

HUFA Source Line Transfers

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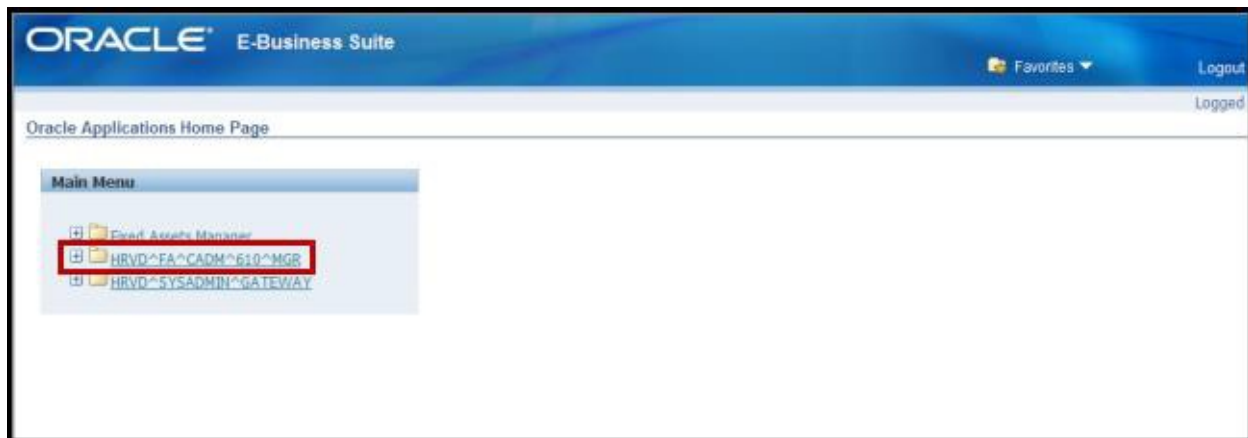
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Introduction and Logging In

Purpose

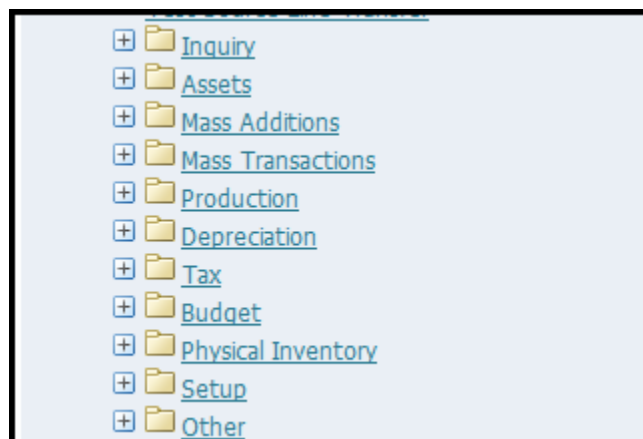
This document will outline how to use the **HUFA Source Line Transfers** function to move costs from one asset to another. This is a custom source line transfer used for moving costs to modular buildings or when closing an asset.

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 **Assets** folder.



6. Select the **HUFA Source Line Transfers** 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](#).

1. Navigate to the **Activity Code** field found in the header of the **HUFA Mass Transfers** window and enter the activity code for the asset you'd like to complete your mass transfer on.

The screenshot shows the 'HUFA Mass Transfers' window. The 'Book' field is set to 'HRVD BOOK'. The 'Activity Code' field is set to '013993'. The 'Sub-Activity Code' field is empty. The 'Major Category' and 'Minor Category' fields are empty. The 'Asset Number' and 'Asset Description' fields are also empty. There are 'CLEAR' and 'FIND' buttons.

2. Navigate to the **Major Category** field also found in the header of the **HUFA Mass Transfers** window and enter BUILDINGS.

The screenshot shows the 'HUFA Mass Transfers' window. The 'Book' field is set to 'HRVD BOOK'. The 'Activity Code' field is set to '013993'. The 'Sub-Activity Code' field is empty. The 'Major Category' field is now set to 'BUILDINGS'. The 'Minor Category' field is empty. The 'Asset Number' and 'Asset Description' fields are empty. There are 'CLEAR' and 'FIND' buttons. Below the main form, there is a 'Cip Asset Total' field and a 'Partial Close' checkbox. At the bottom, there is a table header for 'Transfers' with columns: Root, Asset Minor Category, Allocation Percentage, and Allocation Amount(+/-0.01).

3. Navigate to the **Minor Category** field also found in the header of the **HUFA Mass Transfers** window and enter SHELL.

The screenshot shows the 'HUFA Mass Transfers' window. The 'Book' field is set to 'HRVD BOOK'. The 'Activity Code' field is set to '013993'. The 'Sub-Activity Code' field is empty. The 'Major Category' field is set to 'BUILDINGS'. The 'Minor Category' field is now set to 'SHELL'. The 'Asset Number' and 'Asset Description' fields are empty. There are 'CLEAR' and 'FIND' buttons.

4. Select Find.

The screenshot shows the 'HUFA Mass Transfers' window with the following fields: Book (HRVD BOOK), Activity Code (013993), Sub-Activity Code, MASS External Transfer Id, Root, Major Category (BUILDINGS), and Minor Category (SHELL). A 'CLEAR' button is on the left and a 'FIND' button is on the right, with a mouse cursor pointing to it.

- i** The BUILDINGS-SHELL (SHELL) AND BUILDINGS-BUILDING (BUILDING) assets associated with the activity code you've entered will appear below in the **Transfers** section of the **HUFA Mass Transfers** window.

The screenshot shows the 'HUFA Mass Transfers' window with search criteria filled in: Book (HRVD BOOK), Activity Code (013993), Sub-Activity Code (0000), MASS External Transfer Id (4348), Root (05002), Major Category (BUILDINGS), and Minor Category (SHELL). A 'CLEAR' button is on the left and a 'FIND' button is on the right, with a mouse cursor pointing to it. Below the search criteria, the Asset Number (54912) and Asset Description (013993 - SHELL) are displayed. A 'Cip Asset Total' of 43,376.00 is shown. A 'Partial Close' checkbox is also present. Below this, a table titled 'Transfers' is visible:

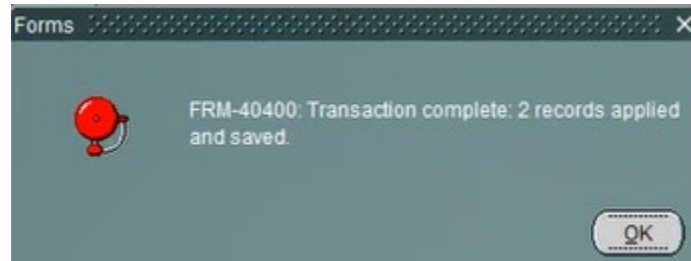
Root	Asset Minor Category	Allocation Percentage	Allocation Amount(+/-0.01)
05002	SHELL		
05002	BUILDING		

- 5. Navigate to the **Allocation Percentage** field for the BUILDING found in the **Transfers** section of the **HUFA Mass Transfers** window and enter the percentage to transfer from the SHELL to the BUILDING.

7. Select **RUN**.

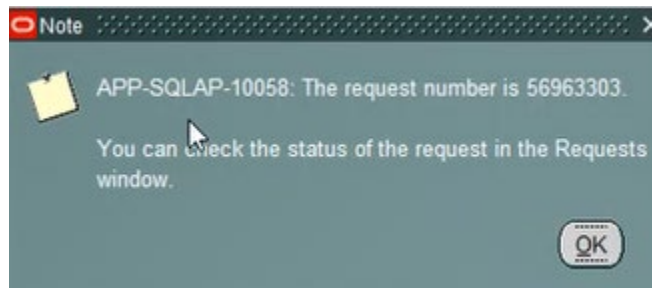
i A notification will appear informing you that the records have been applied and saved.

8. Select **OK**.



i A notification will appear informing you of your request number.

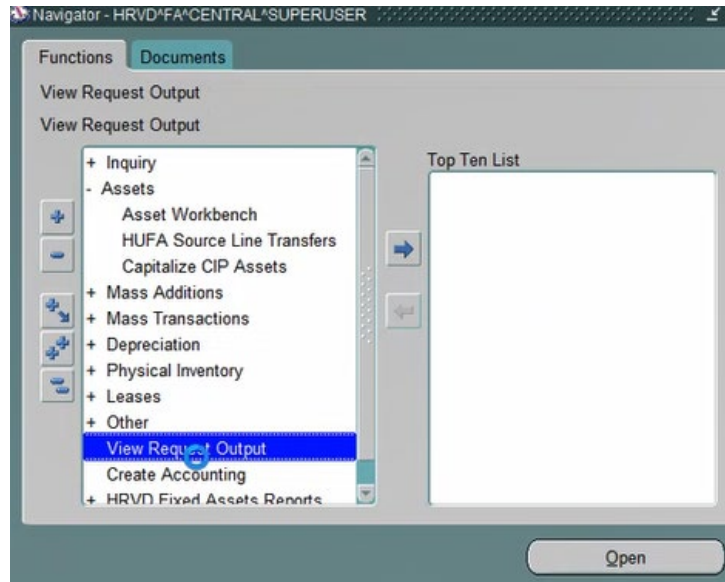
9. Select **OK**.



Confirm the HUFA Source Line Transfers

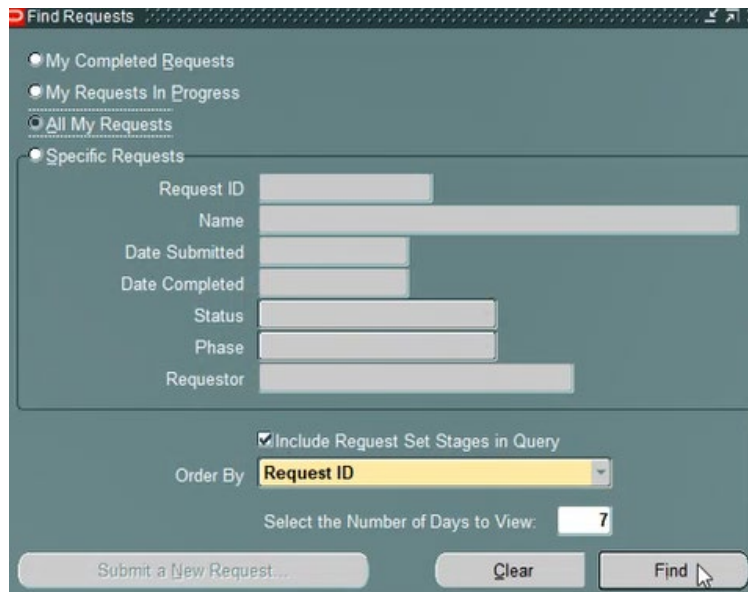
Before moving onto the next step, ensure the request you ran in the last section was completed normally. This is crucial because we will need to select the report to transfer the source lines in the upcoming section.

1. Navigate to and then select the **View Request Output** functions.



- i** The **Find Requests** window will open with **All My Requests** selected as the default.

2. Select **Find**.



i The top-most item will be your most recent request.

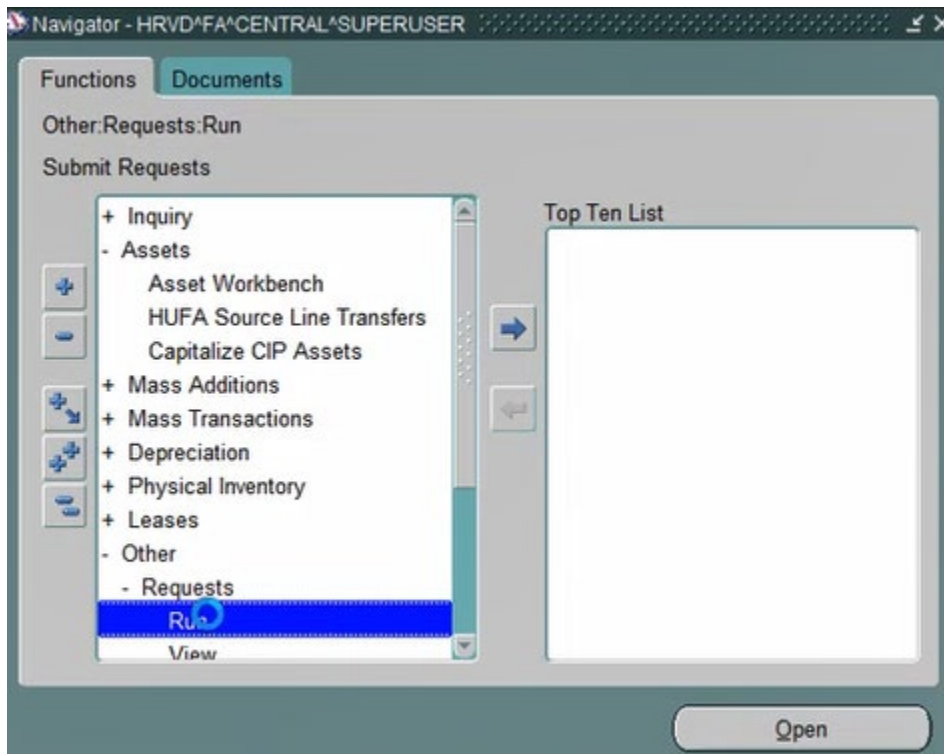
3. Confirm that the **Phase** is Completed and the **Status** is Normal.



Request ID	Name	Parent	Phase	Status	Requestor	Priority
56963303	HUFA SOURCE LINE TRA		Completed	Normal	81457670	50

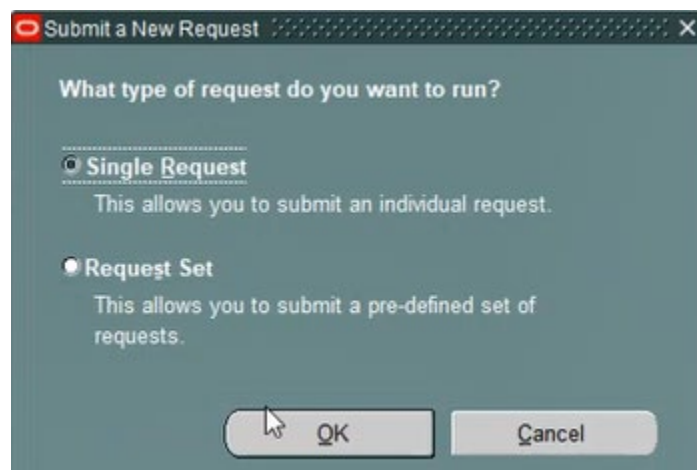
Run the Post Mass Source Line Transfers Request

4. Navigate to the **Run** function found under **Other > Requests**.



- i** The **Submit a New Request** window will appear with the default of **Single Request** pre-selected.

5. Select **OK**.



- i** The Submit Request window will appear.

6. Type “post ma” in the **Name** field and select the **Tab** key.

The screenshot shows the 'Submit Request' dialog box with the following details:

- Run this Request:**
 - Name: post ma
 - Operating Unit: (empty)
 - Parameters: (empty)
 - Language: (empty)
- At these Times:**
 - Schedule Description: As Soon as Possible
- Upon Completion:**
 - Save all Output Files
 - Burst Output
 - Layout: (empty)
 - Notify: (empty)
 - Print to: (empty)

Buttons: Copy, Language Settings, Debug Options, Help (Q), Submit, Cancel.

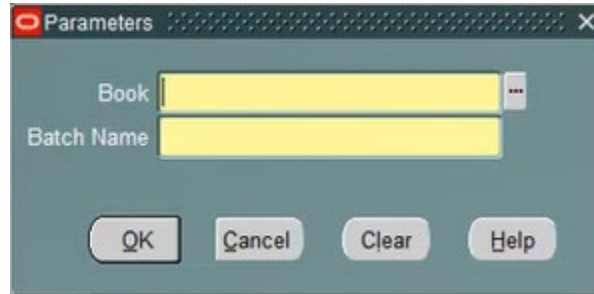
i The name field will auto-populate with “Post Mass Source Line Transfers” because it is the only report starting with “Post Ma”

The screenshot shows the 'Submit Request' dialog box with the following details:

- Run this Request:**
 - Name: Post Mass Source Line Transfers
 - Operating Unit: (empty)
 - Parameters: (empty)
 - Language: American English

Buttons: Copy, Language Settings, Debug Options.

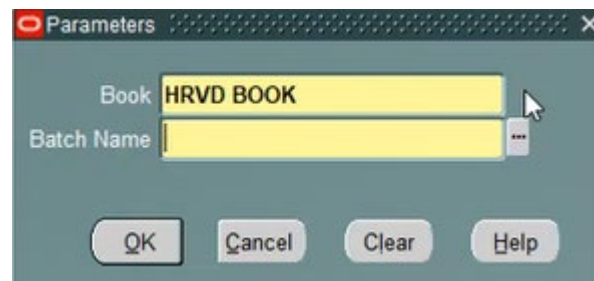
i The **Parameters** window will appear.



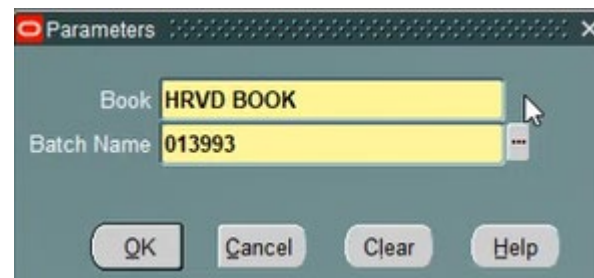
7. Select the **look-up** found in the **Book** field.



i The **Book** field will be automatically filled with **HRVD BOOK**.

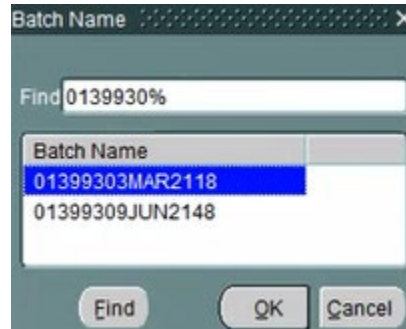


8. Navigate to the **Batch Name** field and enter the activity code.



9. Select the **Tab** key.

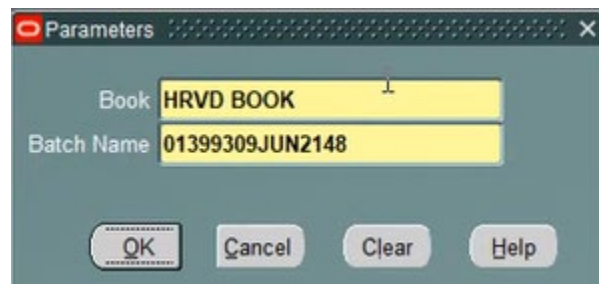
i The Batch name window appears.



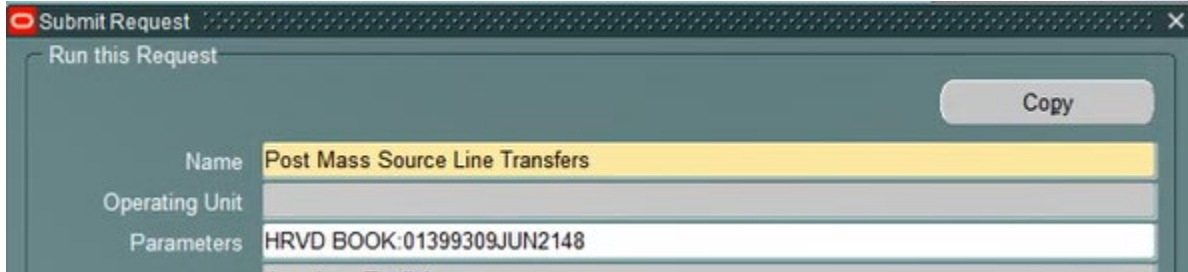
i If this was the first close being performed on this project, the last step would have auto-filled the batch name so you can move to the next step.

i Each batch in this list is a result of a **HUFA Mass Transfer** request being run. The two results appear in this example because a soft close was previously performed on this project. If you encounter multiple batch names, make sure to pick the one with the date correlating to the most recent **HUFA Mass Transfer** request.

10. Select **OK**.

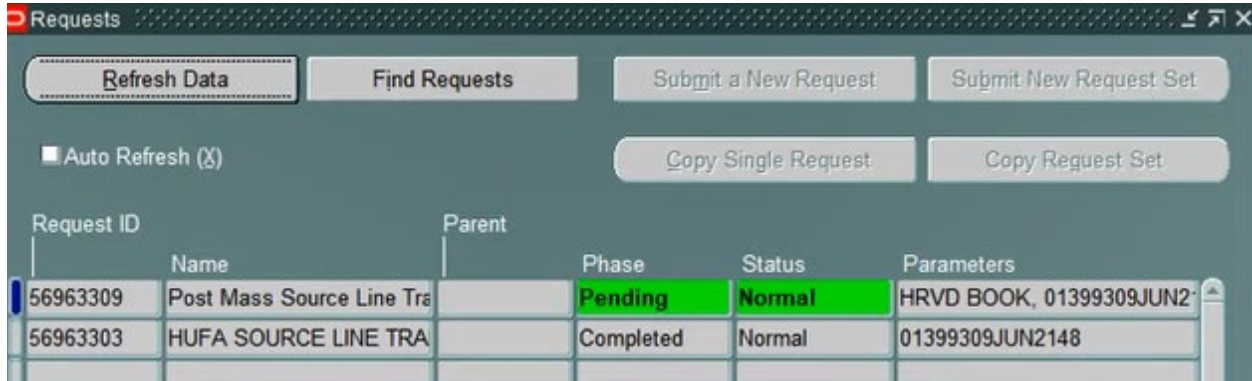


i The **Submit Request** window will reappear and now the parameters field will be filled with your selections.



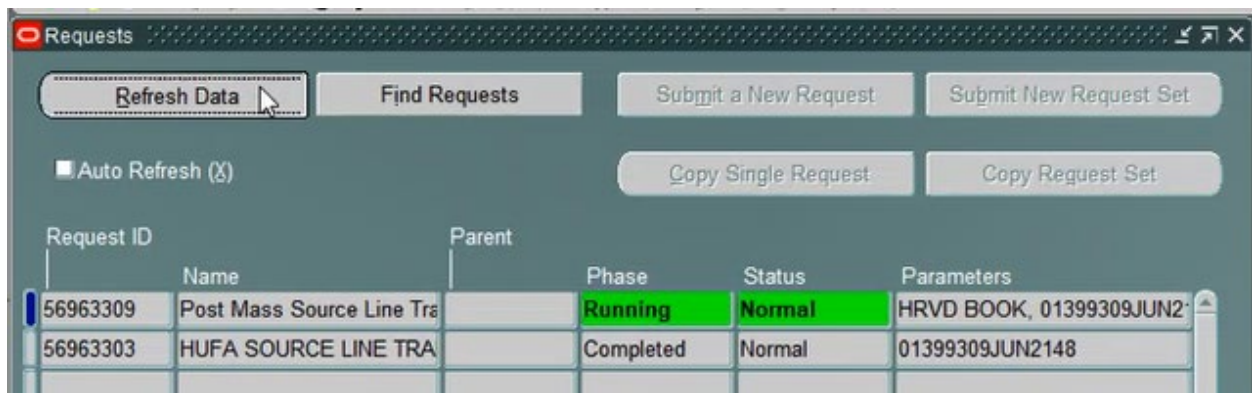
11. Select **Submit**.

i The **Requests** window will reappear and your **Post Mass Sourceline Transfer** request should have a **Phase** of Pending along with a **Status** of Normal. These indicate the report will run in a moment.



12. Wait for about 30 seconds to pass.

13. Select **Refresh Data** to check the current **Phase** of the request.



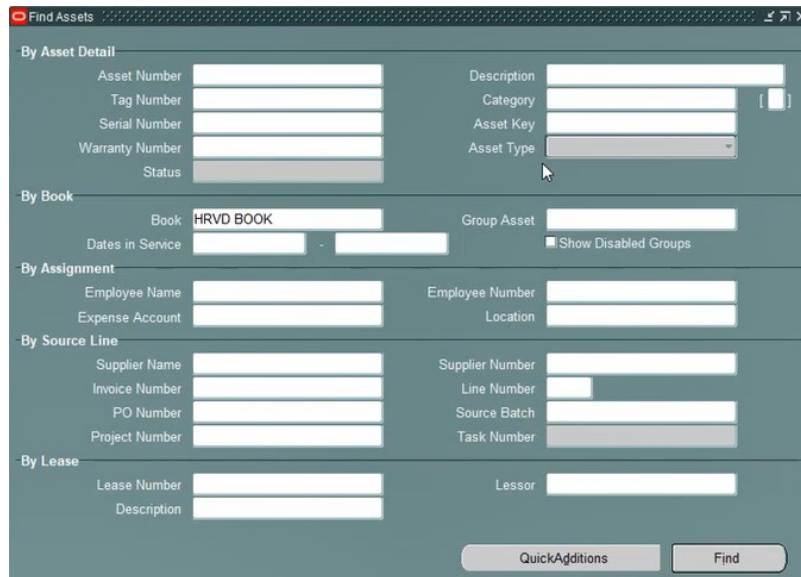
14. If the request's **Phase** is Running, repeat steps 14 and 15.

Confirm the Post Mass Source Line Transfers Request

Prior to moving on to this step you must confirm that the request's **Phase** is Completed.

1. Navigate to **Assets > Asset Workbench**.

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

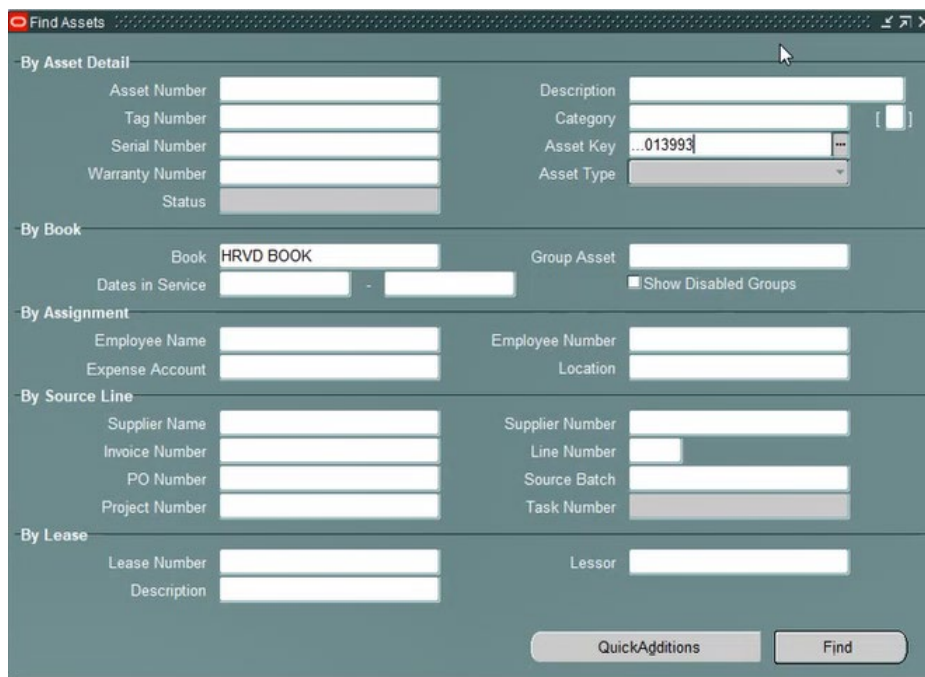


The screenshot shows the 'Find Assets' window with the following sections and fields:

- 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.

2. Enter “...” followed by your activity code in the **Asset Key** field.



This screenshot is identical to the previous one, but the **Asset Key** field now contains the text "...013993".

i The **Assets** window will appear with your search results.

3. Navigate to the SHELL line.

Asset Number	Description	Tag Number	Category	Serial Number	Asset Key
54912	013993 HBS 19-0007 CWP Co		BUILDINGS-SHELL		430.39750.000000.013993.00
84029	013993 HBS 19-0007 CWP Co		BUILDINGS-BUILDING		430.39750.000000.013993.00

4. Select **Financial Inquiry**.



i The **View Financial Information** window will appear.

Book	Currency	Cost	Recoverable Cost	Net Book Value	YTD Depreciation	Accumulated Depreciation	Ledger
HRVD BOOK	USD	0	0	0	0	0	HARVARD UN

Period	Total Amount	Depreciation Amount	Adjustment Amount	Bonus Depreciation Amount	Bonus Adjustment Amount	Revaluation Amortization
FEB-21	0	0	0	0	0	0
JAN-21	0	0	0	0	0	0
JUN-20	0	0	0	0	0	0
FEB-20	0	0	0	0	0	0
JAN-20	0	0	0	0	0	0
AUG-19	0	0	0	0	0	0

5. Review the information and confirm that the shell has been zeroed.

6. Exit the **View Financial Information** window.

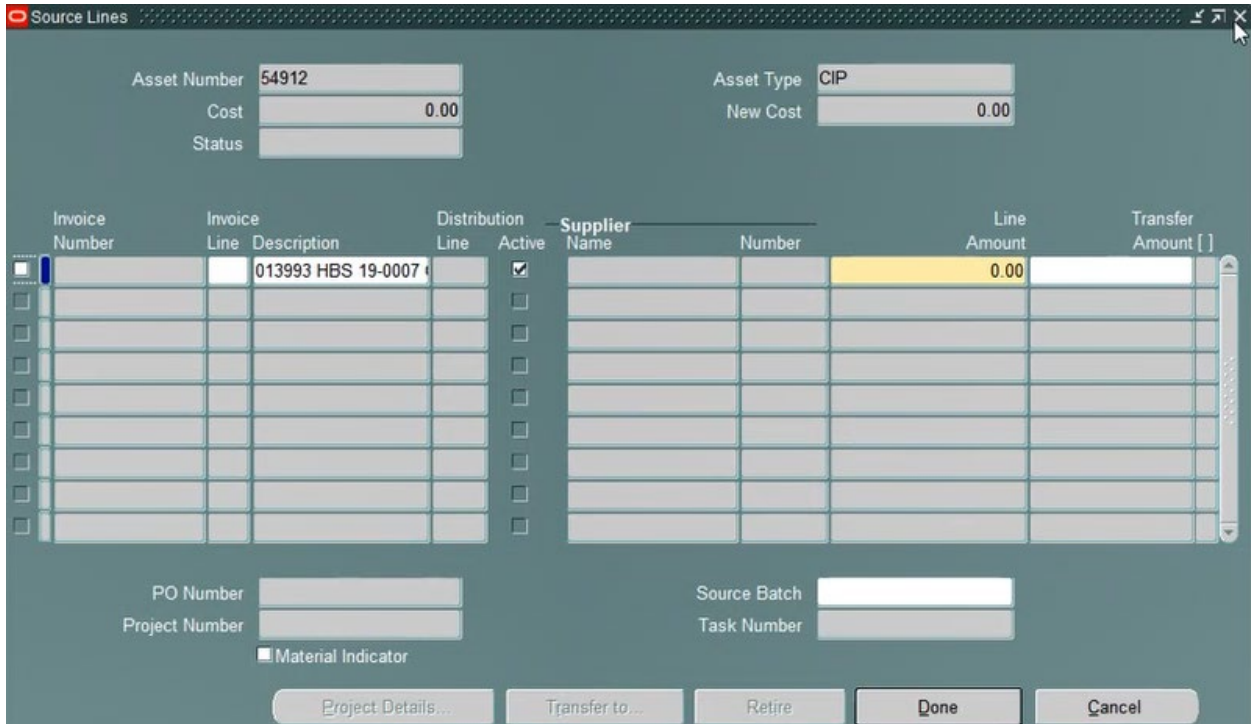
i The **Assets** window will re-appear.

7. Open the the **Source Lines** window by selecting **Source Lines**.



i The **Source Lines** window will appear.

8. Review this information to confirm that the sourcelines are gone.



9. Exit the **Source Lines** window.

i The **Assets** window will re-appear.

Asset Number	Description	Tag Number	Category	Serial Number	Asset Key
54912	013993 HBS 19-0007 CWP Co		BUILDINGS-SHELL		430.39750.000000.013993.00
84029	013993 HBS 19-0007 CWP Co		BUILDINGS-BUILDING		430.39750.000000.013993.00

10. Navigate to the **BUILDING** line.

Asset Number	Description	Tag Number	Category	Serial Number	Asset Key
54912	013993 HBS 19-0007 CWP Co		BUILDINGS-SHELL		430.39750.000000.013993.00
84029	013993 HBS 19-0007 CWP Co		BUILDINGS-BUILDING		430.39750.000000.013993.00

Select **Financial Inquiry**.



i The **View Financial Information** window will appear.

11. Select the **Cost History** tab.

View Financial Information - 84029

Book	Currency	Cost	Recoverable Cost	Net Book Value	YTD Depreciation	Accumulated Depreciation	Ledger
HRVD BOOK	USD	479,013.91	479,013.91	475,592.38	3,421.53	3,421.53	HARVARD UN

Original Cost	435,637.91	Method	STL	Capacity	
Salvage Value	0	Life Years	35	Months	0
Date in Service	15-JAN-2021	Life End Date		YTD Production	
Prorate Convention	CURR MONTH	Basic Rate	%	LTD Production	
Prorate Date	01-JAN-2021	Adjusted Rate	%	Depr Ceiling	
<input checked="" type="checkbox"/> Depreciate		Bonus Rule		Revaluation Ceiling	
<input type="checkbox"/> Investment Tax Credit		Remaining Life		Revaluation Reserve	0
		From DPIS Years	34	Months	9
		From Prorate Date Years	34	Months	9
				YTD Bonus Depreciation	0
				LTD Bonus Depreciation	0

Depreciation **Cost History** Impairment

Period	Total Amount	Depreciation Amount	Adjustment Amount	Bonus Depreciation Amount	Bonus Adjustment Amount	Revaluation Amortization
MAR-21	1,037.23	1,037.23	0	0	0	0
FEB-21	2,074.46	1,037.23	1,037.23	0	0	0

12. Confirm that the source lines were transferred from the shell to this building and that the **Original Cost** is the same as the cost stated in the header's **Cost** column.

View Financial Information - 84029

Book	Currency	Cost	Recoverable Cost	Net Book Value	YTD Depreciation	Accumulated Depreciation	Ledger
HRVD BOOK	USD	479,013.91	479,013.91	475,592.38	3,421.53	3,421.53	HARVARD UN

Original Cost	479,013.91	Method	STL	Capacity	
Salvage Value	0	Life Years	35	Months	0
Date in Service	15-JAN-2021	Life End Date		YTD Production	
Prorate Convention	CURR MONTH	Basic Rate	%	LTD Production	
Prorate Date	01-JAN-2021	Adjusted Rate	%	Depr Ceiling	
<input checked="" type="checkbox"/> Depreciate		Bonus Rule		Revaluation Ceiling	
<input type="checkbox"/> Investment Tax Credit		Remaining Life		Revaluation Reserve	0
		From DPIS Years	34	Months	9
		From Prorate Date Years	34	Months	9
				YTD Bonus Depreciation	0
				LTD Bonus Depreciation	0

Depreciation Cost History Impairment

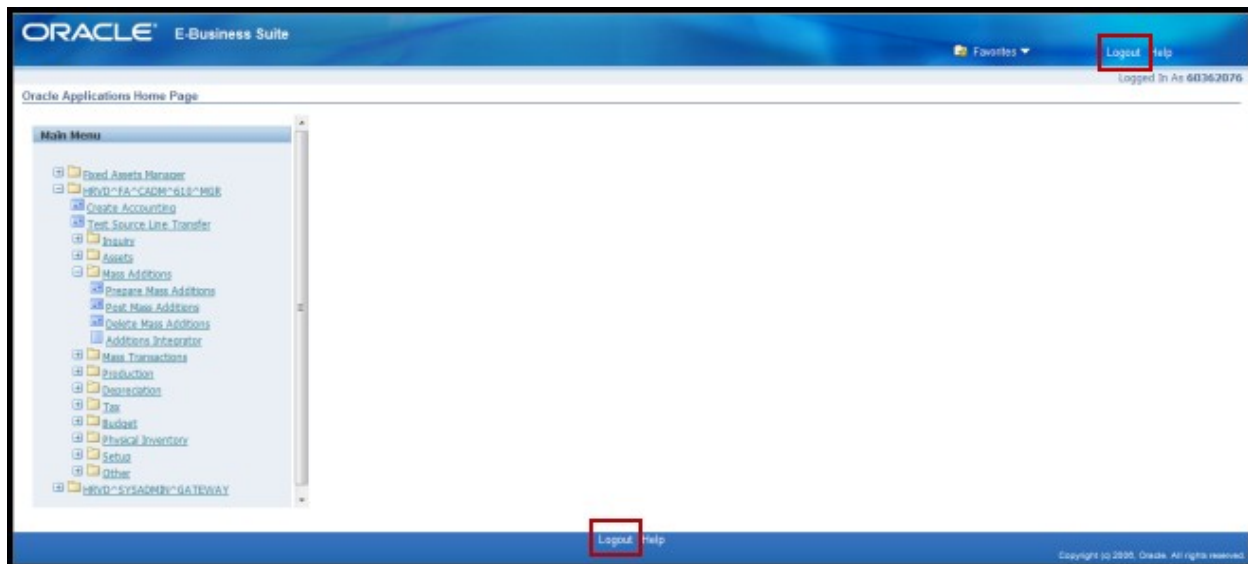
Reference Number	Transaction Type	Transaction Date	Period Effective	Period Entered	Fiscal Year	Cost
2536418	CIP ADJUSTMENT	30-APR-2021	APR-21	APR-21	2021	479,013.91
2536416	CIP ADJUSTMENT	30-APR-2021	APR-21	APR-21	2021	451,337.91
2536414	CIP ADJUSTMENT	30-APR-2021	APR-21	APR-21	2021	447,437.91
2500509	CIP ADJUSTMENT	28-FEB-2021	FEB-21	FEB-21	2021	435,637.91
2500507	CIP ADJUSTMENT	28-FEB-2021	FEB-21	FEB-21	2021	315,505.91
2500505	CIP ADJUSTMENT	28-FEB-2021	FEB-21	FEB-21	2021	236,121.41

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.