

Posted Assets

Table of Contents

Table of Contents	1
Introduction and Logging In	2
Purpose	2
Access Fixed Assets through the Oracle Gateway.....	2
Overview	4
AP Adjustments to Posted Assets Workflow	5
Merging Adjusting Lines and Adding to Posted Asset	6
Modifying Asset Record in Asset Workbench.....	13
Finding an Asset in Asset Workbench	14
Category Changes	17
Useful Life	20
Sub-Category/Minor Category.....	22
Asset Key	25
Depreciation Account	27
Asset to Expense Object Code Change for a Posted Asset	31
Changes within Prepare Mass Additions	31
Changes within Asset Workbench	34
Exiting the Module	36
Questions?	37

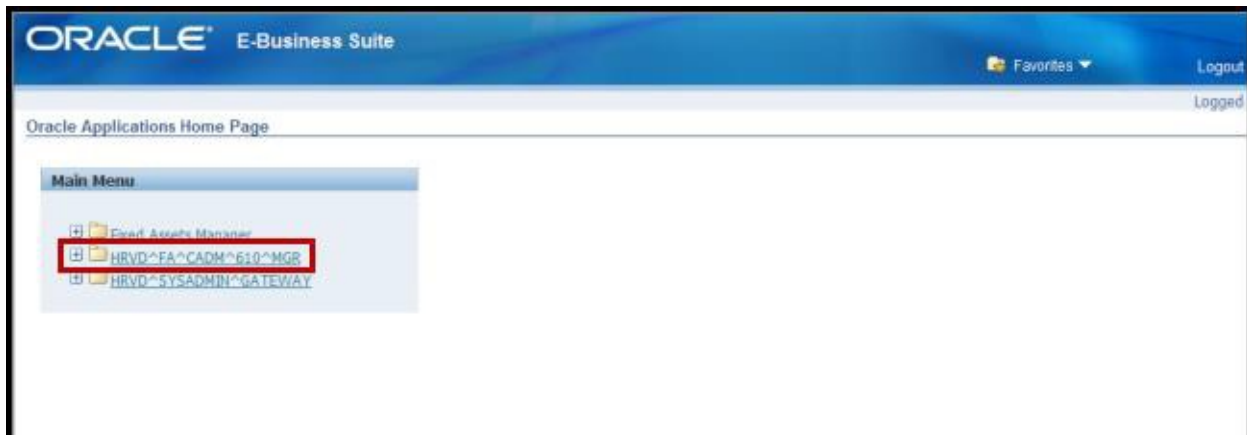
Introduction and Logging In

Purpose

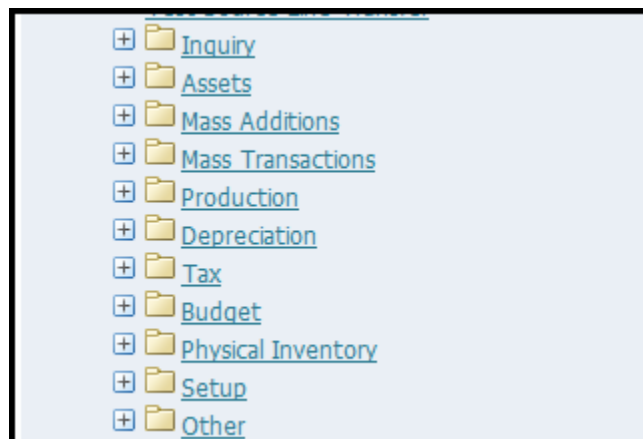
This document will provide details on how to handle AP Adjustments to posted assets in Oracle Assets.

Access Fixed Assets through the Oracle Gateway

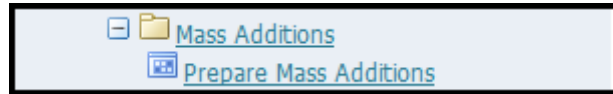
1. To access the **Oracle Gateway** go to <https://huit.harvard.edu/finance>.
2. Select the “**Oracle System Applications, Personal Homepage**” link under **ORACLE FINANCIAL GATEWAY**.
3. Log in with your Harvard Key. The **Oracle Homepage** will open.
4. From the **Homepage**, select your **Fixed Asset**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



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



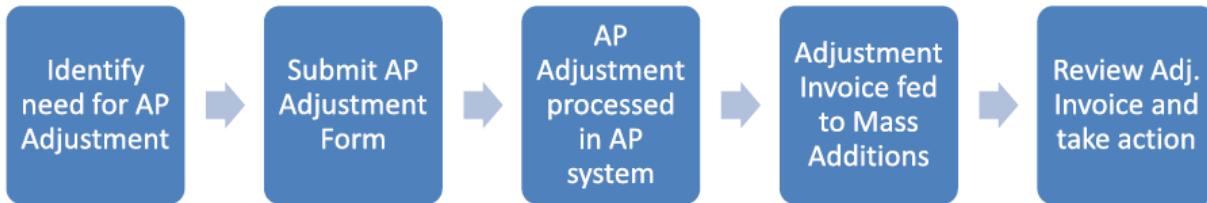
6. Select the **Mass Additions** folder.



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](#).

Overview



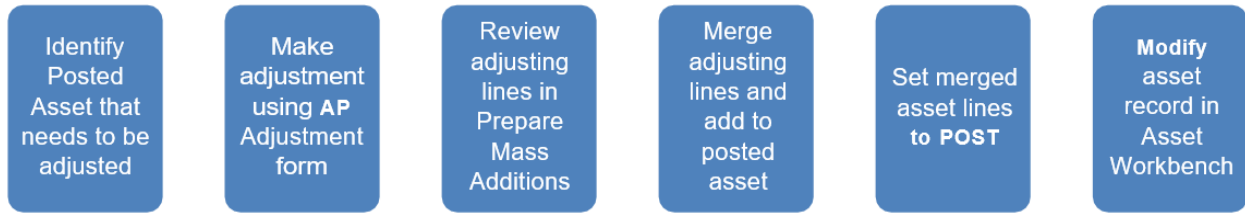
Once an **AP Adjustment Form** has been submitted and approved the adjusting transaction and corresponding entries will flow into **Oracle Assets** via the **Mass Additions** process. To reflect the change of coding in **Oracle Assets**, these transactions will need to be matched to the existing asset record that is being adjusted. If the adjustment was made prior to the asset being posted to the **Asset Workbench**, then actions will need to be taken in **Prepare Mass Additions**. If the asset has already been posted to the **Asset Workbench** then actions will need to be taken in both **Prepare Mass Additions** and in the **Asset Workbench**. This work instruction will focus on **AP Adjustments** to assets that have been posted.

The following is a list of adjustment types/scenarios:

- Asset-to-Asset Object Code change (posted asset)
- Asset-to-Expense Object Code change (posted asset)
- Org/Activity/Sub-Activity change (posted asset)
- Fund change (posted asset)
- Tub change (posted asset)

AP Adjustments to Posted Assets Workflow

Except for an asset-to-expense object code change of a posted asset all other AP adjustments to posted assets will follow the workflow below:



1. Identify Posted Asset that needs to be adjusted.
2. Make adjustment using AP Adjustment form.
3. Review adjusting lines in Prepare Mass Additions.
4. Merge adjusting lines and add to posted asset.
5. Set merged asset lines to POST.
6. Modify asset record in Asset Workbench.

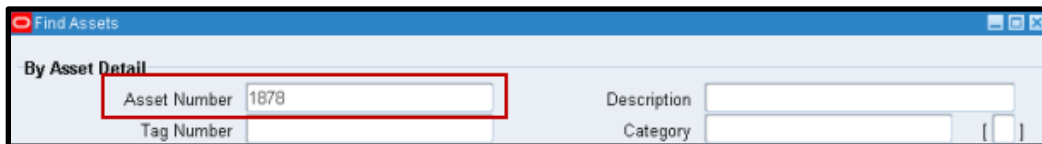
Merging Adjusting Lines and Adding to Posted Asset

For any adjustments made to a posted asset, the standard practice is to review and merge the adjusting lines. Once the lines are merged, they will then need to be added to the posted asset for which the coding is needed to be changed.

Once you have identified that a posted asset needs to be adjusted it is useful to view the asset in the Asset Workbench so that you can determine the invoice that needs to be adjusted. Using the information from the Asset Workbench Detail, CIP Activity or WIP Activity reports, you can locate the asset in question and determine the original invoice number.

This can be done from the **Find Assets** window that opened after you selected **Prepare Mass Additions** in step 7 of [Access Fixed Assets through the Oracle Gateway](#).

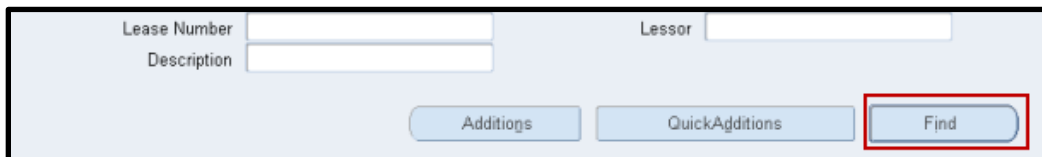
1. Entering the **Asset Number** of the asset in question in the **Asset Number** field.



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

- By Asset Detail**
 - Asset Number: 1878 (highlighted with a red box)
 - Tag Number: []
- Description: []
- Category: []

2. Select **Find**.



The screenshot shows the bottom section of the window with the following fields and buttons:

- Lease Number: []
- Lessor: []
- Description: []
- Buttons: Additions, QuickAdditions, Find (highlighted with a red box)

- i** Once you have located the asset in the **Asset** window, you can determine the invoice number of the asset.



Asset Number	Description	Tag Number	Category	Serial Number	Asset Key
1878	Desk for the Dean's Office		COMPUTER-NONSPONSORED		370.30700.000001.600100.00

3. Select **Source Lines**.



The screenshot shows the bottom section of the window with the following buttons:

- Additions
- QuickAdditions
- Source Lines (highlighted with a red box)
- Books
- Assignments
- Retirements
- Financial Inquiry
- Open

- Determine the **invoice number** of the posted asset that needs to be adjusted and submit an AP Adjustment Form (refer to *FA-011 AP Adjustments - Navigating the Form*).

- Once an AP Adjustment form has been submitted and approved the adjusting transactions can be found in **Prepare Mass Additions**.
- Search for the invoices in question via the **Find Mass Additions** window. The best recommended practice is to use the invoice field when searching. If you know the invoice being adjusted, you can enter the invoice number followed by the % symbol and select **Find**.

- i The adjustment and the new adjusted invoice will appear in the **Mass Additions Summary** window.

Invoice Number	Fa_Dist_Line	Invoice Line	Units	Cost	PO Number	Queue	Life In Years	Descrip
200002ADJ1	1	1	1	<7,500.00>		NEW	4	Furnitu
200002ADJ1	2	1	1	7,500.00		NEW	7	Furnitu

- i When an adjustment to a posted asset occurs, two lines will flow into Mass Additions:
 - Reversal of original coding of the asset (this will be a negative value).
 - Adjusted coding for the asset (this will be a positive value).

6. Merge both lines by highlighting the new adjusted Invoice and selecting **Merge**.

Invoice Number	Fa_Dist_Line	Invoice Line	Units	Cost	PO Number	Queue	Life In Years	Descrip
200002ADJ1	1	1	1	<7,500.00>		NEW	4	Furnitu
200002ADJ1	2	1	1	7,500.00		NEW	7	Furnitu

i The **Merge Mass Additions** window will appear.

7. Select the **checkbox** next to each invoice in the **Merged** area to select the invoice that needs to be merged.

8. Select **Done**.

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

Invoice Number	Fa_Dist_Line	Invoice Line	Units	Cost	PO Number	Queue	Life In Years	Description
200002ADJ1	1	1	1	<7,500.00>		MERGED	4	Furniture
200002ADJ1	2	1	1	7,500.00		ON HOLD	7	Furniture

- i** In this example, the following lines have the following queues:
 - o The adjustment [200002ADJ1, <7,500.00> - MERGED
 - o The new adjusted invoice [200002ADJ1, 7,500.00] - ON HOLD
 - i** For these merged lines to be associated to the existing asset, an Add to Asset will need to be performed.
9. Highlight the line that has a queue of ON HOLD and select **Add to Asset**.

Invoice Number	Fa_Dist_Line	Invoice Line	Units	Cost	PO Number	Queue	Life In Years	Description
200002ADJ1	1	1	1	<7,500.00>		MERGED	4	Furniture
200002ADJ1	2	1	1	7,500.00		ON HOLD	7	Furniture

The **Find Assets** window offers several ways to search for the posted asset. If you know the asset number of the posted asset than you can find it by entering it in the Asset Number field on the **Find by Asset Detail** tab. If you do not have the asset number, the easiest way to find the existing asset from **Prepare Mass Additions** is by the original invoice number. This number is the same as the new adjusted invoice number, sans the "ADJI".

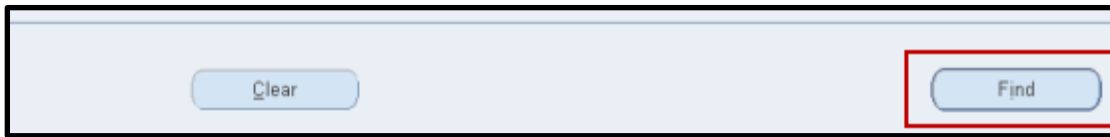
10. Select the **Find by Source Line** tab.



11. Enter the original invoice number in the **Invoice Number** field.

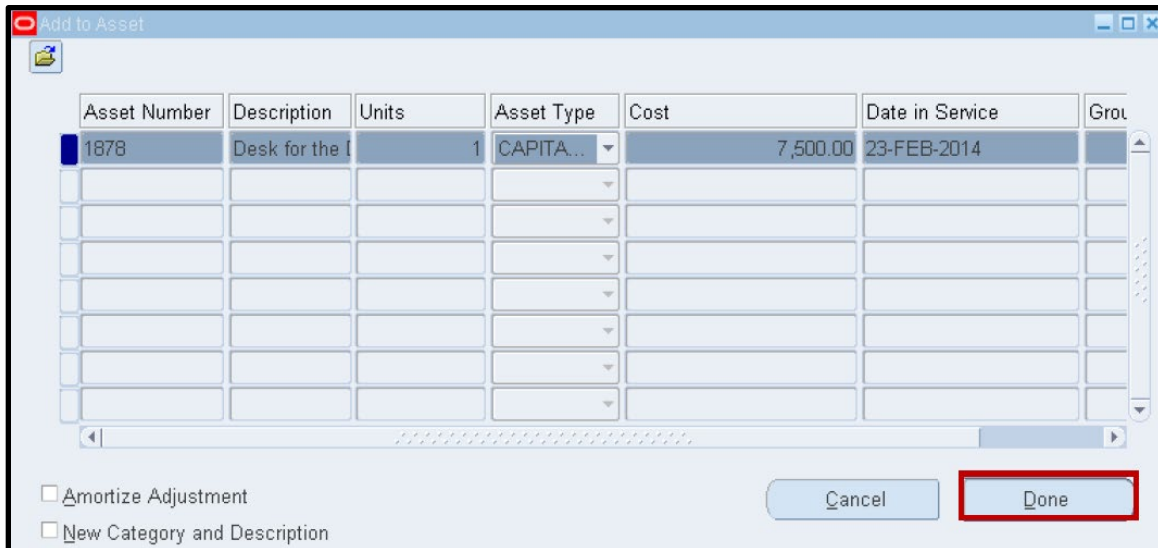
The screenshot shows a search criteria form with two columns of input fields. The 'Invoice Number' field in the left column contains the value '200002' and is highlighted with a red box. Other fields include Supplier Name, Supplier Number, Line Number, PO Number, Source Batch, Project Number, and Task Number.

12. Select **Find**.



i The **Add to Asset** screen will appear with the asset.

13. Select **Done**.



i The **Mass Additions Summary** window will reappear, and the queue will now be **ON HOLD**.

Invoice Number	Fa_Dist_Line	Invoice Line	Units	Cost	PO Number	Queue	Life In Years	Description
200002ADJ1	1	1	1	<7,500.00>		MERGED	4	Furniture
200002ADJ1	2	1	1	7,500.00		ON HOLD	7	Furniture

14. Change the queue for the newly merged asset (this will be the transaction that was assigned a queue of **ON HOLD**) to **POST**. If needed refer to *FA-003 Mass Additions - Simple Post*.

i Because you have performed an **Add to Asset**, changing the queue will automatically be changed to **COST ADJUSTMENT** and can be seen on the Mass Additions Summary window.

Invoice Number	Fa_Dist_Line	Invoice Line	Units	Cost	PO Number	Queue	Life In Year
200002ADJ1	1	1	1	<7,500.00>		MERGED	4
200002ADJ1	2	1	1	7,500.00		COST ADJUSTMENT	7

Once the nightly **Post Mass Additions** process has run, the merged adjustment lines will have been added to the posted asset that needed to be adjusted.

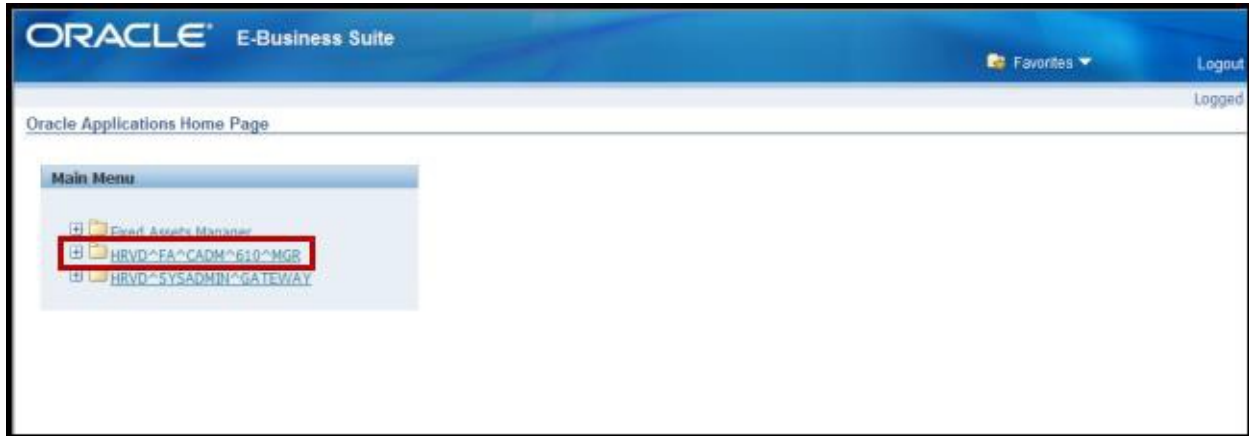
Modifying Asset Record in Asset Workbench

Once the adjusting lines have been added to the asset, the asset record will NOT automatically change in the Asset Workbench. You will need to manually change this information in the asset record in the Asset Workbench. The following is a list of things that might need to be changed depending on which adjustment scenario is occurring.

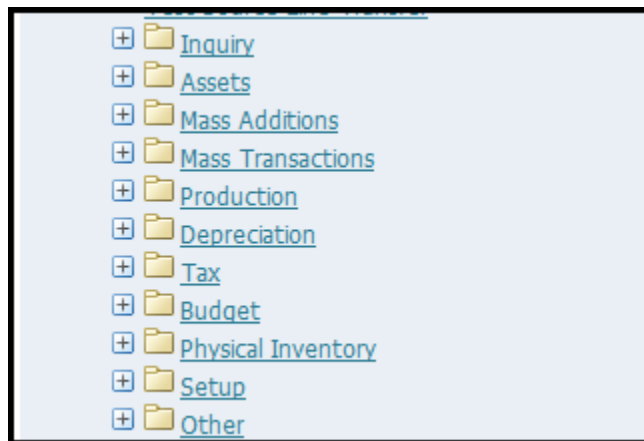
Type of Change	When to Change	Scenarios
Category	When you are changing the object code of an asset	Asset to Asset Object Code change
Useful Life	When you are changing the object code of an asset and as a result the useful life of the asset changes	Asset to Asset Object Code change
Sub-category	When you are changing the funding source of an asset from either sponsored to non-sponsored or from non-sponsored to sponsored	Change to Fund
Asset Key	When you are changing a segment of the GL string that creates the Asset Key in Oracle Assets (TUB, Org, Fund, Activity, Sub-Activity)	Change to Tub/Org/Fund/Activity/Sub-Activity
Depreciation Expense Account	When you are changing the funding source of an asset from either sponsored to non-sponsored or from non-sponsored to sponsored Or When you are changing the TUB of an asset	Change to TUB Change to Fund

Finding an Asset in Asset Workbench

1. From the **Homepage**, select your **Fixed Asset Responsibility**, which will begin as HRVD^FA^



2. A series of **functions** will open beneath the **Fixed Assets** link.



3. Select the **Assets** folder.



4. Select the **Asset Workbench** function.



i The **Find Assets** window will appear. You can use any of the search parameters to locate the asset.

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, 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: QuickAdditions, Find.

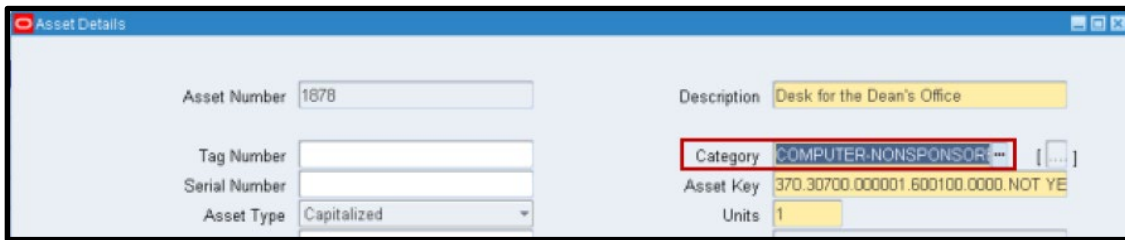
5. Enter your search criteria for the asset being found. In this example, the asset number is used to retrieve a single result.

The screenshot shows the 'Find Assets' window with the 'Asset Number' field filled with '1148'. Other fields are empty.

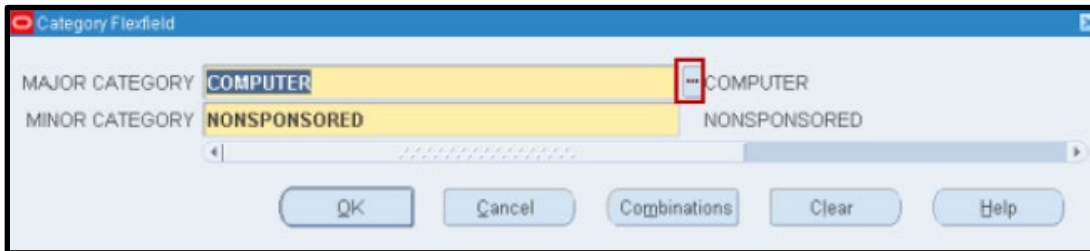
Category Changes

Once the adjusting lines have been acted upon in **Mass Additions**, you will need to access the Assets Workbench and make changes to the existing asset record.

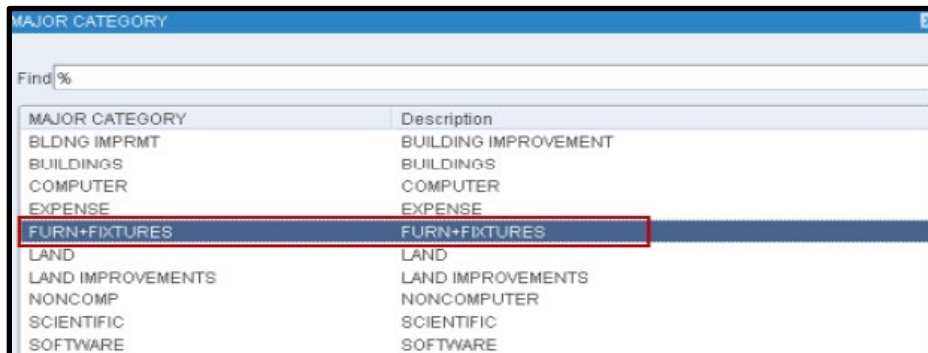
1. Follow the steps in [Finding an Asset in Asset Workbench](#).
- i** The **Category** field will still contain the wrong **Category**. You will need to change this in the asset record.
2. Select the **Category** field to reveal a **look-up**.



- i** The Category Flexfield will open.
3. Click on the **look-up** next to **MAJOR CATEGORY**.



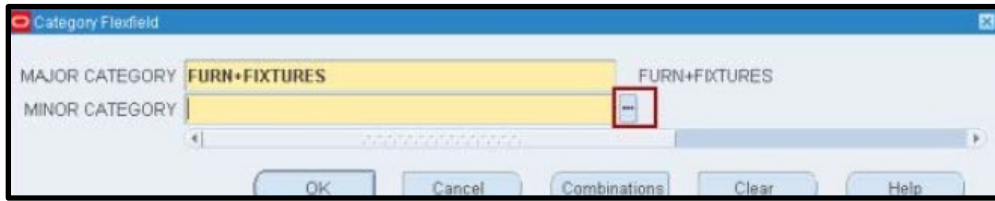
- i** The **MAJOR CATEGORY** window will reappear.
4. Select the appropriate **MAJOR CATEGORY**.



5. Select **OK**

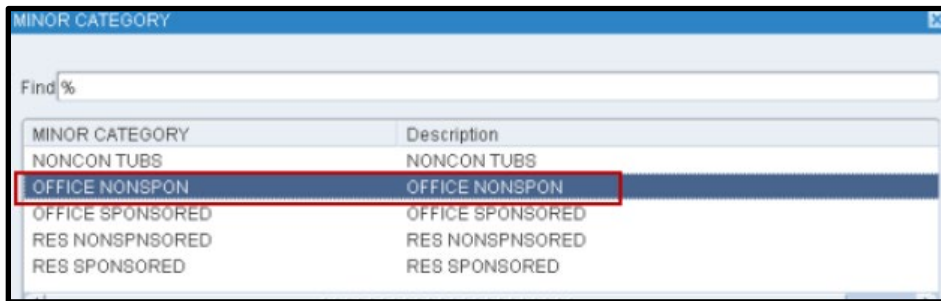
i The **Category Flexfield** window will reappear.

6. Select the look-up next to **MINOR CATEGORY**.



i The **MINOR CATEGORY** window will reappear.

7. Select the appropriate **MINOR CATEGORY**.



8. Select **OK**.

i An **Asset Category** window will open. The contents of this field will vary based on the selected Category.

9. Fill any appropriate or required information and select **OK**.

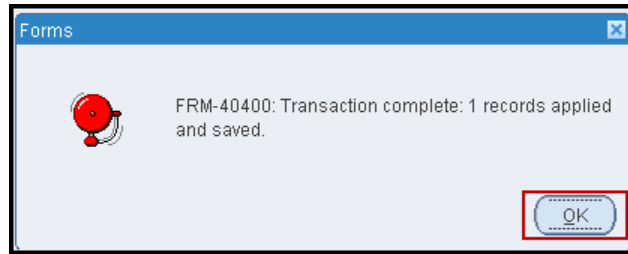
i The Assets Details window will reappear.

10. Select **Done**.



i A notification will appear indicating that the record has been saved.

11. Select OK.



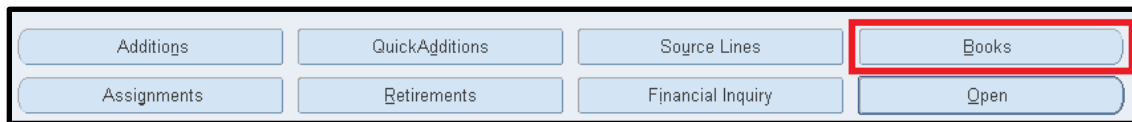
Useful Life

Once the Category has changed, you may need to change the useful life of the asset. This will only be the case when changing from one asset object code to another, results in a change of useful lives. See below for a list of useful lives for each Object Code/Category:

Object Code	Description	Oracle Assets Major Category	Oracle Assets Minor Category	Useful Life
6801	Noncomputer Equip, Non-Sponsored^Equip >=\$5000	NONCOMPTR	NONSPONSORED	7
6802	Noncomputer Equip, Sponsored^Equip >=\$5000	NONCOMPTR	SPONSORED	7
6803	Computer, Non-Sponsored^Equip >=\$5000	COMPUTER	NONSPONSORED	4
6804	Computer, Sponsored^Equip >=\$5000	COMPUTER	SPONSORED	4
6805	Residential Furn+Fixtures, Non-Sponsored^Equip >=\$5000	FURN+FIXTURES	RES NONSPONSORED	3
6806	Residential Furn+Fixtures, Sponsored^Equip >=\$5000	FURN+FIXTURES	RES SPONSORED	3
6807	Office Furn+Fixtures, Non-Sponsored^Equip >=\$5000	FURN+FIXTURES	OFFICE NONSPON	7
6808	Office Furn+Fixtures, Sponsored^Equip >=\$5000	FURN+FIXTURES	OFFICE SPONSORED	7
6809	Vehicle, Non-Sponsored^Equip >=\$5000	VEHICLES	NONSPONSORED	4
6810	Vehicle, Sponsored^Equip >=\$5000	VEHICLES	SPONSORED	4
6813	Scientific Equipment, Non-Sponsored^Equip >=\$5000	SCIENTIFIC	NONSPONSORED	8
6814	Scientific Equipment, Sponsored^Equip >=\$5000	SCIENTIFIC	SPONSORED	8
6815	Software, Non-Sponsored^Equip >=\$5000	SOFTWARE	NONSPONSORED	4
6816	Software, Sponsored^Equip >=\$5000	SOFTWARE	SPONSORED	4

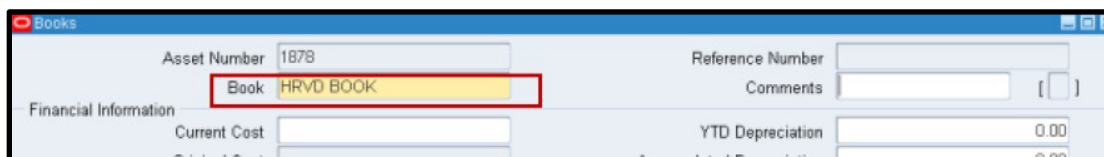
In the example below the useful life changed from 4 years to 7 years.

1. Follow steps 1-7 of [Finding an Asset in Asset Workbench](#).
2. Select **Books** to edit the useful life of the asset.



i The **Books** window will appear with the **Asset Number** will be filled in.

3. Select the **Book** field.
4. Type “h” and hit the tab key to bring up the **HVRD BOOK**.

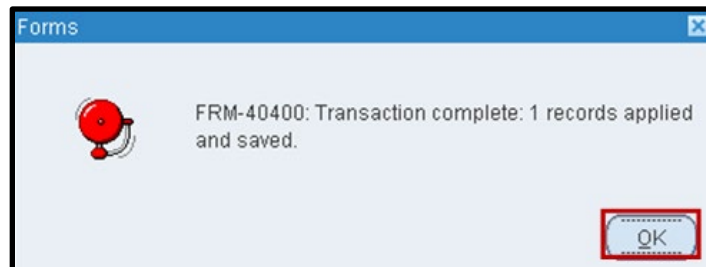


5. Select the **Life Years** field under the **Depreciation** tab



- i** Many fields will fill in automatically, including the **Life Years** field. This field will now contain incorrect information.

- Select the **Life Years** field and add the correct value.
 - Select **Done**.
- i** A notification window indicating that the record has been saved will appear.
- Select **OK**.

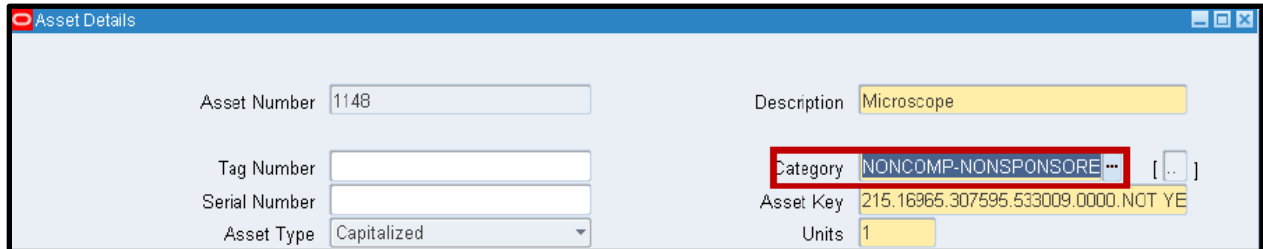


- i** The asset record has now been updated with the appropriate information to reflect the intended changes from the AP Adjustment.

Sub-Category/Minor Category

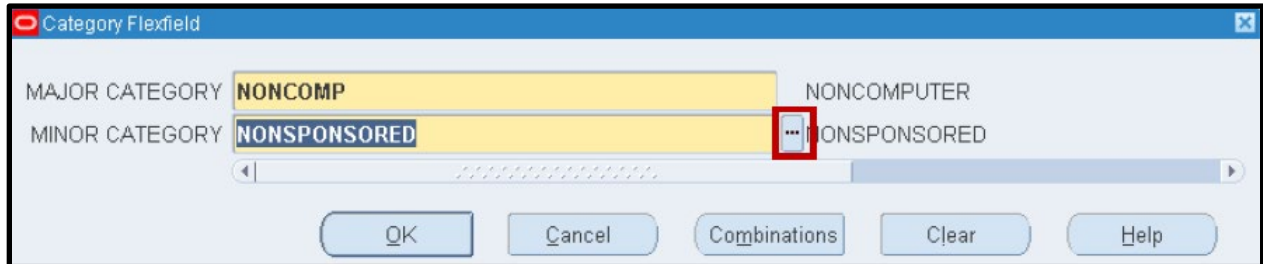
Whenever you are changing the funding of an asset from non-sponsored to sponsored or vice versa you will need to change the sub-category that is associated with the asset record in the Asset Workbench.

1. Follow the steps in [Finding an Asset in Asset Workbench](#).
2. Select the Category field to reveal a **look-up**.



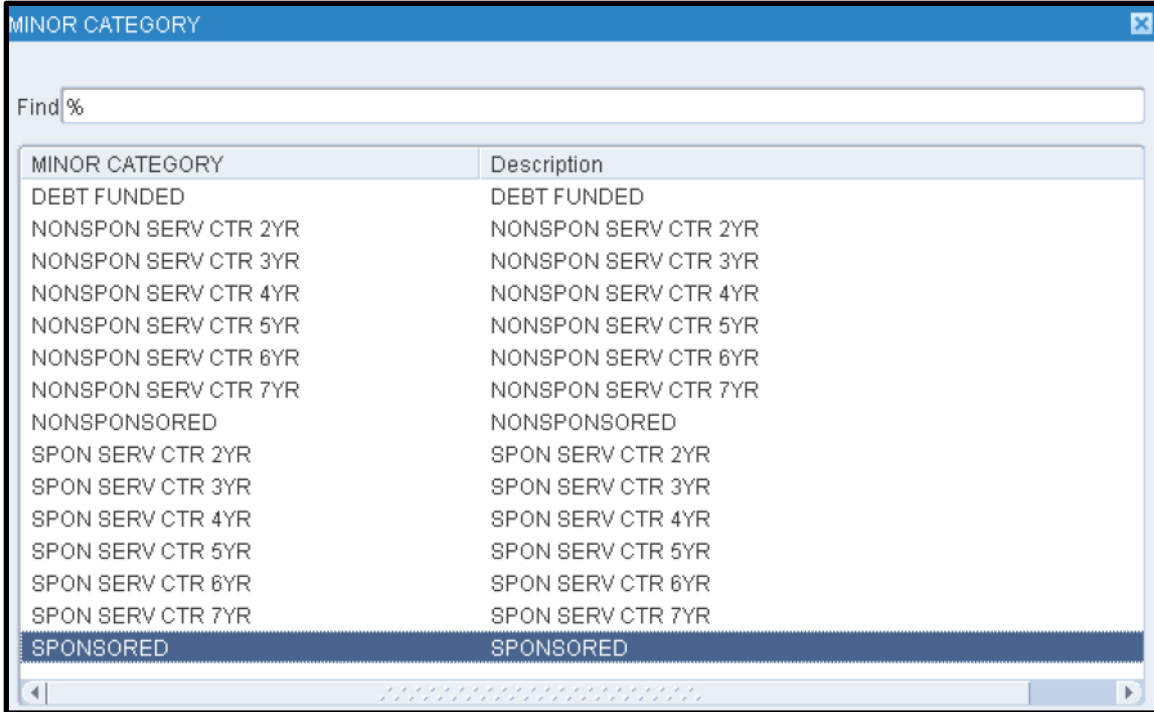
i The **Category Flexfield** window will reappear.

3. Select the look-up next to **MINOR CATEGORY**.



i The **MINOR CATEGORY** window will reappear.

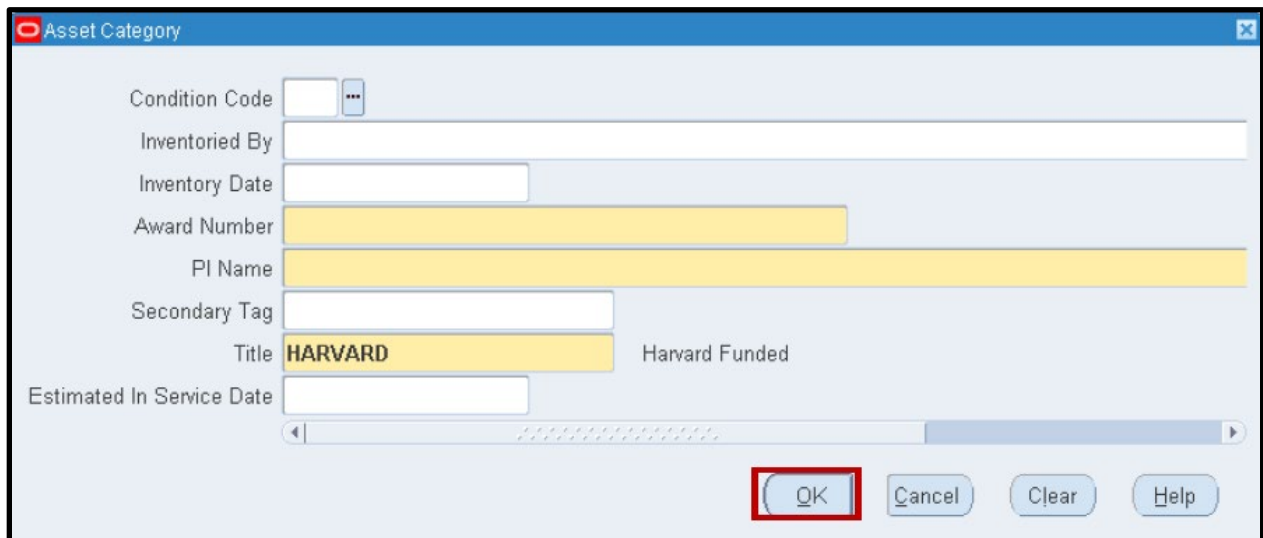
4. Select the appropriate **MINOR CATEGORY**.



5. Select **OK**.

i An **Asset Category** window will open. The contents of this field will vary based on the selected Category and Sub-Category. If you have selected a sub-category of SPONSORED certain fields are required to be filled in, these will be highlighted in yellow.

6. Fill any appropriate or required information and select **OK**.

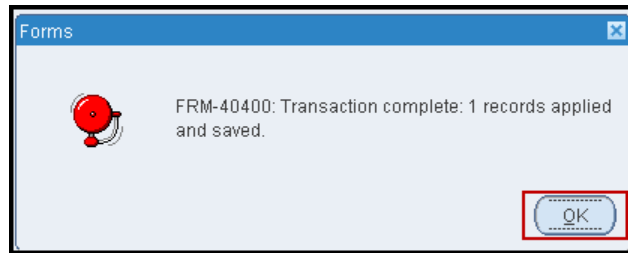


i The Assets Details window will reappear.

7. Select **Done**.

i A notification will appear indicating that the record has been saved.

8. Select **OK**.

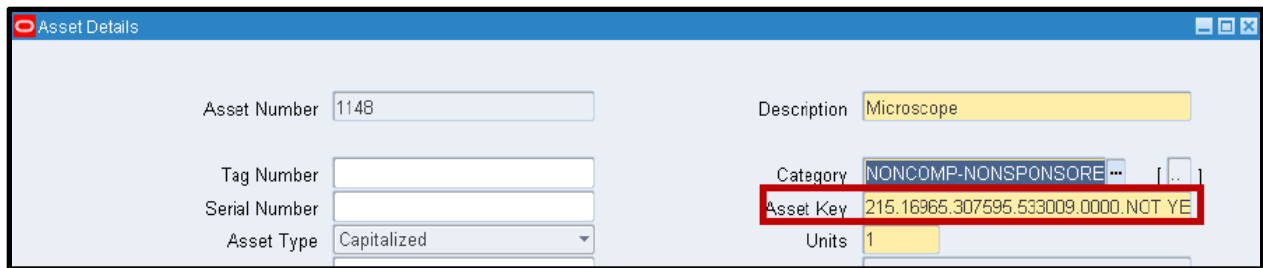


Asset Key

When an AP Adjustment changes a part of the GL string that populates the **Asset Key** it is important that once the adjusting lines have been added to the posted asset that the asset record be updated in the **Asset Workbench**. This is done to ensure that the asset key of the posted asset matches the adjusted coding for that asset. This is applicable when one of the following GL string segments has been changed.

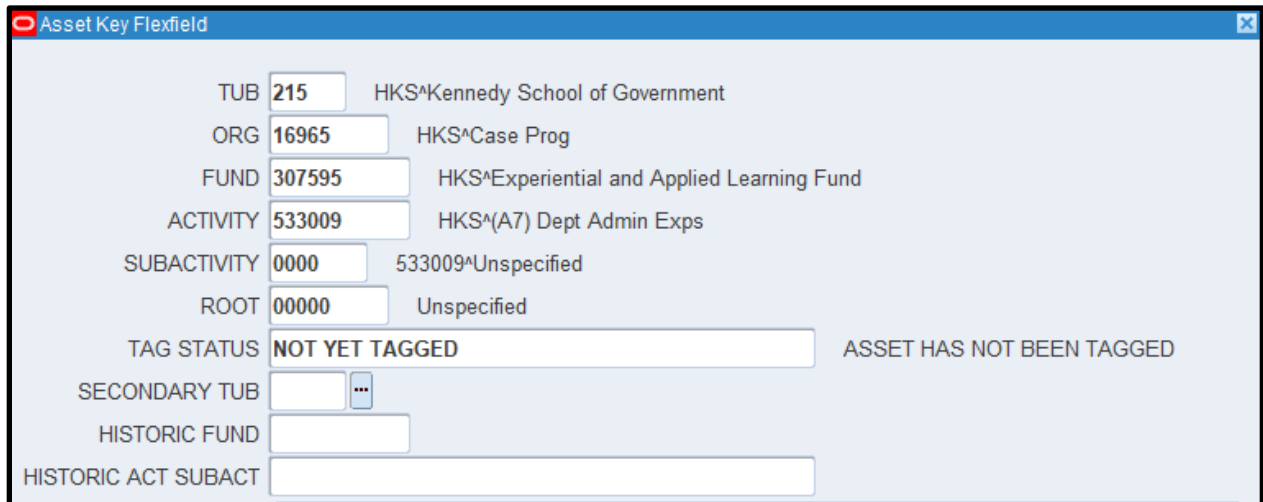
- Tub
- Ord
- Fund
- Activity
- Sub-Activity

1. Follow the steps in [Finding an Asset in Asset Workbench](#).
2. Select the **Asset Key** field to reveal a **look-up**.



Asset Details window showing fields: Asset Number (1148), Tag Number, Serial Number, Asset Type (Capitalized), Description (Microscope), Category (NONCOMP-NONSPONSORE), Asset Key (215.16965.307595.533009.0000.NCT.YE), and Units (1).

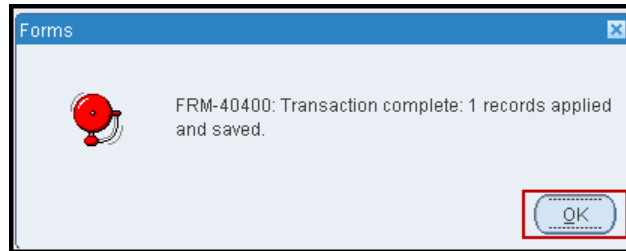
3. Select the **look-up**.
- i** The **Asset Key Flexfield** will display.
4. Change any Asset Key fields that need to be changed.



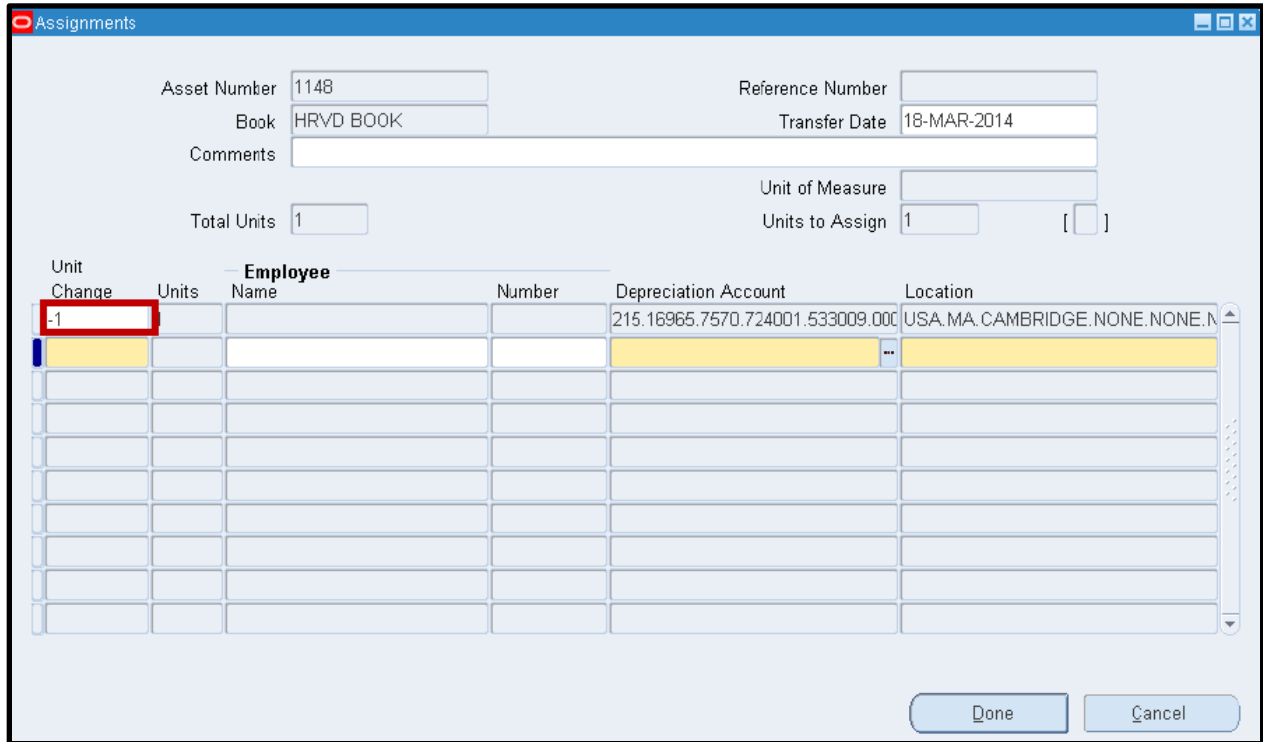
Asset Key Flexfield window showing fields: TUB (215, HKS^Kennedy School of Government), ORG (16965, HKS^Case Prog), FUND (307595, HKS^Experiential and Applied Learning Fund), ACTIVITY (533009, HKS^(A7) Dept Admin Exps), SUBACTIVITY (0000, 533009^Unspecified), ROOT (0000, Unspecified), TAG STATUS (NOT YET TAGGED), SECONDARY TUB, HISTORIC FUND, and HISTORIC ACT SUBACT.

5. Select **OK**.

- i** The Assets Details window will reappear.
- 6. Select **Done**.
- i** A notification will appear indicating that the record has been saved.
- 7. Select **OK**.



3. Type -1 in the **Unit Change** field for the record to change the **Depreciation Account**.

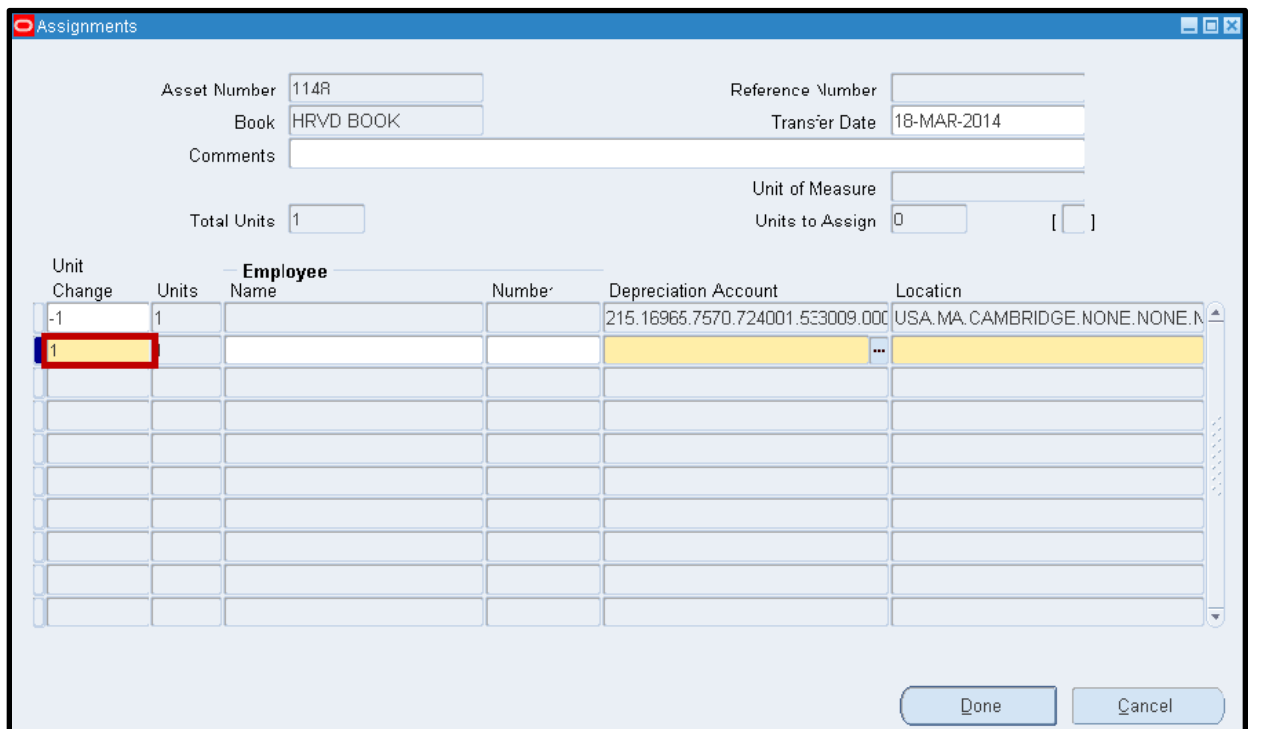


Asset Number: 1148 Reference Number: []
 Book: HRVD BOOK Transfer Date: 18-MAR-2014
 Comments: []
 Total Units: 1 Unit of Measure: []
 Units to Assign: 1 []

Unit Change	Units	Employee Name	Number	Depreciation Account	Location
-1				215.16965.7570.724001.533009.000	USA.MA.CAMBRIDGE.NONE.NONE.N

Buttons: Done, Cancel

4. Select the line below and type 1 in the **Unit Change** field.



Asset Number: 114R Reference Number: []
 Book: HRVD BOOK Transfer Date: 18-MAR-2014
 Comments: []
 Total Units: 1 Unit of Measure: []
 Units to Assign: 0 []

Unit Change	Units	Employee Name	Number	Depreciation Account	Location
-1				215.16965.7570.724001.533009.000	USA.MA.CAMBRIDGE.NONE.NONE.N
1	1				

Buttons: Done, Cancel

- If the location has not changed, copy the location from the line above by placing your cursor in the **Location** field and holding down the **Shift** key and then the **F5** key. Otherwise fill the field manually.

Unit Change	Units	Employee Name	Number	Depreciation Account	Location
-1	1			215.16965.7570.724001.533009.000	USA, MA, CAMBRIDGE, NONE, NONE, N...
1	1			215.16965.7570.724001.533009.000	USA, MA, CAMBRIDGE, NONE, NONE, N...

- Select **Done**.

i You will receive a Forms window indicating that the record has been saved.

- Select **OK**.

Asset to Expense Object Code Change for a Posted Asset

When you do an Asset to Expense object code change to a posted asset the first thing that needs to be done is to add the adjusting line to the posted asset. Once the nightly **Post Mass Additions** process has been run this will result in a cost adjustment that brings the value of the posted asset to \$0.00. Next in the process is to retire the asset so that it no longer resides in the **Fixed Asset** system.

Changes within Prepare Mass Additions

1. Follow steps 4 – 7 of [Access Fixed Assets through the Oracle Gateway](#) to begin your search for the invoices in question.

i The best recommended practice is to use the invoice field when searching.

2. If you know the invoice being adjusted, enter the invoice number followed by %.

The screenshot shows the 'Find Mass Additions' window with the following fields: Book (HRVD BOOK), Queue, Transaction Date, Transaction Type, Invoice Number (01010101%), Invoice Line, Description, Asset Key, Asset Number, and Category. The 'Invoice Number' field is highlighted with a red box.

3. Select **Find**.

The screenshot shows the bottom of the 'Find Mass Additions' window with the 'Find' button highlighted by a red box.

i The adjustment invoice will appear in the **Mass Additions Summary** window, reversing the original transitions for the asset that was posted.

Invoice Number	Fa_Dist_Line	Invoice Line	Queue	Description
01010101ADJ1	1	1	NEW	Correction on obje

4. Select **Add to Asset** to add this transaction to the posted asset.

The screenshot shows the bottom of the 'Mass Additions Summary' window with buttons for 'Split', 'Add to Asset...', 'Merge...', and 'Open'. The 'Add to Asset...' button is highlighted by a red box.

- i** The **Find Assets** window offers many ways to search for the posted asset.
 - If you know the asset number, enter it in the **Asset Number** field on the **Find by Asset Detail** tab.
 - If you do not have the asset number, select the **Find by Source Line** tab and enter the new adjusted invoice number, sans "ADJ" in the **Invoice Number** before selecting **Find**.

The screenshot shows the 'Find Assets' window with the 'Find by Source Line' tab active. The 'Invoice Number' field contains '01010101'. The 'Find' button at the bottom right is highlighted with a red rectangular box.

- i** The **Add to Asset** window will appear with the asset.
5. Select **Done**.

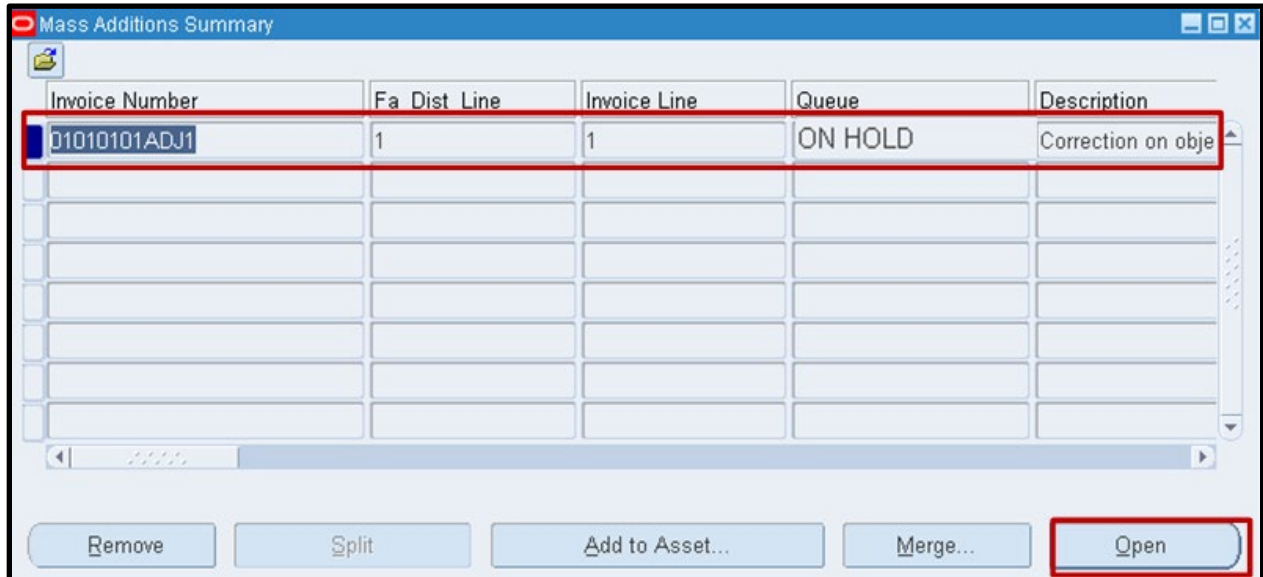
The screenshot shows the 'Add to Asset' window. It contains a table with the following data:

Asset Number	Description	Units	Asset Type	Cost	Date in Service	Group
1890	Filing Cabinet	1	CAPITA...	1,360.00	19-MAR-2014	

At the bottom, there are checkboxes for 'Amortize Adjustment' and 'New Category and Description', and 'Cancel' and 'Done' buttons. The 'Done' button is highlighted with a red rectangular box.

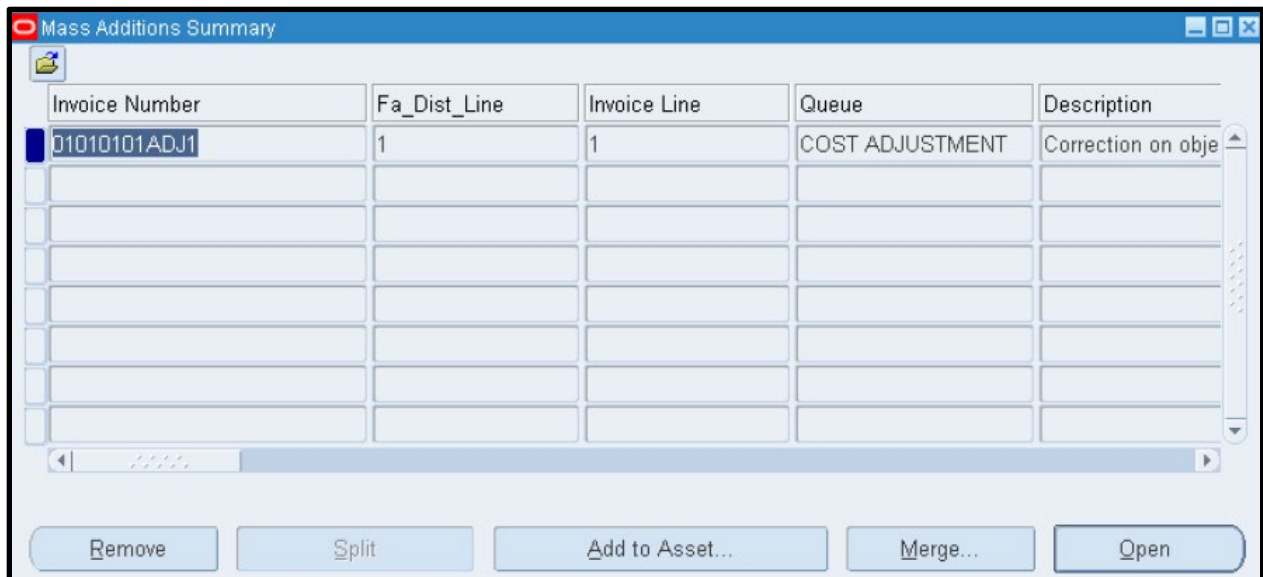
- i** You will return to the **Mass Additions Summary** window and the asset's queue will be **ON HOLD**.

6. Select **Open**.



7. Change the queue of **ON HOLD** to **POST**. If you are unfamiliar with this process, please refer to *FA-003 Mass Additions - Simple Post* for details on how to update and post this item.

i Because an **Add to Asset** was performed, the queue will automatically be changed to **COST ADJUSTMENT** after selecting **POST** and can be seen in the **Mass Additions Summary** window.



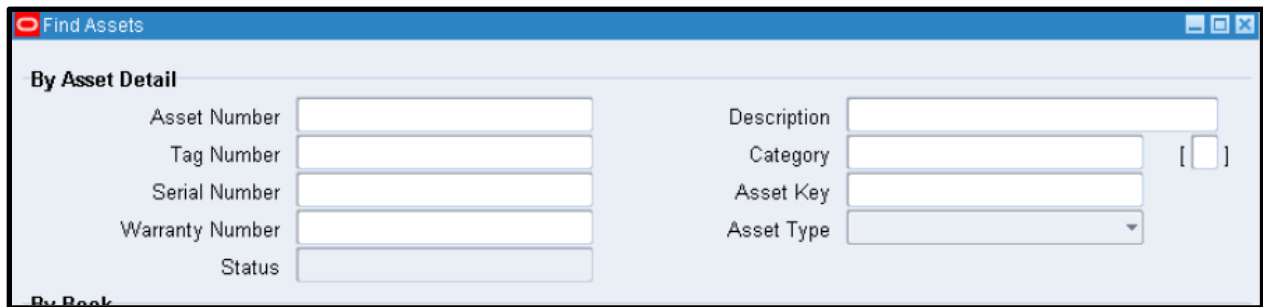
i Once the nightly **Post Mass Additions** process has run the adjustment line will have been added to the posted asset that needed to be adjusted.

Changes within Asset Workbench

The next step in the process is to make sure the adjusting transaction was appropriately added to the posted asset so that it can be retired. Once the adjusting line have been acted upon in **Mass Additions**, you will need to access the **Assets Workbench** and make changes to the existing asset record.

1. Navigate to the **Prepare Mass Additions** function.

i The **Find Assets** screen will appear.



Find Assets

By Asset Detail

Asset Number Description

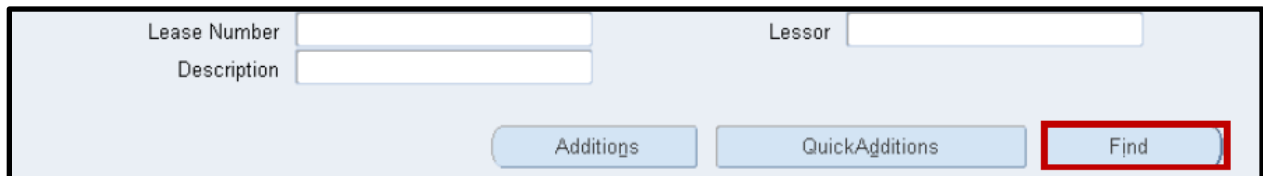
Tag Number Category []

Serial Number Asset Key

Warranty Number Asset Type

Status

2. Enter the asset number in the **Asset Number** field and select **Find**.

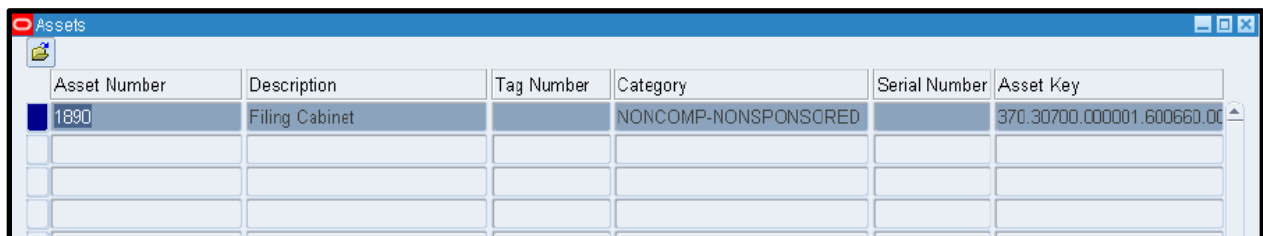


Lease Number Lessor

Description

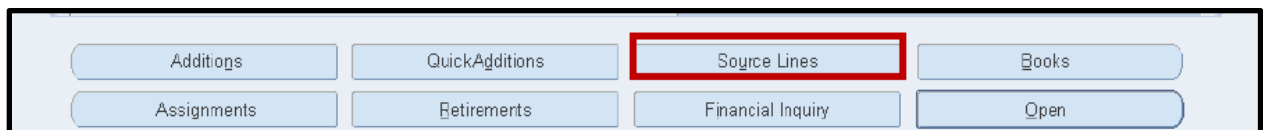
Additions QuickAdditions **Find**

3. Navigate to the asset in question.



Asset Number	Description	Tag Number	Category	Serial Number	Asset Key
1890	Filing Cabinet		NONCOMP-NONSPONSORED		370.30700.000001.600660.00

4. Select **Source Lines**.



Additions QuickAdditions **Source Lines** Books

Assignments Retirements Financial Inquiry Open

i The Source Lines screen will appear with both original and adjusting invoice lines.

Invoice Number	Invoice Line	Description	Distribution Line	Active	Supplier Name	Supplier Number	Line Amount	Transfer Amount []
01010101	1	Filing Cabinet	1	<input checked="" type="checkbox"/>	AAA APPLIANCES A	171532	1,360.00	
01010101ADJ1	1	Correction on object c	1	<input checked="" type="checkbox"/>	AAA APPLIANCES A	171532	<1,360.00>	

i The **New Cost** is \$0.00.

Source Lines

Asset Number: 1890 Asset Type: Capitalized

Cost: 0.00 **New Cost: 0.00**

Status:

5. Select **Cancel** now that you have reviewed the source lines for the asset.

PO Number: Source Batch: MASNICK01-1

Project Number: Task Number:

Material Indicator

i The **Asset summary** window will appear.

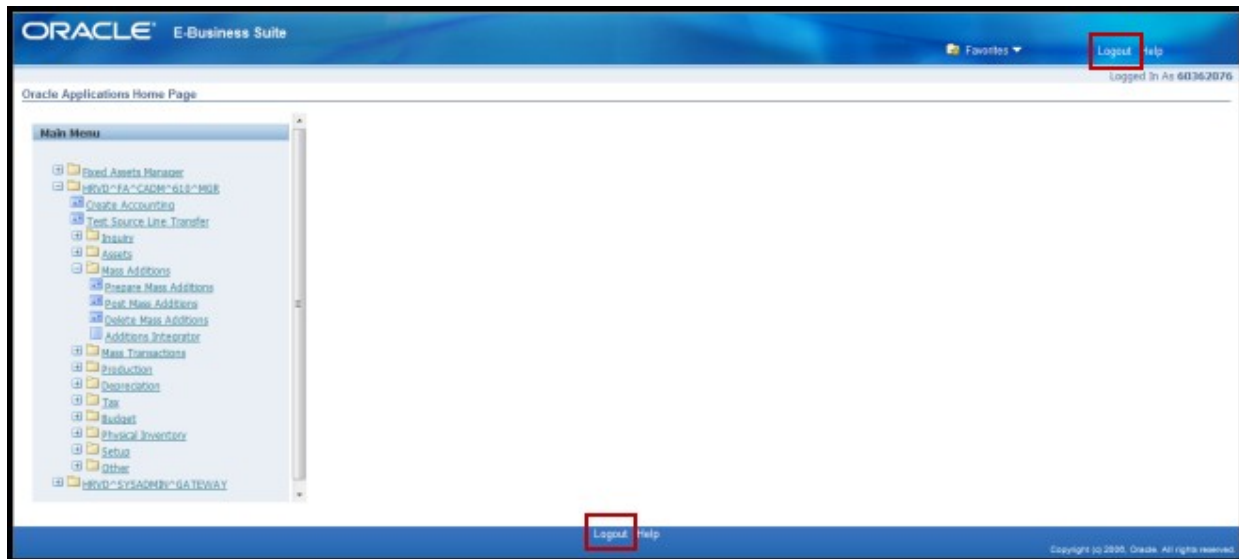
6. Refer to the retirements job aid, *FA 16 Asset Workbench: Retirements and Reinstatements*, to retire the asset.

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.