

Change an Asset's Placed in Service (PIS) Date

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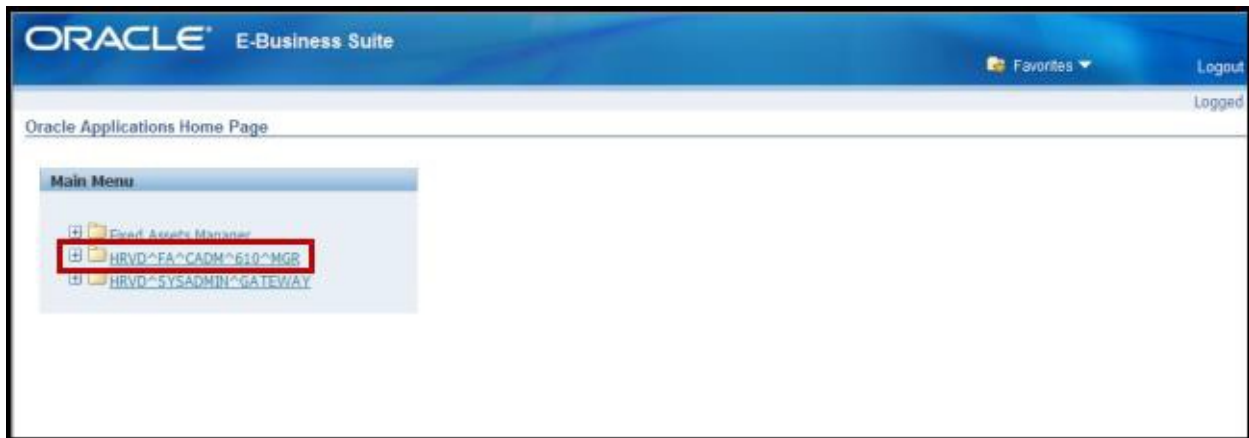
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Introduction and Logging In

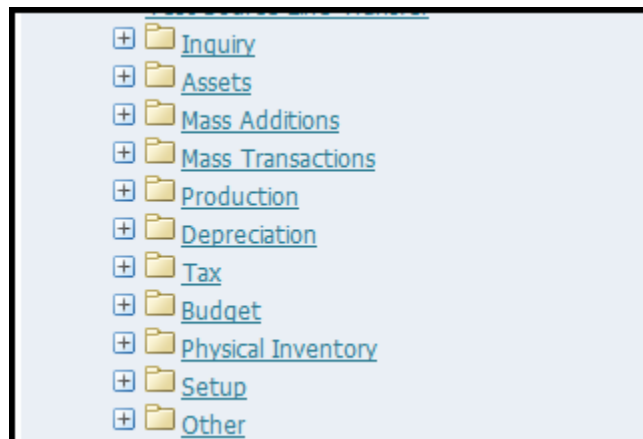
Purpose

This document will outline how to use the **Asset Workbench** function to add or update the **Placed in Service (PIS)** date of an asset. When the PIS date is changed, a journal entry will be automatically generated to catch up depreciation, if necessary.

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**.



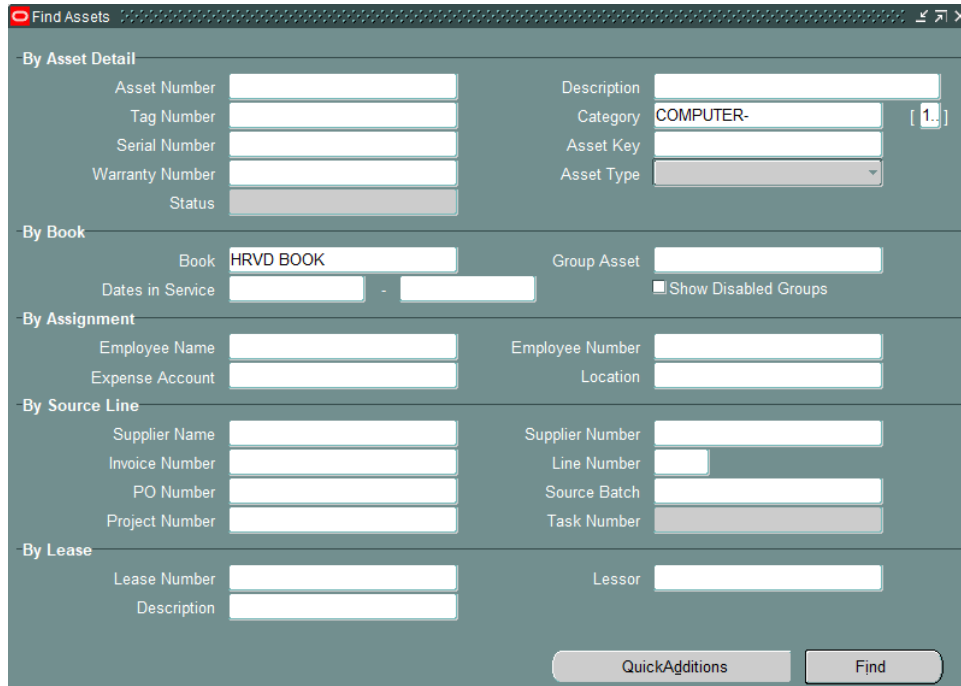
6. Select the **Assets** function.



7. Select the **Asset Workbench** function. This will open the form within the application.
 - i** A reminder that the Fixed Assets module is an Oracle forms application and requires the **Java Runtime Environment (JRE)**. For more information about the JRE, see the [JRE troubleshooting guide](#).

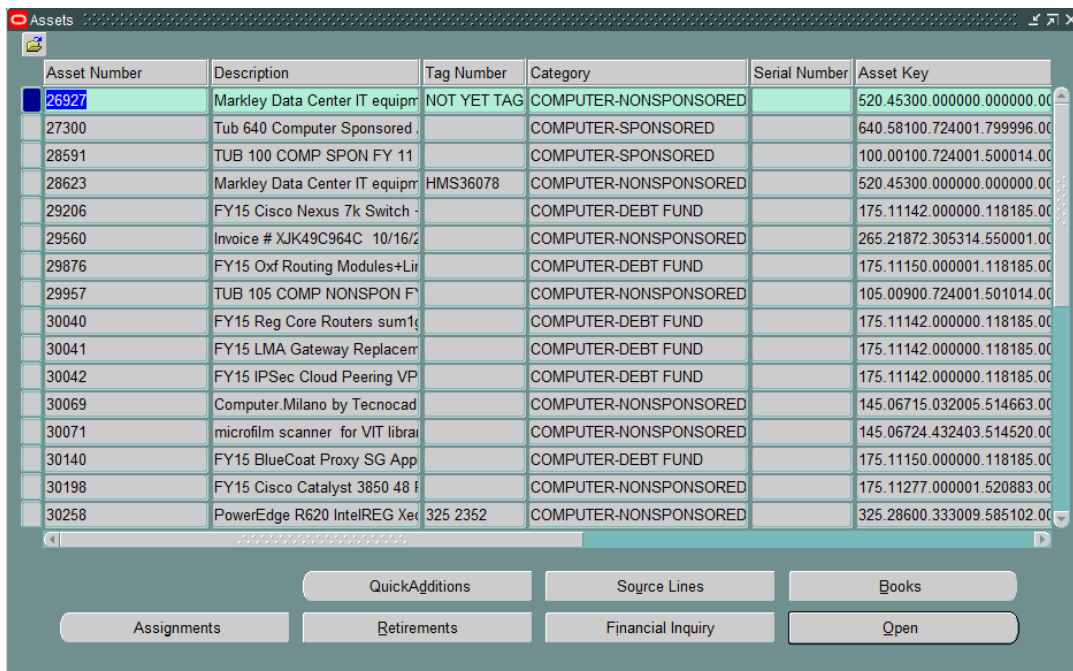
Change an Asset's PIS Date

1. In the **Find Assets** window, fill any fields that will help you narrow down your search for the item.



2. Select **Find**.

i Your results will appear in the Assets window.



Asset Number	Description	Tag Number	Category	Serial Number	Asset Key
26927	Markley Data Center IT equipm	NOT YET TAG	COMPUTER-NONSPONSORED		520.45300.000000.000000.00
27300	Tub 640 Computer Sponsored.		COMPUTER-SPONSORED		640.58100.724001.799996.00
28591	TUB 100 COMP SPON FY 11		COMPUTER-SPONSORED		100.00100.724001.500014.00
28623	Markley Data Center IT equipm	HMS36078	COMPUTER-NONSPONSORED		520.45300.000000.000000.00
29206	FY15 Cisco Nexus 7k Switch -		COMPUTER-DEBT FUND		175.11142.000000.118185.00
29560	Invoice # XJK49C964C 10/16/2		COMPUTER-NONSPONSORED		265.21872.305314.550001.00
29876	FY15 Oxf Routing Modules+Lir		COMPUTER-DEBT FUND		175.11150.000001.118185.00
29957	TUB 105 COMP NONSPON F		COMPUTER-NONSPONSORED		105.00900.724001.501014.00
30040	FY15 Reg Core Routers sum1		COMPUTER-DEBT FUND		175.11142.000000.118185.00
30041	FY15 LMA Gateway Replacem		COMPUTER-DEBT FUND		175.11142.000000.118185.00
30042	FY15 IPSec Cloud Peering VP		COMPUTER-DEBT FUND		175.11142.000000.118185.00
30069	Computer.Milano by Tecnocad		COMPUTER-NONSPONSORED		145.06715.032005.514663.00
30071	microfilm scanner for VIT libra		COMPUTER-NONSPONSORED		145.06724.432403.514520.00
30140	FY15 BlueCoat Proxy SG App		COMPUTER-DEBT FUND		175.11150.000000.118185.00
30198	FY15 Cisco Catalyst 3850 48 f		COMPUTER-NONSPONSORED		175.11277.000001.520883.00
30258	PowerEdge R620 IntelREG Xel	325 2352	COMPUTER-NONSPONSORED		325.28600.333009.585102.00

3. Highlight the line you wish to alter. This can be done with your mouse or keypad.

Asset Number	Description	Tag Number	Category	Serial Number	Asset Key
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27300	Tub 640 Computer Sponsored		COMPUTER-SPONSORED		640.58100.724001.799996.00
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4. Select **Books**.

i The **Books** window will appear.

5. Click on **look-up** in the **Book** field.

i This will populate the field with **HRVD BOOK**.

Books

Asset Number: 28623
Reference Number:
Book:
Comments: []

Financial Information

Current Cost:
Original Cost:
Salvage Value Type:
Salvage Value:
Recoverable Cost:
Net Book Value:
YTD Depreciation:
Accumulated Depreciation:
Salvage Value Percent: %
Revaluation Ceiling:
Revaluation Reserve:

Depreciation: Group Asset | Short Fiscal Year | Impairment

Method:
Life Years:
Months:
Date in Service:
Prorate Convention:
Prorate Date:
Amortization Start Date:
Amortize Adjustment:
Ceiling:
Disable:
Bonus Rule:
Depreciation Limit: Type:
Limit Amount:
Percent: %

Done Cancel

6. Click into the **Current Cost** field.

i Below the data in the **Financial Information** section and the **Depreciation** tab will become highlighted.

The screenshot shows the Oracle Fixed Assets Asset Workbench interface. The 'Financial Information' and 'Depreciation' tabs are highlighted in yellow. The 'Financial Information' section displays the following data:

Asset Number	28623	Reference Number	
Book	HRVD BOOK	Comments	
Current Cost	4,882,105.44	YTD Depreciation	0.00
Original Cost	4,882,105.44	Accumulated Depreciation	4,882,105.44
Salvage Value Type	Amount	Salvage Value Percent	%
Salvage Value	0.00	Revaluation Ceiling	
Recoverable Cost	4,882,105.44	Revaluation Reserve	0.00
Net Book Value	0.00		

The 'Depreciation' section displays the following data:

Method	STL	Date in Service	13-SEP-2014
Life Years	5	Prorate Convention	CURR MONTH
Months	0	Prorate Date	01-SEP-2014
Bonus Rule		Amortization Start Date	
Depreciation Limit Type		<input type="checkbox"/> Amortize Adjustment	
Limit Amount		Ceiling	
Percent	%		

Buttons at the bottom include 'Unplanned Depreciation', 'Done', and 'Cancel'.

7. Update the **Date in Service** field. You can type in the date or use the **look-up** to select a date from a calendar.

The screenshot shows the Oracle Fixed Assets Asset Workbench interface, similar to the previous one, but with the 'Date in Service' field updated to 14-SEP-2014. The 'Financial Information' and 'Depreciation' tabs remain highlighted.

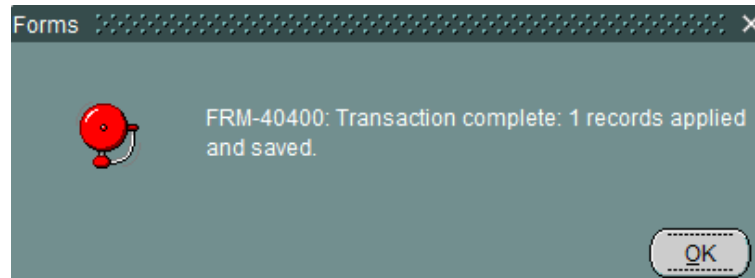
Asset Number	28623	Reference Number	
Book	HRVD BOOK	Comments	
Current Cost	4,882,105.44	YTD Depreciation	0.00
Original Cost	4,882,105.44	Accumulated Depreciation	4,882,105.44
Salvage Value Type	Amount	Salvage Value Percent	%
Salvage Value	0.00	Revaluation Ceiling	
Recoverable Cost	4,882,105.44	Revaluation Reserve	0.00
Net Book Value	0.00		

Method	STL	Date in Service	14-SEP-2014
Life Years	5	Prorate Convention	CURR MONTH
Months	0	Prorate Date	01-SEP-2014
Bonus Rule		Amortization Start Date	
Depreciation Limit Type		<input type="checkbox"/> Amortize Adjustment	
Limit Amount		Ceiling	
Percent	%		

Buttons at the bottom include 'Unplanned Depreciation', 'Done', and 'Cancel'.

8. Select Done.

- i** A notification that the record has been applied and saved will appear.

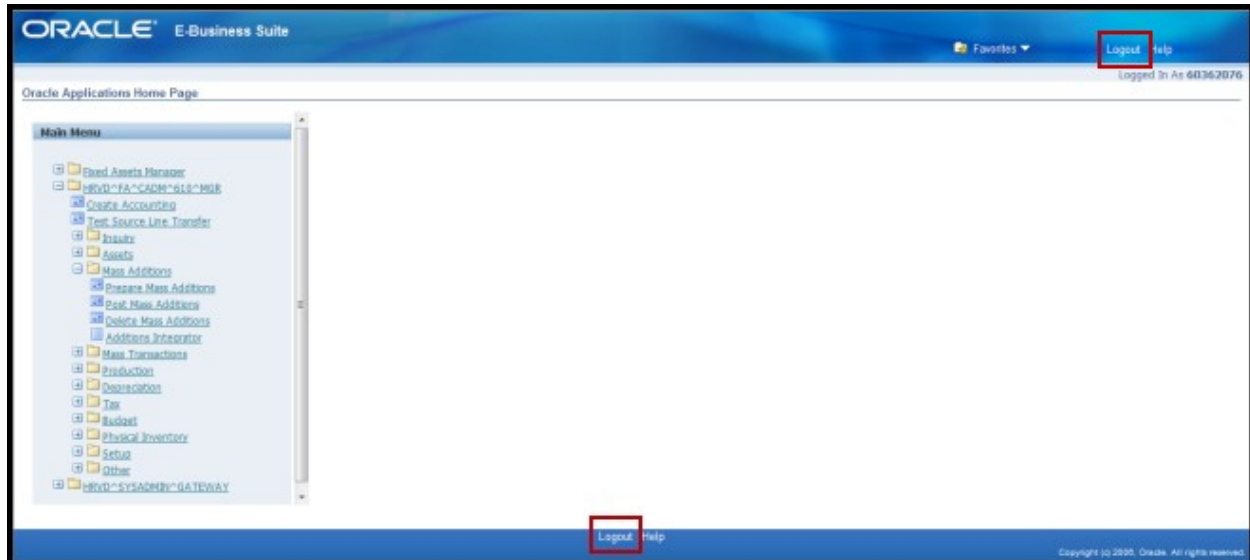


Exiting the Module

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.