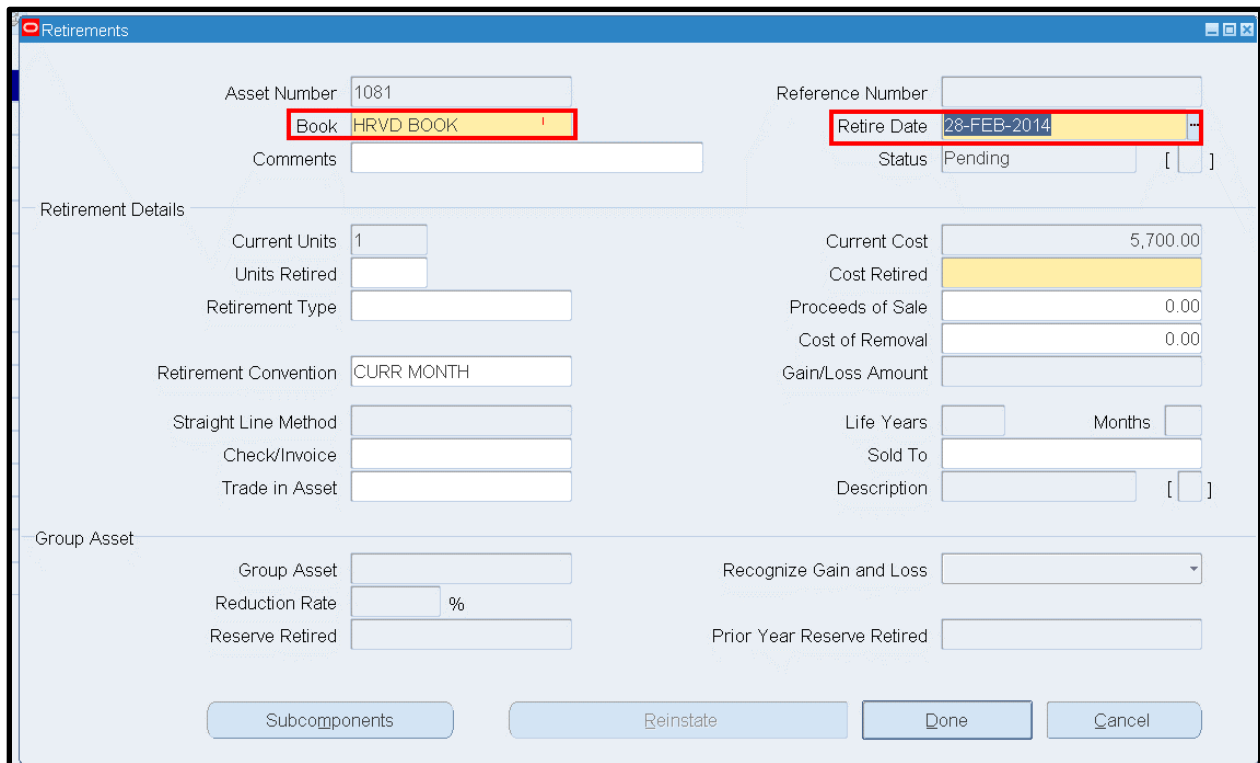
Buttons at the bottom: Additions, QuickAdditions, Find.

- The **Assets** window will open and the item that matches your search criteria will be displayed on the screen.
- From the **Assets** screen Select **Retirements**.



**i** The Retirements window will open.

5. Enter the **Book** field and type **h**, then hit the Tab Key to bring in the **HRVD Book**. A series of fields will fill in.



**i** The **Retirement Date** will default to today's date; this can be changed and backdated within the current fiscal year.

**i** The **Current Units** will default to 1 and the **Current Cost** will default.

Retirement Details	
Current Units	1
Units Retired	
Current Cost	5,700.00
Cost Retired	

**i** If the retirement of an asset is due to the sale of an asset you should **NOT** fill in the **Proceeds of Sale** field. Any transaction involving the sale or transfer of an asset will require additional entries to be posted by FAR. Please contact FAR when a retirement is due to the sale or transfer of an asset.

6. To fully retire this asset, enter **1** into the **Units Retired** field.

**i** The **Subcomponents** button will show any children associated with the asset if it is a Parent Asset.

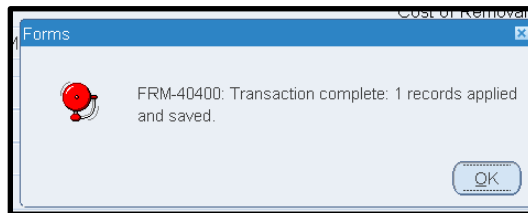
**i** If the asset is a Child asset, the Parent Asset information will not display.

**i** If this is the Parent asset and you see the components, note that you are only retiring the Parent Asset. Each child asset must be retired separately, if appropriate.

**i** The **Reinstate** button will remain transparent until the asset is retired.

7. Select **Done**.

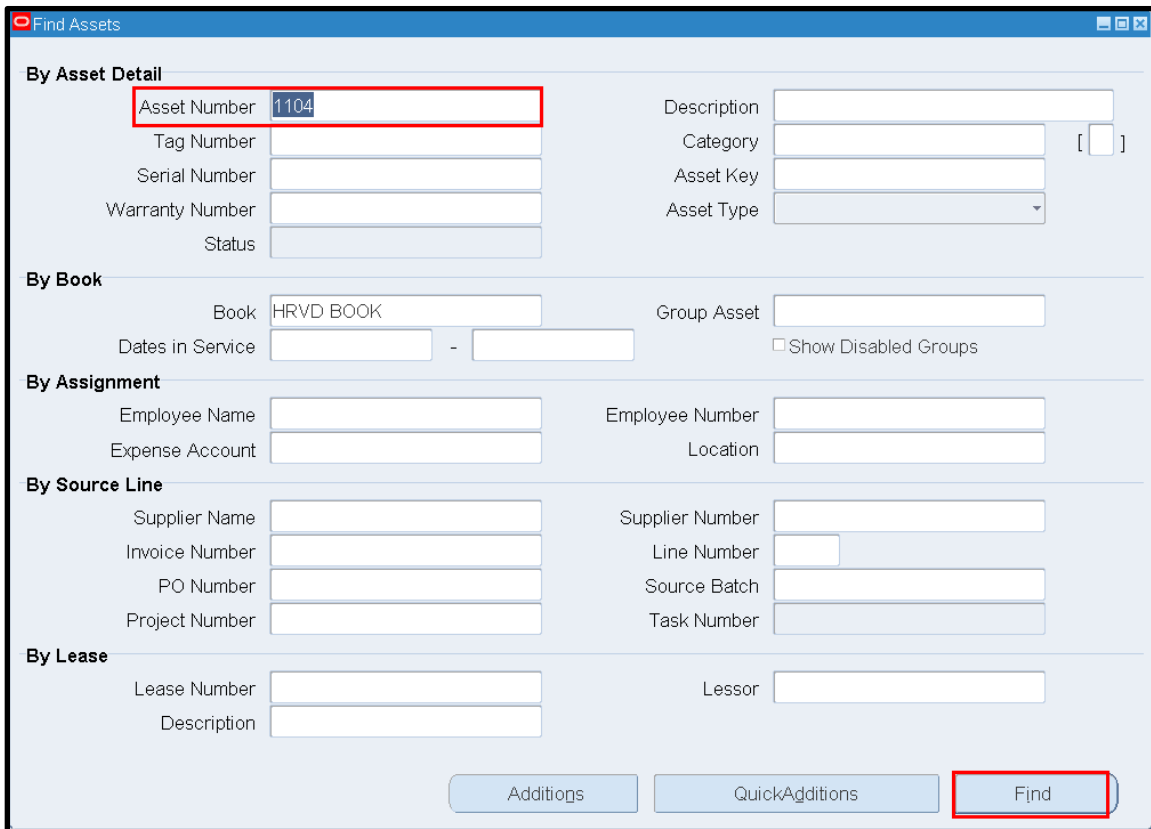
8. The Forms window will indicate that the transaction is complete and has been saved, Select **OK**.



**i** The asset will not immediately be retired until the Gains and Losses process has been run by central accounting (FAR). The asset will then have a status of **Processed** until the end of the current fiscal year; then the status will be **Retired**.

## Partially Retire an Asset

1. From the **Find Assets** screen, enter the **Asset Number** of the item you wish to partially retire.
  - i** There are many ways to search for your asset. For the best results search by Asset Number, Tag Number and/or Serial Number.
2. Select the **FIND** button to initiate your search based on the criteria entered.



**Find Assets**

**By Asset Detail**

Asset Number  Description

Tag Number  Category  [  ]

Serial Number  Asset Key

Warranty Number  Asset Type

Status

**By Book**

Book  Group Asset

Dates in Service  -   Show Disabled Groups

**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**

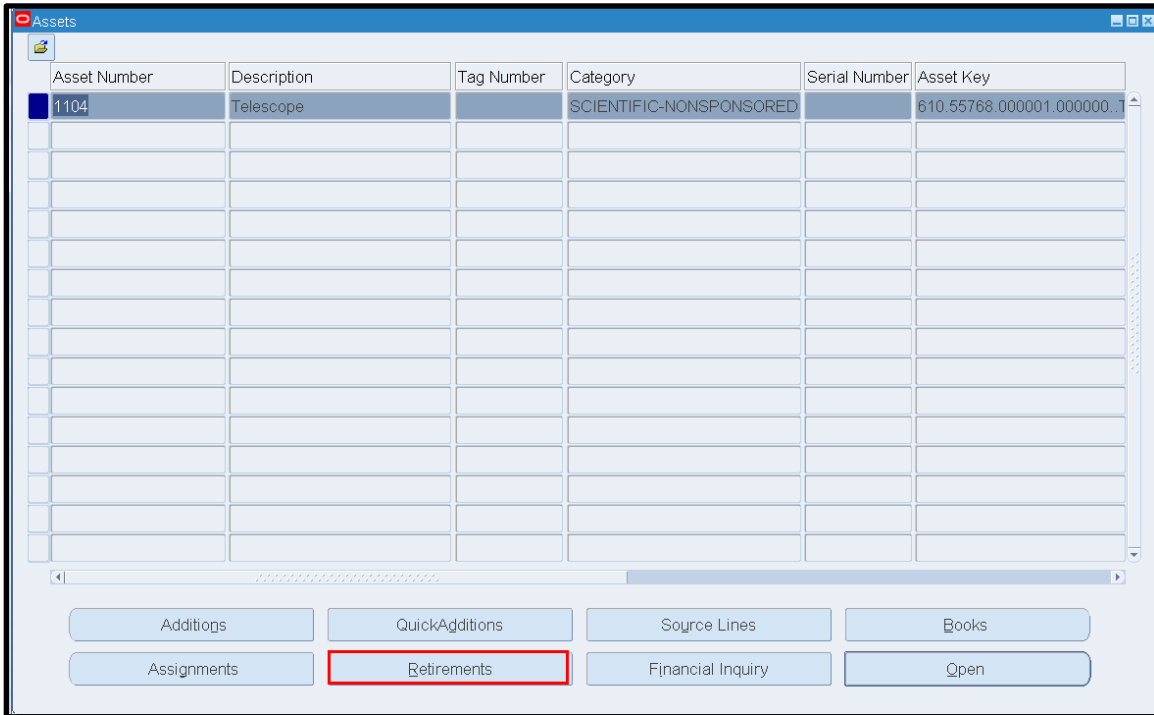
Lease Number  Lessor

Description

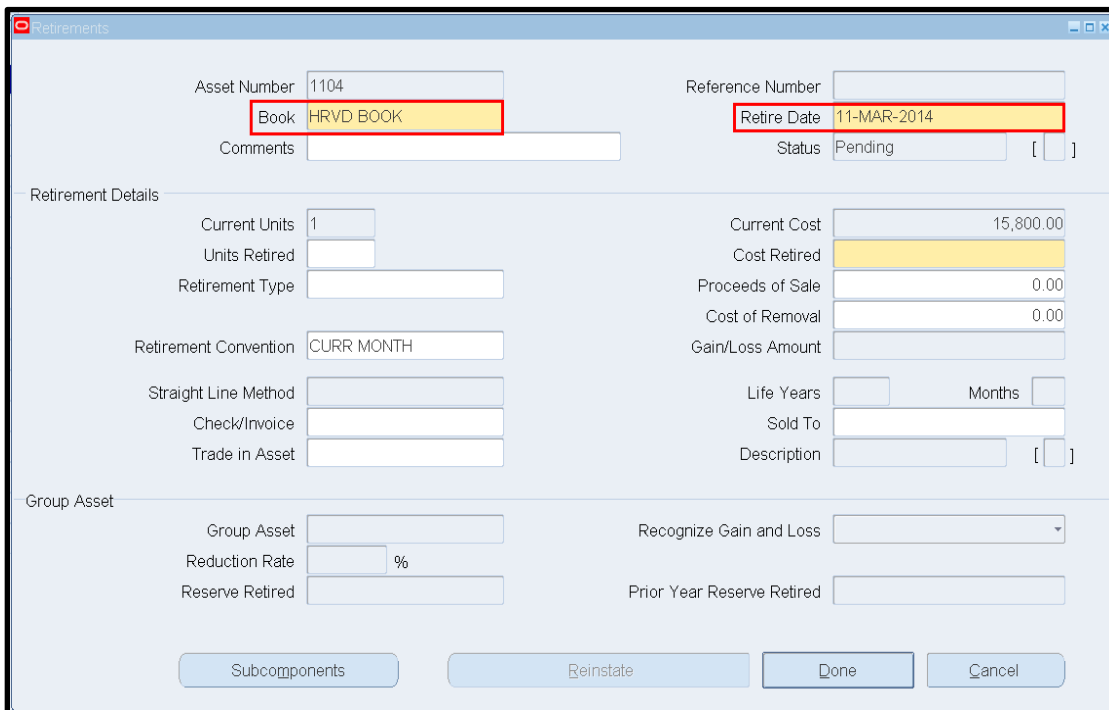
Additions QuickAdditions **Find**

- i** The **Assets** window will open and the item that matches your search criteria will be displayed on the screen.

3. Select Retirements.



**i** The Retirements window will open.

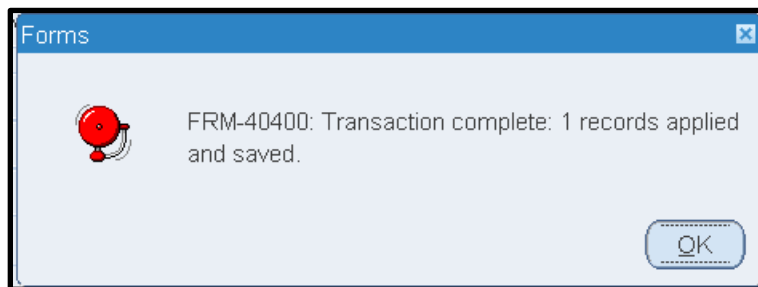


4. Enter the **Book** field and type **h**, then hit the Tab Key to bring in the **HRVD Book**. A series of fields will fill in.

- i** The **Retirement Date** will default to today's date; this can be changed and backdated within the current fiscal year.
  - i** The **Current Units** will default to 1 and the **Current Cost** will default.
5. To partially retire this asset, enter the partial amount in the **Cost Retired** field.
  6. Select **Done**.

- i** A pop-up will indicate if the transaction is complete and has been saved.

7. Select **OK**.

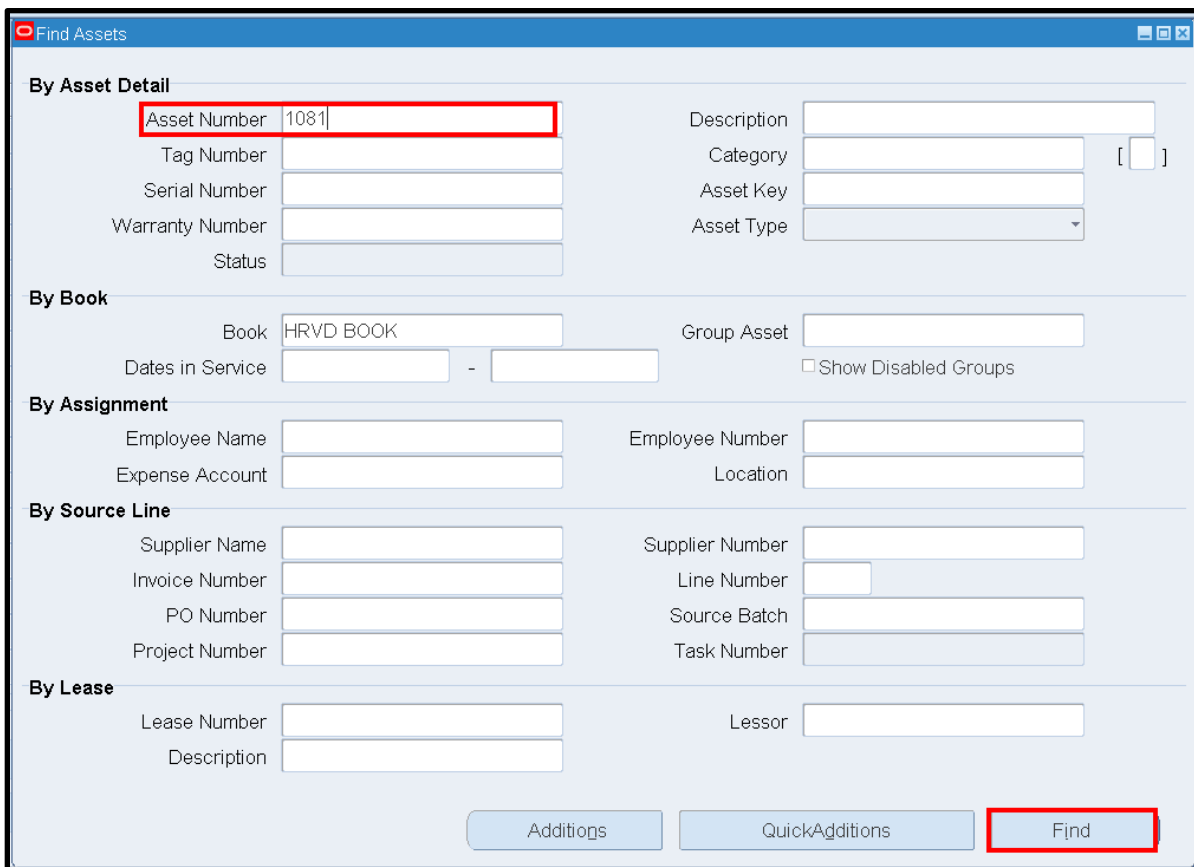


- i** The asset will not immediately be retired until the Gains and Losses process has been run by central accounting (FAR).

## Reinstate Asset

A retired asset can be reinstated so long as the action is performed in the **same fiscal year**. If the asset retirement is not from within the current fiscal year, please contact FAR.

1. Navigate to **Assets > Asset Workbench** (see [Introduction and Logging In](#)).
2. From the **Find Assets** screen enter the **Asset Number** of the asset you wish to reinstate.
  - i** There are many ways to search for your asset. For best results search by Asset Number, Tag Number and/or Serial Number.
3. Select the **Find** button to initiate your search based on the criteria entered.



**Find Assets**

**By Asset Detail**

Asset Number  Description

Tag Number  Category  [ ]

Serial Number  Asset Key

Warranty Number  Asset Type

Status

**By Book**

Book  Group Asset

Dates in Service  -   Show Disabled Groups

**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

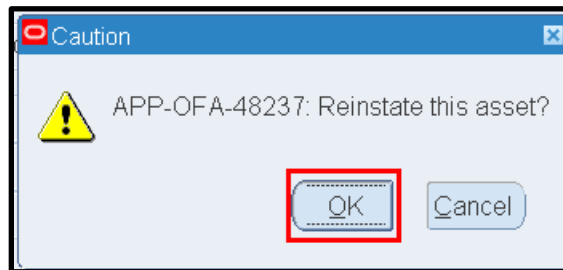
Additions QuickAdditions **Find**



6. Select **CTRL + F11**, the fields will populate in the **Retirements** window.
7. Select the **Reinstate** button.

**i** The process for reinstating an asset will vary slightly depending on whether the Gain/Loss process has been run by Central Accounting (FAR). In the example above the Gain/Loss process has been run. As a result, the **Reinstate** button will be visible and the status of the Retirement is “Processed”.

8. Select the **OK** button to confirm that you want to reinstate this asset.



**i** To view the status change, you will have to close the **Retirements** window, reopen it, and hit **CTRL + F11**. The status will now be **Reinstated**.

The screenshot shows the Oracle Retirements window with the following data:

Asset Number	1081	Reference Number	36015
Book	HRVD BOOK	Retire Date	28-FEB-2014
Comments		Status	Reinstated

**Retirement Details**

Current Units	1	Current Cost	5,700.00
Units Retired	1	Cost Retired	5,700.00
Retirement Type		Proceeds of Sale	0.00
Retirement Convention	CURR MONTH	Cost of Removal	0.00
Straight Line Method		Gain/Loss Amount	<4,750.00>
Check/Invoice		Life Years	Months
Trade in Asset		Sold To	
		Description	

**Group Asset**

Group Asset		Recognize Gain and Loss	
Reduction Rate	%	Prior Year Reserve Retired	
Reserve Retired			

Buttons at the bottom: Subcomponents, Undo Reinstatement, Done, Cancel.

**i** Once an asset has been reinstated it will be visible in the **Asset Workbench Report**.

**i** If the Gain/Loss process has not been run, you will see an **Undo Retirement** button and the status of the retirement will be **Pending**.

To reinstate the asset in this scenario

- a. Select the **Undo Retirement** button.
- b. Select the **OK** button to confirm that you want to undo the retirement.

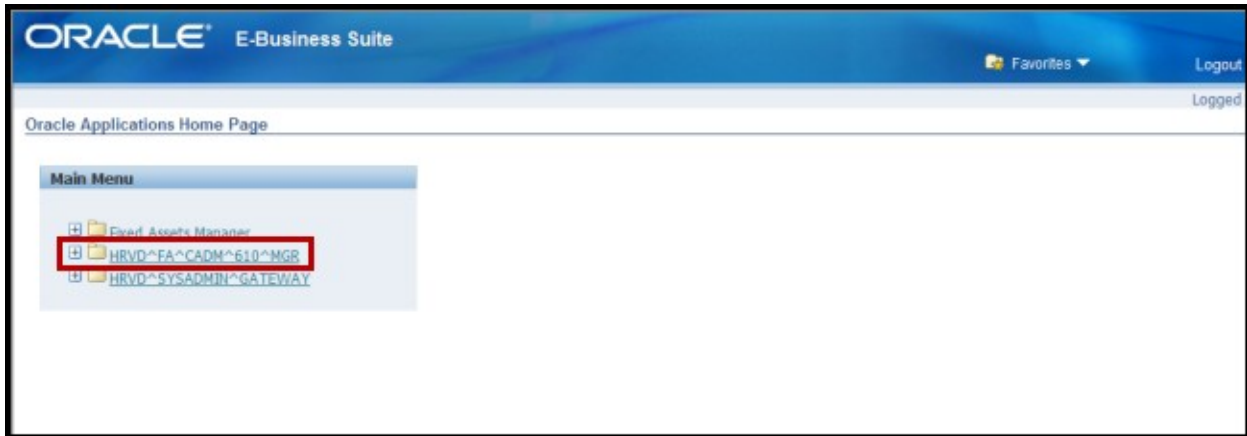
## Retirement Report

### Purpose

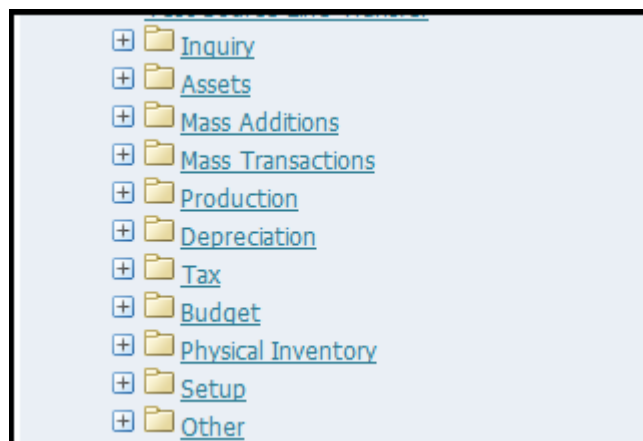
This report will list all retired, partially retired, and reinstated assets that have been performed during the periods selected when running this report.

### Access Fixed Assets through the Oracle Gateway

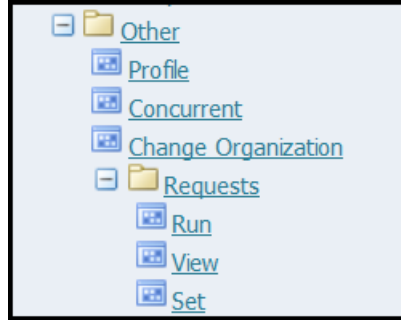
1. If you are already logged into Oracle, go to step 9, otherwise start at Step 1.
2. To access the **Oracle Gateway** go to <http://fss.finance.harvard.edu/applications>.
3. Select the **Oracle System Applications** link under **ORACLE FINANCIAL GATEWAY**.
4. Log in with your HUID and PIN. The **Oracle Homepage** will open.
5. From the **Homepage**, select your **Fixed Asset Responsibility**, which will begin as HRVD^FA^



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



7. Select the **Other** function.



8. Select **Run** from the **Requests** function. This will open the form within the application.

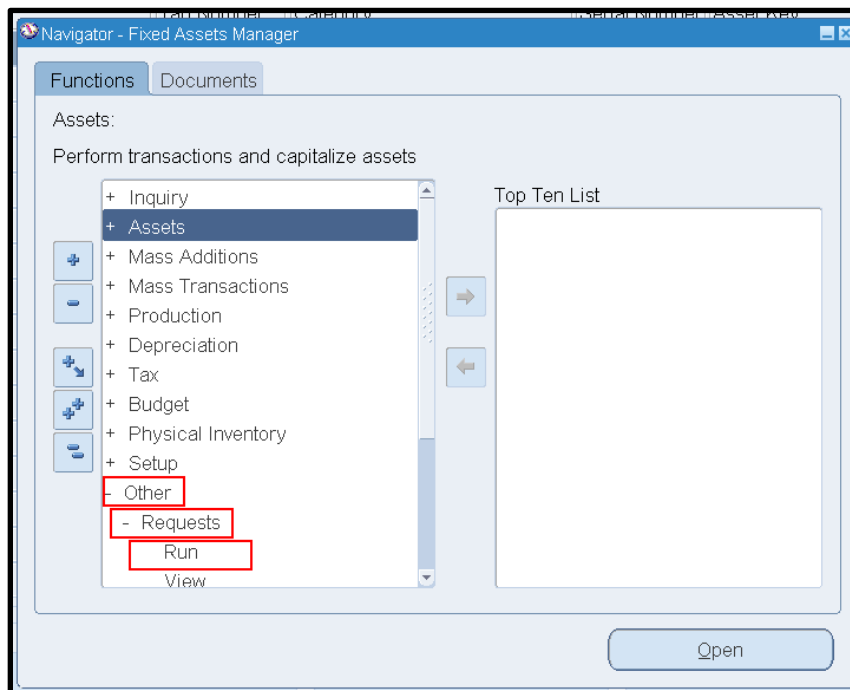
**i** A reminder that the Fixed Assets module uses the **Java Runtime Environment (JRE)**. For more information about the JRE, see the [JRE Troubleshooting Guide](#).

9. If you are already logged in to Oracle



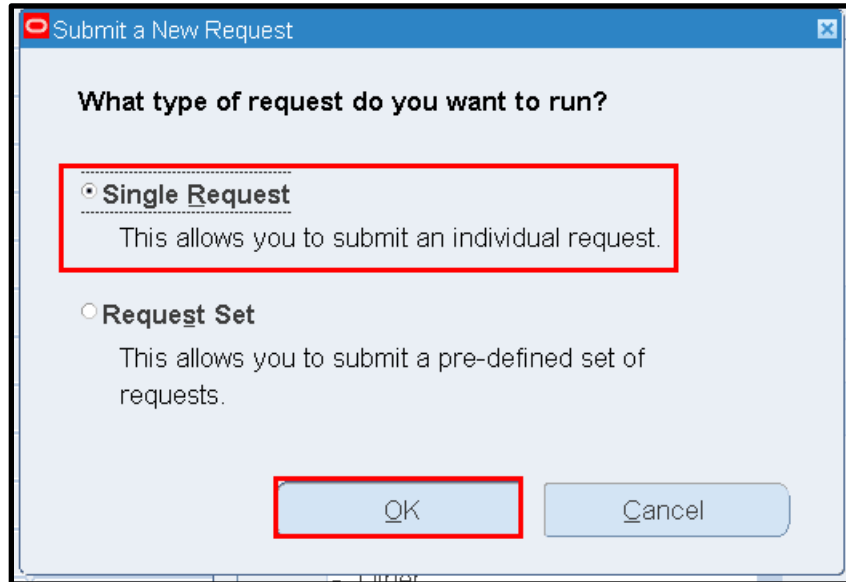
a. Select the **Navigator** button (shown above) from the toolbar.

b. Select **Other > Requests > Run**



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

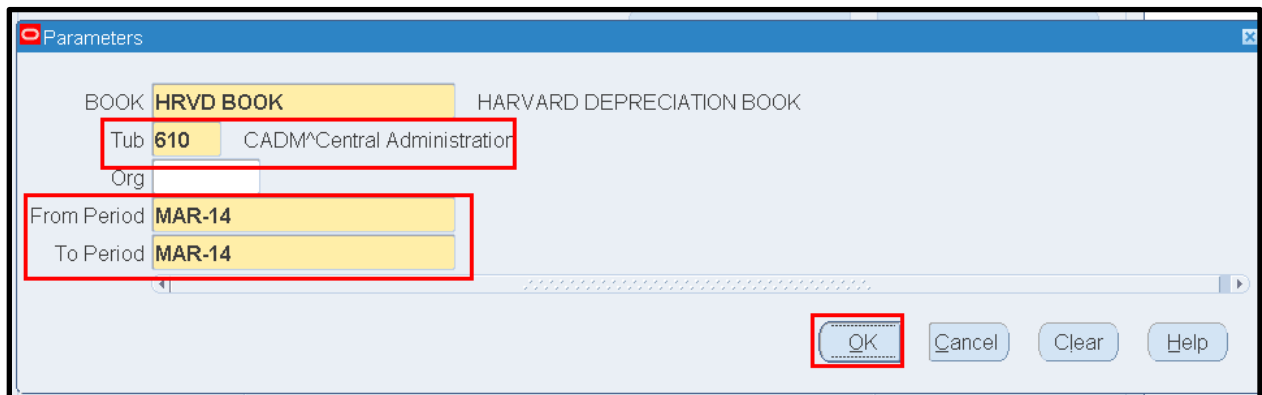
10. Select **OK** to select the default value **Single Request** to initiate your request.



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

11. Type “**HU Retire**” in the **Name Field** and hit the **Tab** or **Enter Key** to initiate your search.

**i** **HU Retirement Report** will be selected, and the **Parameters** window will display.



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

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

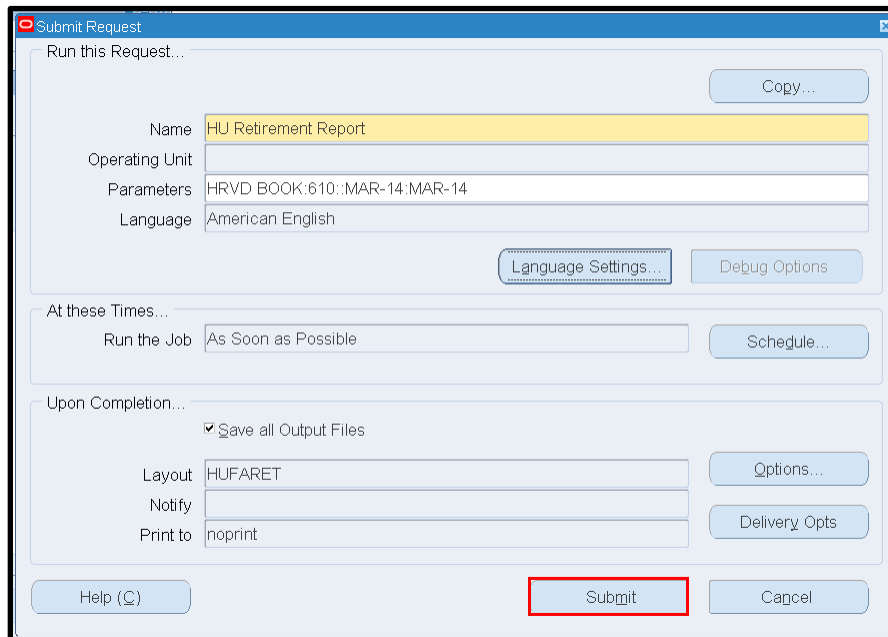
12. Type your tub code in the **Tub** field.

13. Select the **From Period** and **To Period** from the list of values in each of the fields.

14. Select **OK** to close the **Parameters** window.

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

**15. Select Submit.**



**Submit Request**

Run this Request... Copy...

Name: HU Retirement Report

Operating Unit:

Parameters: HRVD BOOK:610::MAR-14:MAR-14

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible Schedule...

Upon Completion...

Save all Output Files

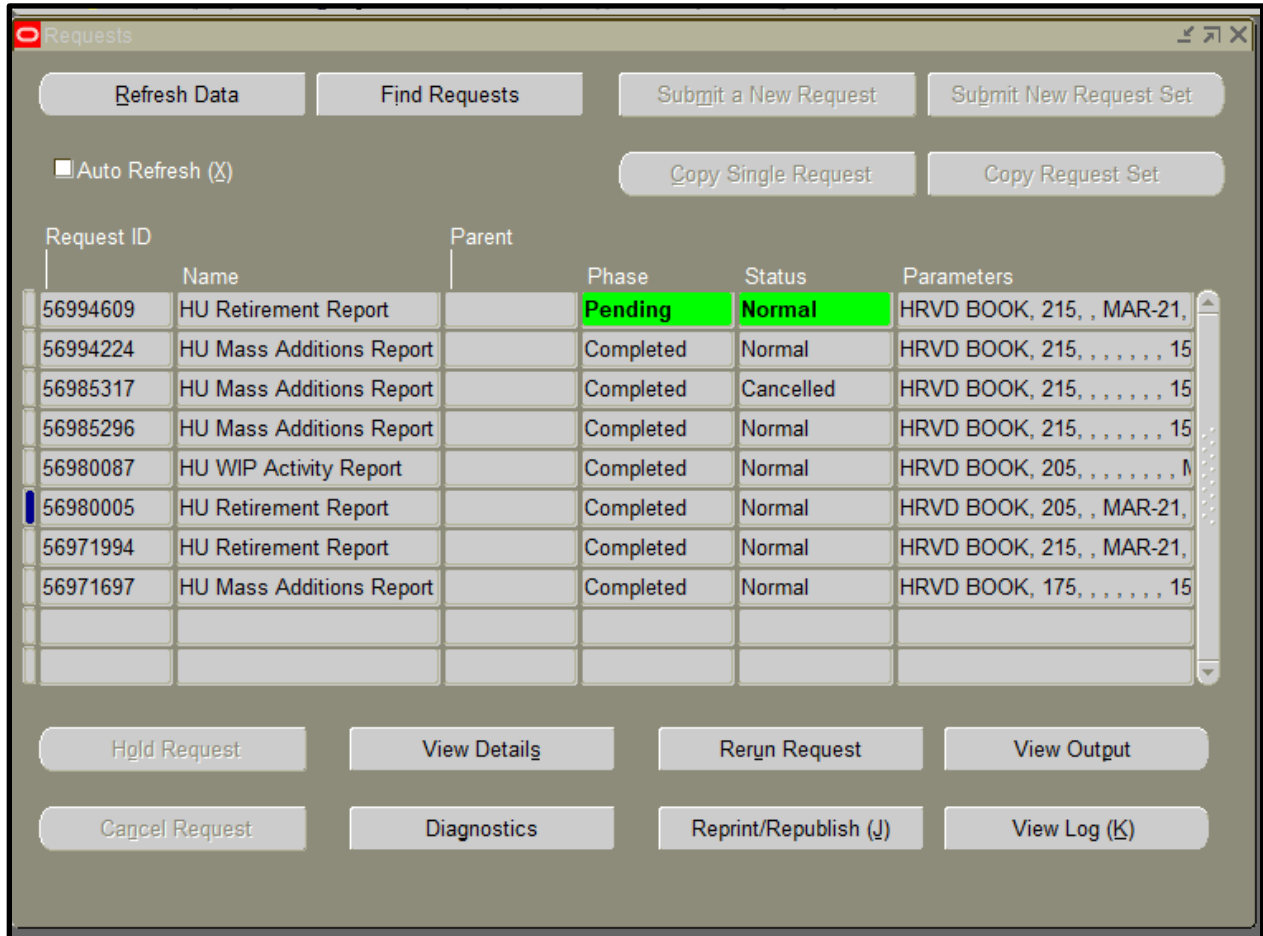
Layout: HUFARET Options...

Notify:

Print to: noprint Delivery Opts

Help (Q) Submit Cancel

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

**16.** When the report phase changes to **Completed**, Select **View Output**.

**i** The report will be in Excel format.

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

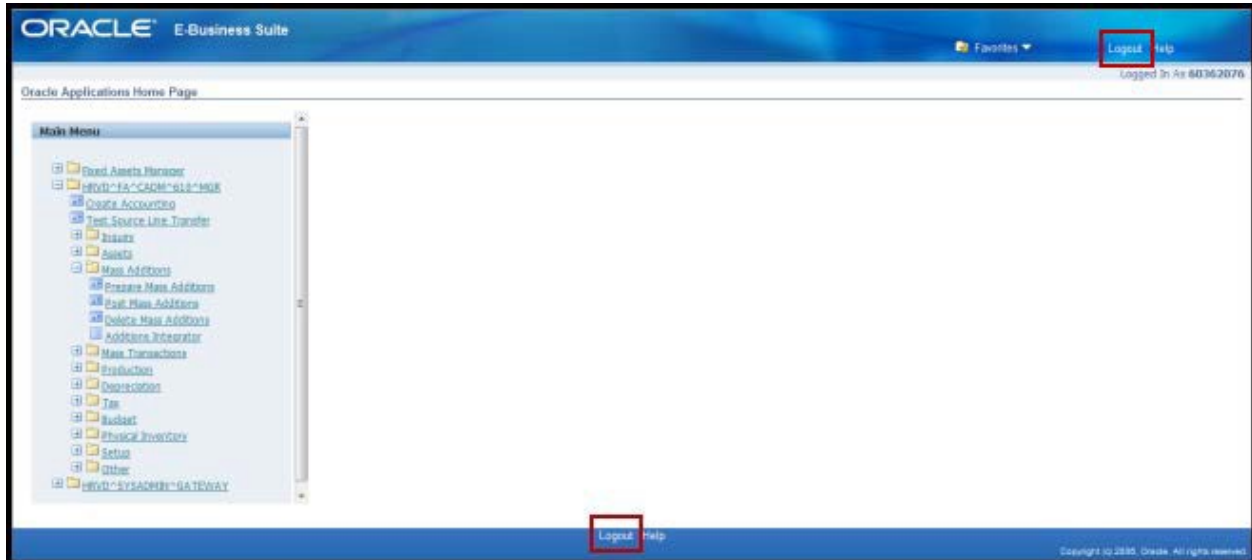
- ASSET NUMBER
- ASSET KEY ACTIVITY
- PRORATE CONVENTION\_CODE
- TAG NUMBER
- ASSET KEY SUBACTIVITY
- DEPRECIATE FLAG
- DESCRIPTION
- TAG\_STATUS
- PRORATE DATE
- MAJOR CATEGORY
- SECONDARY TUB
- COST RETIRED
- MINOR CATEGORY
- ASSET TYPE
- NET BOOK VALUE RETIRED
- RETIREMENT TYPE
- BOOK
- PROCEEDS OF SALE
- ASSET KEY TUB
- DATE PLACE IN SERVICE
- COST OF REMOVAL
- ASSET KEY ORG
- RETIREMENT DATE RECORDED
- GAIN LOSS AMOUNT
- ASSET KEY FUND
- DATE RETIRED
- FEDERAL PARTICIPATION

## 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).