



Physical Inventory Process

Introduction

Purpose

This document outlines the steps for performing a physical inventory of fixed assets, focusing on the process within Oracle Fixed Assets for entering Physical Inventory information for your Tub's Assets. A physical inventory is performed in accordance with University policy and Sponsor compliance requirements. Those conducting the physical inventory will be responsible for the gathering of data and validating that the information is correct before entering it into the Asset Module. At a minimum, the process includes a physical sighting or other approved method of verification to confirm the existence, location, department, and use status of equipment.

Physical inventories of the University's fixed assets are conducted to verify the accuracy of the records in the Oracle Fixed Asset system, as well as to verify the existence and status of assets. Inventory results are indicators of the overall effectiveness and level of compliance with property management processes and controls. Inventory results confirm the accuracy of the property records and are used as the basis for financial, stewardship, and compliance reporting.

Physical inventories of the University's equipment assets must be conducted at least every 2 years to comply with University policies and internal controls, as well as federal regulations. Refer to the **Fixed Asset Policy** and **Fixed Asset Internal Controls matrix** for additional information.

Each School or Unit is responsible for maintaining and performing the physical inventory of the equipment of record for their School or Unit.

Physical Inventory Overview

Below is an overview of Physical Inventory Process. Each of the steps listed will be describe in greater details within this document.

Step	Description
1. Run HUFA Asset Inventory Report	Obtain a report of all assets required to be inventoried for your TUB /ORG that currently exist in the Asset Workbench.



2. Perform Physical Inventory	Physically locate each asset and confirm location, condition, serial number and model. Note: this step is handled outside of the system
3. Capture results of physical inventory in OFA	
a. Create the Inventory Placeholder in Oracle Fixed Assets	Create a Placeholder within Oracle Fixed Assets which will be used to capture the results of the Physical Inventory.
b. Capture results of inventory on ADI Spreadsheet and upload into system or manually enter	Use the ADI Spreadsheet to capture the information obtained by the Physical Inventory and upload into Oracle Fixed Assets or manually enter when there are only a few assets being inventoried.
c. Complete the Compare Process making updates when necessary	Compare the information uploaded as a result of the Physical Inventory to the information within the Asset Workbench for each asset.
d. Review the Inventory Data	Review all the Results of the Comparison for each asset and reconcile.
e. Run the Inventory Location Assignment Process	Run the Inventory Location Assignment Process to update asset location information within the Asset Workbench.

Running the HUFA Asset Inventory Report (Step 1)

Run the HUFA Asset Inventory Report to obtain a report of all assets for your TUB /ORG which exist in the Asset Workbench for which inventory is required. This report can be used as a guide to determine which assets need to be inventoried as well as current location in the system.

This report can be formatted using any of the features within **Excel** and sent out to staff members so that they can perform the **Physical Inventory** and verify the location of specific assets.

Refer to **Appendix A** for detailed steps on how to run the inventory report.



Performing the Physical Inventory (Step 2)

It is the responsibility of each School or Unit to perform the physical inventory in accordance with the **Fixed Asset Policy**. Individuals performing the inventory should work with their School or Unit Equipment Manager or Tub Finance Office to ensure their full understanding of their responsibility and the procedures involved.

To perform the physical inventory, the **HUFA Asset Inventory Report** run in Step 1 above should be used as a guide. All assets* included on the **HUFA Asset Inventory Report** must be physically observed, confirming the location as per the HUFA Asset Inventory Report, and making notes to capture inaccurate locations and any other updates or missing information on the report, including serial number, model, unit count, etc. The condition of the physical equipment must also be considered and any disposals or impairments must be appropriately reflected in OFA. The appropriate personnel (likely the Equipment Manager or Tub Financial Office representative) will need to make edits to the equipment within OFA to reflect any updated information.

Additionally, any equipment observed that does not appear to be included on the **HUFA Asset Inventory Report** must be noted and brought to the attention of the Equipment Manager or Tub Finance Office to determine why it has been excluded from the **HUFA Asset Inventory Report**. These inventory items must be evaluated by the appropriate personnel to determine if they should be included in the inventory report (e.g., were they inaccurately retired and need to be reinstated, were they below the capitalization threshold for including in OFA, etc.).

If a piece of equipment on the **HUFA Asset Inventory Report** cannot be physically located, this must be communicated to the Equipment Manager or Tub Finance Office. If it is determined that the equipment in question is no longer on premise (and has not been appropriately moved off campus), the equipment will need to be disposed of within OFA.

*Certain assets should not be included in the inventory report. This includes software and non-sponsored assets purchased/PIS prior to July 1, 2014. It should also be noted that for assets in OFA as BULK assets, it is the tub's responsibility to determine if there are any individual items exceeding the inventory thresholds and to inventory these items as appropriate. It may be preferable to break out assets currently sitting in bulk assets into separate assets to the extent that they exceed the inventory threshold and mark the remaining as "not in physical inventory" within OFA.



Capturing Results of Physical Inventory in OFA (Step 3)

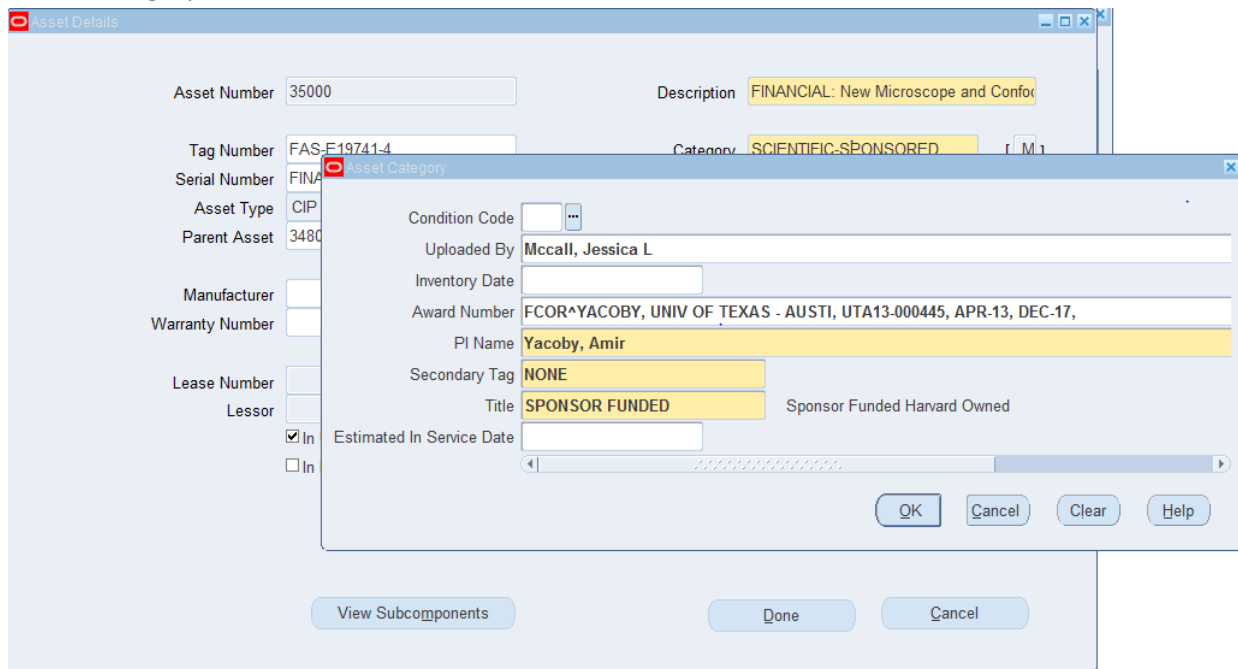
It is critical that, upon completion of the physical inventory observation, the results are captured within OFA for documentation of inventory completion and to update the records as necessary. For assets that were confirmed to exist, be in good working order, and were located in the physical space indicated within OFA, this just means documenting that the inventory was indeed performed and that the data within OFA was verified. For assets found to be out of service, impaired, moved to a different physical space, or otherwise found to be in a state other than that currently recorded within OFA (e.g., different number of units), this requires an update to the data in the system.

The following instructions assist in the steps necessary within OFA to properly and appropriately capture the results of the physical inventory within OFA and reconcile this data to the current records.

TUB/ORG WITH FEW INVENTORY ITEMS:

If your TUB/ORG has a limited number of assets requiring inventory, it is likely simplest to update the inventory data within the Asset Workbench. Note: **To do so, users must have access to the Asset Workbench form to make the update, not just “view only” access.**

To update this way, each asset must be separately opened within the Asset Workbench by selecting: “Assets” → “Asset Workbench”. Enter the Asset Number and then click “Open”. Next to the “Category” information, you will see a small cell in [brackets], click on this cell. This will bring up a screen called “Asset Category”:





Within this screen, you will select the appropriate Condition Code (e.g., 1 – Excellent, 2 – Good, etc.) and you will enter the Inventory Date (date the asset was physically observed) and “Uploaded By”. Click “OK” and then “Done”. The inventory is now updated for this asset.

TUB/ORG UPDATING MANY INVENTORY ITEMS:

For TUBS/ORGS with a larger number of inventory items, the most appropriate way to handle this in OFA is via the Inventory ADI process, as outlined below.

It should be noted that for any assets where the number of units needs to be updated in OFA based on the physical inventory results, this update can be made within the Asset Workbench Form in OFA prior to the inventory upload process to help with a smooth reconciliation process.

Creating an Inventory Placeholder in OFA (Step a)

For each inventory that is being performed, an Inventory Placeholder will need to be created to capture the results of the physical inventory. This will allow the inventory ADI to be created and uploaded. Without this initial step, the ADI will not work properly.

For detailed instructions on how to create a placeholder within OFA, see **Appendix B**.

Capturing the Results in an Inventory ADI (Step b)

It is a critical step of the inventory process to ensure that the fixed asset records are updated based on results of the inventory. This means that any logistical (changes based on location, etc.) and condition (equipment must be impaired, disposed of, etc.) updates must be made within OFA.

These results can be captured in OFA using the Inventory ADI Spreadsheet. The Spreadsheet is then uploaded to the Inventory Placeholder in Oracle Fixed Assets.

Refer to **Appendix C** for instructions on how to upload results into OFA.

Complete the Compare Process (Step c)

The “Compare Process” compares the information in Oracle Fixed Assets for each asset included in the uploaded ADI. Note: The Compare process always assumes that the Tag Number in the Workbench is correct. Therefore, when it is run, it will change the tag number in the Inventory Placeholder to match the Tag Number that currently exists within Oracle Fixed Assets.

Refer to **Appendix D** for instructions on how to run this process within OFA.



Depending on the number of records included in the Physical Inventory Placeholder, and those that need to be updated due to adjustments needed, the review of the Physical Inventory Comparison can be very time consuming.

The following table outlines the different statuses and their description and indicates when [Exception Handling](#) should be referenced for further actions.

Status	Description	See Exception Handling
Reconciled	The asset information is the same in Oracle Fixed Assets as in the Physical Inventory. The asset information with a status of Reconciled will be updated when the HU Inventory Location Assignment process has been run. <i>Note:</i> This will be the Status of all Inventoried Assets after the HU Inventory Location Assignment process has been run.	No
Differences	<i>A difference in the location or number of units</i> for this asset was detected. If the Location has been changed the Adjustment "Location" field will say "Transferred". If the Unit has been changed the Adjustment "Units" will be "Up".	Yes
New	When you <i>enter a new physical inventory entry</i> , the status is automatically set to NEW. A status of NEW indicates the entry has not been compared. <i>After an entry has been compared, you also have the option to reset the status to NEW, so that it will be compared again.</i> You can reset the status to New in the Inventory Entries (Physical Inventory) window.	Yes
Non-Inventorial	The asset associated with the physical inventory entry is <i>not designated to be included</i> in physical inventory (the In Physical Inventory check box is not checked).	Yes
Not Unique	During the comparison, <i>more than one asset</i> listed in Oracle Fixed Assets matched a single physical inventory entry.	Yes



Review the Comparison Results- Exception Handling (Step d)

This section covers how to handle the different types of exceptions listed in the table above. Corrections to exception will either be made to the asset information in the Asset Workbench, or in the Physical Inventory form.

NOTE – the user may make multiple corrections/status changes in the Physical Inventory form before rerunning the Comparison process.

Difference

When an Asset Inventory Record has a status of **Difference**, the comparison detected a difference in either **Location** or the **Number of Units** between the Asset Workbench and the Physical Inventory.

To determine the **Difference** detected, examine the Location and Units field within the Physical Inventory Comparison.

Difference of Location Detected: The Location field has a value of Transfer and the Units field has a value of None.

1. Review the Location within the Physical Inventory Placeholder.

Asset Number	Location	Units	Location	Units	Location	Units	Status
1000	USA.MA.CAMBRIDG	1	USA.MA.CAMBRIDG	1	None	None	Reconciled
1435	USA.MA.BOSTON.0	1	USA.MA.CAMBRIDG	1	Transfer	None	Difference
1004	USA.MA.BOSTON.0	1	USA.MA.CAMBRIDG	2	Transfer	Up - Unit Ac	Difference

2. When correct, NO action is required.
3. When the location is NOT correct, correct the Location within the Physical Inventory Placeholder, change the Status to NEW and run the Comparison again.



Asset Number	Description	Tag Number	Asset Key	Location	Model	Serial Number	Comments	Category	Units	Status
1000		SPH41455		USA.MA.CAMBRIDGE.I					1	Reconciled
1004		SPH41229		USA.MA.CAMBRIDGE.C					2	Difference
1005		SPH41230		USA.MA.CAMBRIDGE.I					1	Difference
1006		SPH41231		USA.MA.CAMBRIDGE.I					1	Difference
1007		SPH41232		USA.MA.CAMBRIDGE.C					1	Difference
1009		SPH41255		USA.MA.CAMBRIDGE.I					1	Difference
1010		SPH41280		USA.MA.CAMBRIDGE.I					1	Difference
1435		SPH41430		USA.MA.BOSTON.02...					1	New

Difference of Number of Units Detected: The Location field has a value of Transfer and the Units field has a value of Up-Unit Adjusted.

1. Review the Units within the Physical Inventory Placeholder.

Physical Inventory Comparison								
Oracle Assets			Physical Inventory			Adjustments		
Asset Number	Location	Units	Location	Units	Location	Units	Status	
1000	USA.MA.CAMBRIDGE.C	1	USA.MA.CAMBRIDGE.C	1	None	None	Reconciled	
1435	USA.MA.BOSTON.02...	1	USA.MA.CAMBRIDGE.C	1	Transfer	None	Difference	
1004	USA.MA.BOSTON.02...	1	USA.MA.CAMBRIDGE.C	2	Transfer	Up - Unit Ac	Difference	

2. When the Number of Units is NOT correct, correct the Number of Units within the Physical Inventory Placeholder, change the Status to NEW and run the Comparison again.

Asset Number	Description	Tag Number	Asset Key	Location	Model	Serial Number	Comments	Category	Units	Status
1000		SPH41455		USA.MA.CAMBRIDGE.I					1	Reconciled
1004		SPH41229		USA.MA.CAMBRIDGE.I					1	New

Addition

When an Asset Inventory Record has a status of Addition, the Comparison detected that the Tag Number is associated with more than one Inventory Record within the Physical Inventory Placeholder.

1. Review the Physical Inventory Placeholder and locate the Inventory Records with the same Tag Number.
2. Delete all but one of the Inventory Records with this Tag Number, change the Status to NEW and run the Comparison again.

Note: During the HU Inventory Location Assignment Process, the system will not add any Asset Information with a Status of Addition.



Non-Inventorial

When an Asset Inventory Record has a status of **Non-Inventorial**, the comparison detected that the Asset associated with the Physical Inventory Placeholder Record is not designated to be included in Physical Inventory (the In Physical Inventory check box is not checked). It would be rare that this type of exception to show up. This type of Asset is usually reserved for Buildings, Land, or Land Improvements.

Not Unique

When an Asset Inventory Record has a status of **Not Unique**, the comparison detected more than one Asset within the Asset Workbench associated with the Physical Inventory Placeholder Record. This Physical Entry Record will NOT be displayed in the Comparison View form, due to the fact that the system could not figure out which asset to compare this record too. It will show in the Physical Inventory Placeholder with a Status of Not Unique.

Asset Number	Description	Tag Number	Asset Key	Location	Model	Serial Number	Comments	Category	Units	Status
				USA, MA, CAMBRIDGE.I		088724			1	Not Unique
1000		SPH41455		USA, MA, CAMBRIDGE.I					1	Reconciled

This difference will only *occur* if you inventory an asset, but do NOT enter a Tag Number and the Serial Number *USED* is assigned to *more than 1 Asset* in the Asset Workbench.

1. Review the Physical Inventory Placeholder.
2. Either delete the Inventory Record or locate the Asset in the Asset Workbench, record the Tag Number for the Asset, enter the Tag Number in the Physical Information Placeholder for that record, change the Status to NEW and run the Comparison again.

Reinstatement/Retired

When an Asset Inventory Record has a status of **Reinstatement/Retired**, the comparison detected that Asset Inventory Asset within the Physical Inventory Placeholder has a status of Retired in the Asset within the Asset Workbench.



Asset Number	Location	Units	Location	Units	Location	Units	Status
1000	USA.MA.CAMBRIDC	1	USA.MA.CAMBRIDC	1	None	None	Reconciled
1004	USA.MA.BOSTON.0	1	USA.MA.CAMBRIDC	1	Transfer	None	Difference
1005	USA.MA.BOSTON.0	1	USA.MA.CAMBRIDC	1	Transfer	None	Difference
1006	USA.MA.BOSTON.0	1	USA.MA.CAMBRIDC	1	Transfer	None	Difference
1007	USA.MA.BOSTON.0	1	USA.MA.BOSTON.C	1	None	None	Reconciled
1010	USA.MA.CAMBRIDC	1	USA.MA.CAMBRIDC	1	None	None	Reconciled
1435	USA.MA.BOSTON.0	1	USA.MA.BOSTON.C	1	None	None	Reconciled
1009	USA.MA.BOSTON.0	1	USA.MA.BOSTON.C	1	Transfer	Reinstatement	Difference

Inventory: SPH 2014 Inventory
 Asset Description: Maxwell R 16 MDX Instrument
 Tag Number: SPH41455
 Serial Number: 28363126
 Manufacturer: Promega Corp
 Units: 1
 Category: SCIENTIFIC-SPONSORED
 Asset Key: 275.23530.111919.266918.5039
 Model: AS3000

This difference ***MUST be reconciled before running the HU Inventory Location Assignment Process*** as the process will not complete and end with a Warning:

```

ENTERED IN THE PROCEDURE
TRANSFER completed successfully for 1007
old location : USA.MA.BOSTON.02740.05.504
new location : USA.MA.BOSTON.02720.01.109
TRANSFER completed successfully for 1010
old location : USA.MA.BOSTON.02750.01.102
new location : USA.MA.CAMBRIDGE.NONE.NONE.NONE
TRANSFER failed for 1009
Error: You cannot perform this transaction because the asset is fully retired.
  
```

Methods for reconciling

Use one of the methods to reconcile:

- If the Asset was retired in the current Fiscal Year, the user may choose to reinstate that Asset by performing the reinstate function within the Asset Workbench, change the Status of the Physical Inventory Record to and run the Comparison Process again.
- If the asset was retired in a prior Fiscal Year, delete the Physical Inventory Record from the Physical Inventory Placeholder and contact FAR to ask for assistance in re-creating that asset in the system.
- If the Asset cannot be fixed before the HU Inventory Location Assignment process needs to be run, delete the Physical Inventory Record from the Physical Inventory Placeholder.



Missing Records from the Comparison (Status of No Asset Number in the Physical Inventory Placeholder)

If a Tag Number is NOT found in the system, the line item will NOT show up in the Comparison View form. Those records remain in the Physical Inventory Placeholder with a Status of No Asset Number.

Asset Number	Description	Tag Number	Asset Key	Location	Model	Serial Nu	Comments	Categ	Units	Status
				USA, MA, CAMBRIDGE.I		088724			1	Not Unique
1000		SPH41455		USA, MA, CAMBRIDGE.I					1	Reconciled
1004		SPH41229		USA, MA, CAMBRIDGE.I					1	Difference
1005		SPH41230		USA, MA, CAMBRIDGE.I					1	Difference
1006		SPH41231		USA, MA, CAMBRIDGE.I					1	Difference
1007		SPH41232		USA, MA, BOSTON,0272					1	Reconciled
1010		SPH41280		USA, MA, CAMBRIDGE.I					1	Reconciled
1435		SPH41430		USA, MA, BOSTON,0272					1	Reconciled
	Server	SPH0001		USA, MA, CAMBRIDGE.I			Testing Inve		1	No Asset Number
		SPH41122		USA, MA, CAMBRIDGE.I					1	No Asset Number

Determine why the Asset associated with the Tag Number was not found in the Asset Workbench and reconcile.

Methods for reconciling

Use one of the methods to reconcile:

- If the Tag Number was entered incorrectly, change the Tag Number in the Physical Inventory Placeholder, change the status to “New” and run the Comparison Process.
- If the Tag Number is correct, it means that the Asset does NOT exist within the Asset Workbench or the Tag Number was entered incorrectly for the Asset within the Asset Workbench. If the Asset does not exist in the Asset Workbench, it may need to be added into the system manually and FAR will need to be contacted for assistance. When the Tag Number was entered incorrectly within the Asset Workbench, correct the Tag Number in the Asset Workbench, change the Inventory Record within the Physical Inventory Placeholder, change the Status to new and run the Comparison Process again.

Reconciled

When an Asset Inventory Record has a status of **Reconciled**, the Asset was found in the same exact Location when it was either Placed in Service, or the last time it was Physically Inventoried. The information for this Asset will be updated by the HU Inventory Location Assignment Process within the Asset Workbench.



Run the HU Inventory Location Assignment Process (Step e)

The HU Inventory Location Assignment Process updates information for all assets included in a specific inventory. The following asset information will be updated as part of the process:

- Location - when the Location column has a value of 'Transfer' and the Status column has a value of 'Difference', the Location for the asset will be updated in the Asset Workbench to the location that was noted during the inventory. .
- Condition Code - changes from Condition Code from 1 (Excellent) to 2 (Good) and any Condition Code that is empty is set to 2. This will occur for all assets that were part of the inventory.
- Comments – any comments populated within the Comparison Comments field update in the Comment field of the Asset. These comments are viewable in the Inventory Report, and the HU Transaction History Report.
- Inventory Uploaded By – this DFF field of the Asset populates with the name of the user that ran the HU Inventory Location Assignment Process for all assets that were part of the inventory.
- Inventory Date - this DFF of the Asset populates with the date the process was run for all assets that were part of the inventory.

To run the HU Inventory Location Assignment Process, see **Appendix E**.

Questions?

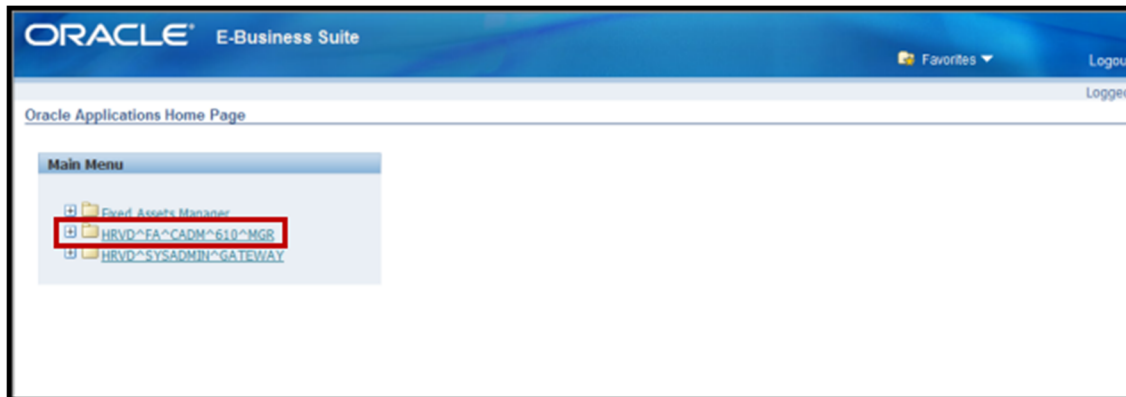
If you have any questions, please contact Financial Accounting and Reporting at [FAR Fixed Assets@harvard.edu](mailto:FAR_Fixed_Assets@harvard.edu) (for process questions) or the HUIT Support Center at 617-496-2001, or via email at ithelp@harvard.edu (for system questions)



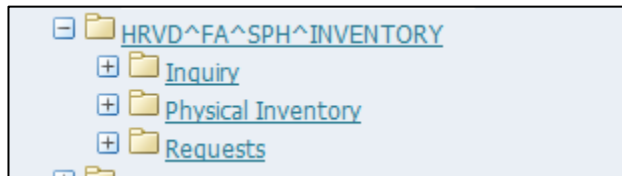
APPENDIX A

Access Fixed Assets through the Oracle Gateway

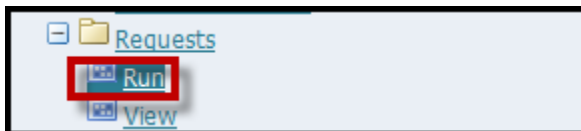
1. From the **Oracle Homepage**, select your **Fixed Asset Responsibility**, which will begin as **HRVD^FA^[your tub code]^INVENTORY**.



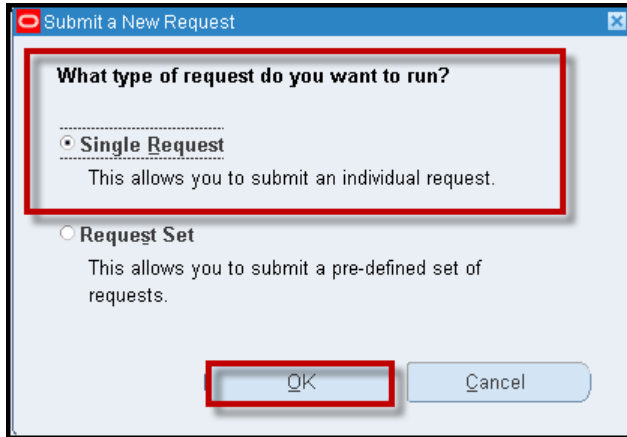
2. A Series of functional **folders** will open beneath the Fixed Asset Responsibility. The folder selected is determined by the step within the Physical Inventory process being performed.




Running the HUFA Asset Inventory Report (Step 1)



1. Select **Run** from the **Requests** function the **Submit** a new request window will open.

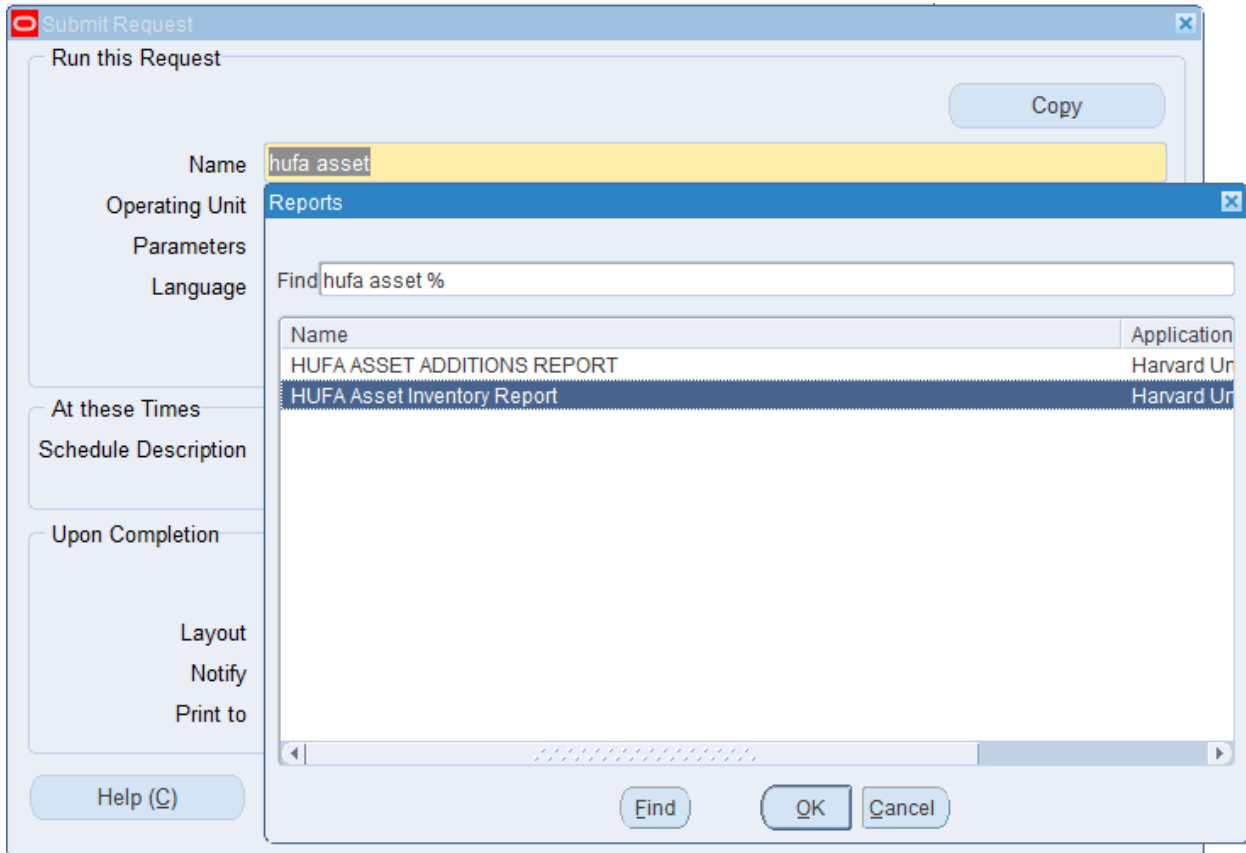


2. Click **OK**  to select the default value **Single Request** to initiate your request.



The Submit Request window will open:

3. Type **"HUFA Asset"** in the **Name Field** and hit the **Tab** or **Enter Key** to initiate your search. The report screen will open:



4. Select the **HUFA Asset Inventory Report**
5. Click **OK** to close the **Reports** window.
6. The **Parameter** window displays. Use the fields provided to refine your search criteria by **Tub, Org, Root, PI, Award Number** or current location.

WARNING: If you do not enter parameters (such as TUB or location) the report will return *all assets in the system for ALL TUBS*.



The image shows a 'Parameters' dialog box with the following fields and values:

- BOOK: **HRVD BOOK** (highlighted in yellow) HARVARD DEPRECIATION BOOK
- Tub: **275** SPH^TH Chan School of Public Health
- Org: [Empty] ...
- Fund: [Empty]
- Root: [Empty]
- Principal Investigator: [Empty]
- Award Number: [Empty]
- Title: [Empty]
- Country: [Empty]
- State: [Empty]
- City: [Empty]
- Building: [Empty]
- Floor: [Empty]
- Room: [Empty]
- Major Category: [Empty]

At the bottom of the dialog box are four buttons: **OK**, **Cancel**, **Clear**, and **Help**.

7. Click **OK** to close the **Parameters** window.



The Submit Request window will display:

Submit Request

Run this Request

Copy

Name HUFA Asset Inventory Report

Operating Unit

Parameters HRVD BOOK:275:.....

Language American English

Language Settings Debug Options

At these Times

Schedule Description As Soon as Possible Schedule

Upon Completion

Save all Output Files Burst Output

Layout Options

Notify Delivery Opts

Print to noprnt

Help (C) Submit Cancel

8. Click **Submit** to submit the request.

The **Requests** window will display:



Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
56523042	HUFA Asset Inventory Rep		Completed	Normal	HRVD BOOK, 275, , , , 14039

Hold Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)


This Field	Shows
Request ID	Unique identifying number assigned to each report
Name	Type of report that was run
Phase	One of four report submission phases: 1. Pending (Report is waiting in the queue) 2. Running (Results are being calculated) 3. Inactive (An error occurred while running) 4. Completed (Report is now viewable)
Status	One of six report statuses: 1. Normal (Report is available for viewing) 2. Scheduled (Report will run at a future date)

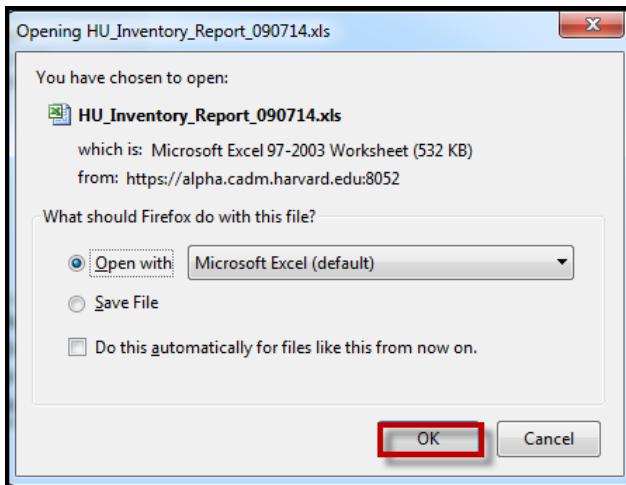


	3. Error (An error occurred while running)
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You can periodically click on the **Refresh Data** button to view the status of the report run request.

Note: When the report completes with an error, the text within the request line on the Requests window for that report will be in RED.

9. When the report phase changes to Completed, press and hold down the Ctrl  key while clicking **View Output**. Continue to hold the Ctrl key down until the “File Download” message pops up.



Note: The report will be in Excel format, you have the option to open or save the report to your desktop for future reference.

Click Open to view the report.



Appendix B

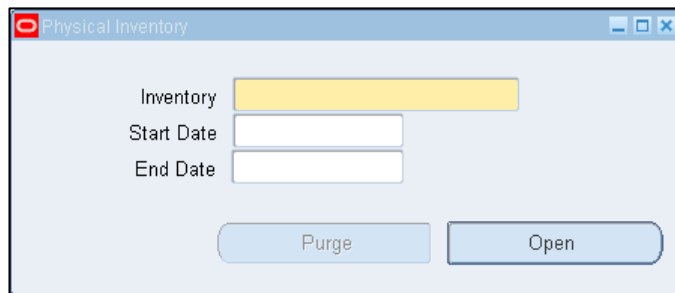
Creating an Inventory Placeholder in Oracle Fixed Assets (Step 3)

1. From the **Oracle Homepage**, select your **Fixed Asset Responsibility**, which will begin as **HRVD^FA^[your tub code]^INVENTORY**, expand the **Physical Inventory** functional folder (click on plus sign) and select **Enter**.

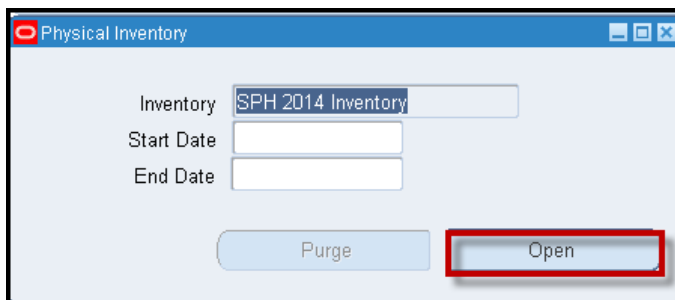
Note: if already logged in select the **Navigator** from the tool bar, select **Physical Inventory** and then **Enter**.




2. The **Physical Inventory** window displays.

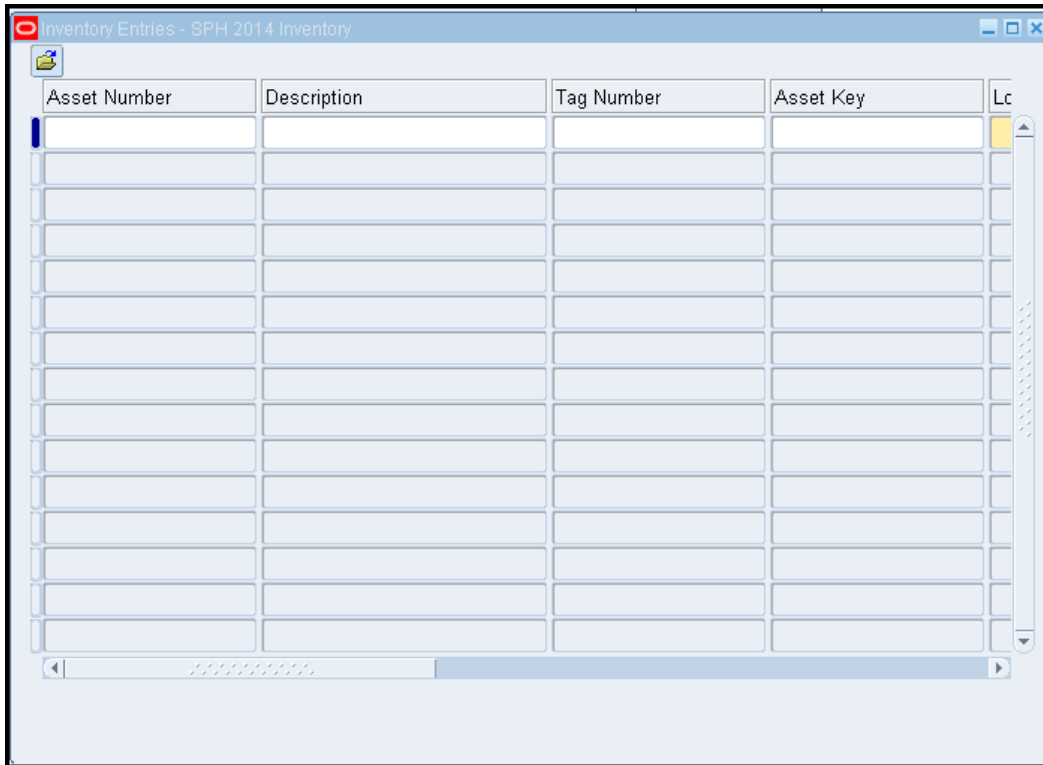


3. Enter a **Name** for the inventory in the **Inventory** text box (note: this name will be unique to this specific inventory and can only be 30 characters long). The **Inventory Start Date** and **End Date** are optional and may be entered. The dates are for informational purposes only and therefore, do not show-up on any reports.





4. The **Inventory Entries** form will open. Click “Save” icon on the toolbar  when the form opens to save the place holder.

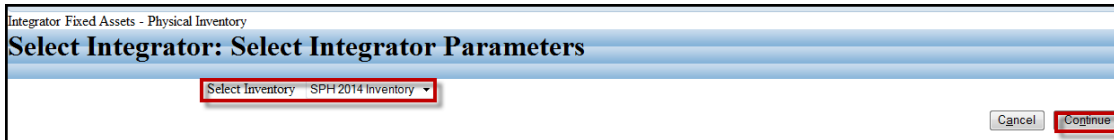


The screenshot shows the 'Inventory Entries - SPH 2014 Inventory' window. It contains a table with the following columns: Asset Number, Description, Tag Number, Asset Key, and Location (labeled 'Loc'). The table is currently empty, with only the first row showing a blue selection bar in the first column. The window has a standard toolbar at the top with various icons, including a save icon.

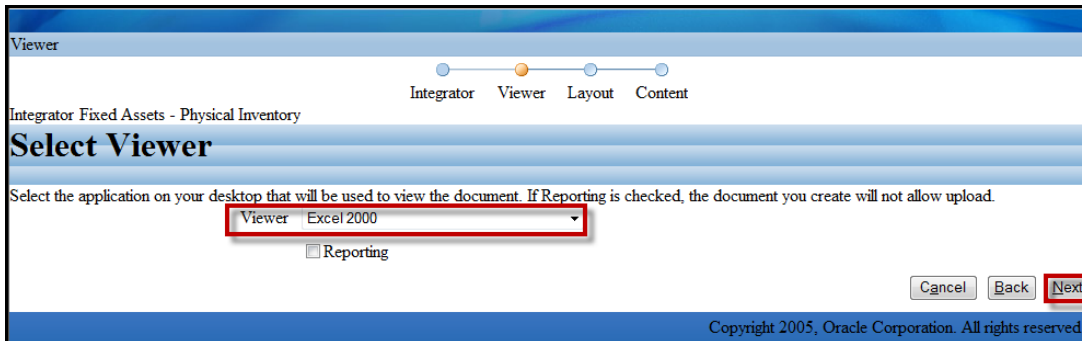


Option B: Using ADI Spreadsheet to capture information: To use the ADI Spreadsheet:

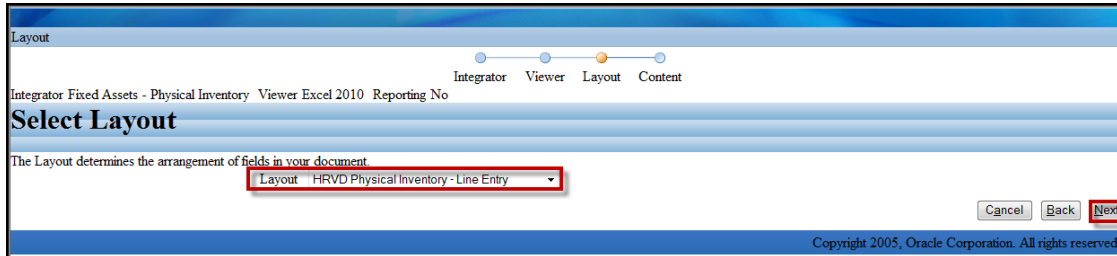
1. From the **Oracle Homepage**, select your **Fixed Asset Responsibility**, which will begin as **HRVD^FA^[your tub code]^INVENTORY**, expand the **Physical Inventory** functional folder (click on plus sign) and select **Integrator**. Note: if you are already logged in select the **Navigator** from the tool bar and select **Physical Inventory** and then **Integrator**.
2. The **Integrator Fixed Assets – Physical Inventory** window displays. Select your Inventory Name from the drop down list and click **Continue**.



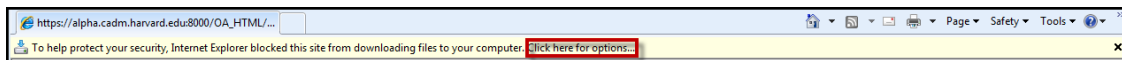
3. Select the **Excel version** installed on your desktop from the drop down list under Viewer and click **Next**.



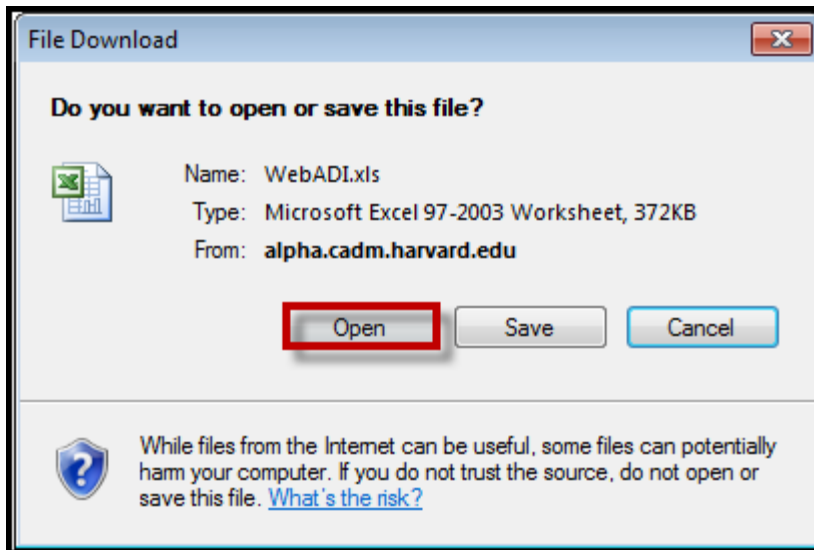
4. The **Select Layout** window displays. Select the **ADI layout** you wish to use. There are two options for ADI layouts for the Inventory process:
 - a. **HRVD Physical Inventory – Line Entry** - the location is at the Line level allowing you to designate different locations for each asset
 - b. **HRVD Physical Location – Single Location** - the location is at the Header level and is used when all of the assets being inventoried are the same location.



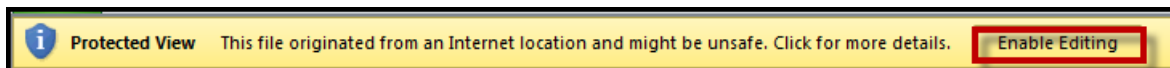
5. A Warning message will appear at the top of the window. Click on the Warning message and select Download File.



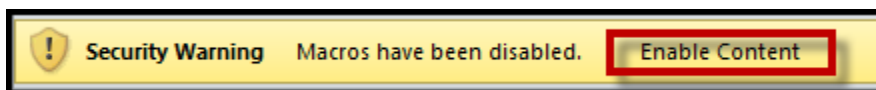
6. The File Download window appears. Click Open.



7. Excel opens and displays the downloaded ADI file. A Protected View warning displays at the top of the worksheet. Click on Enable Editing.

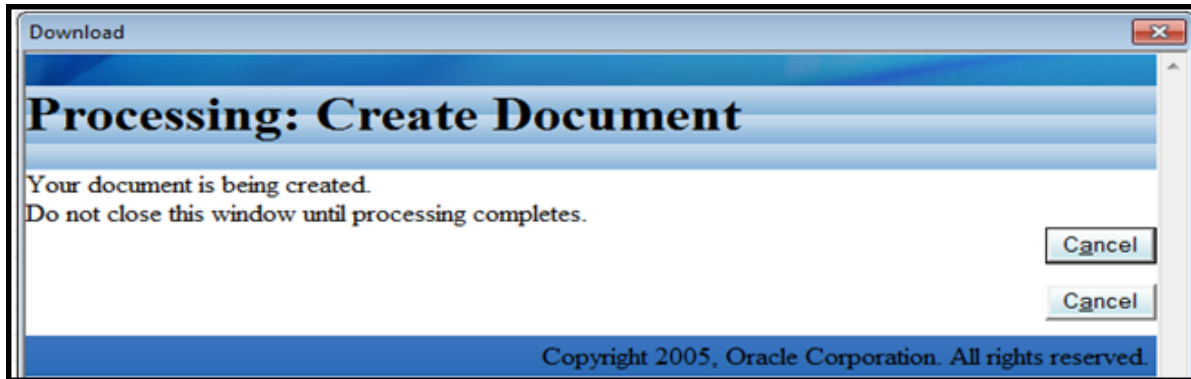


8. A Security Warning displays. Click on Enable Content.

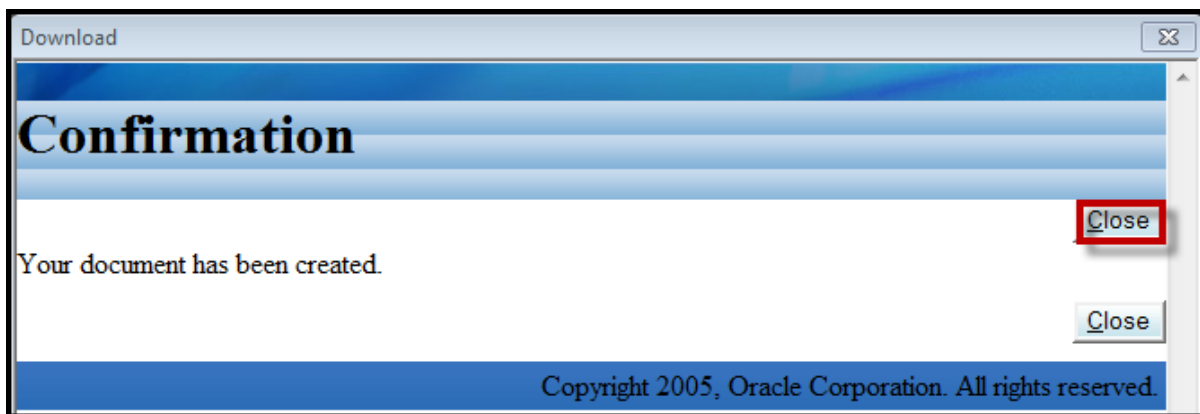




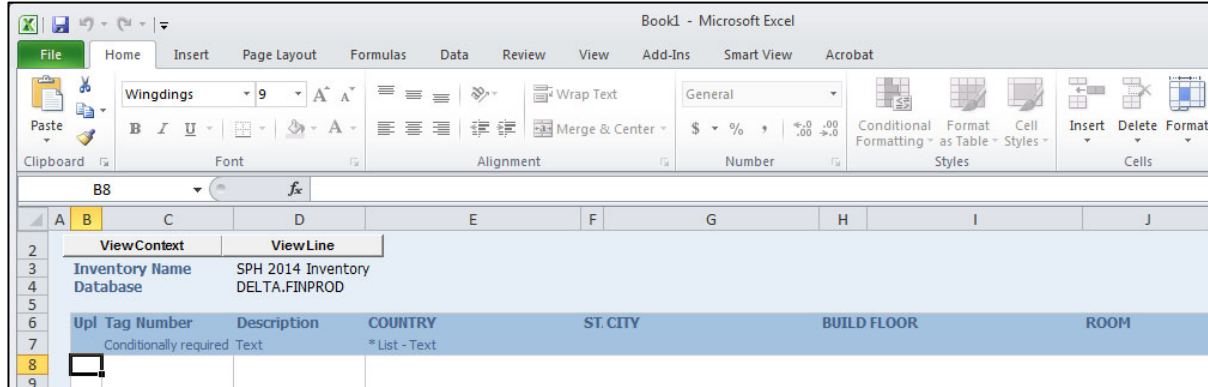
9. The **Processing: Create Document** window appears. **DO NOT CLOSE** this window until the **Confirmation window** displays.



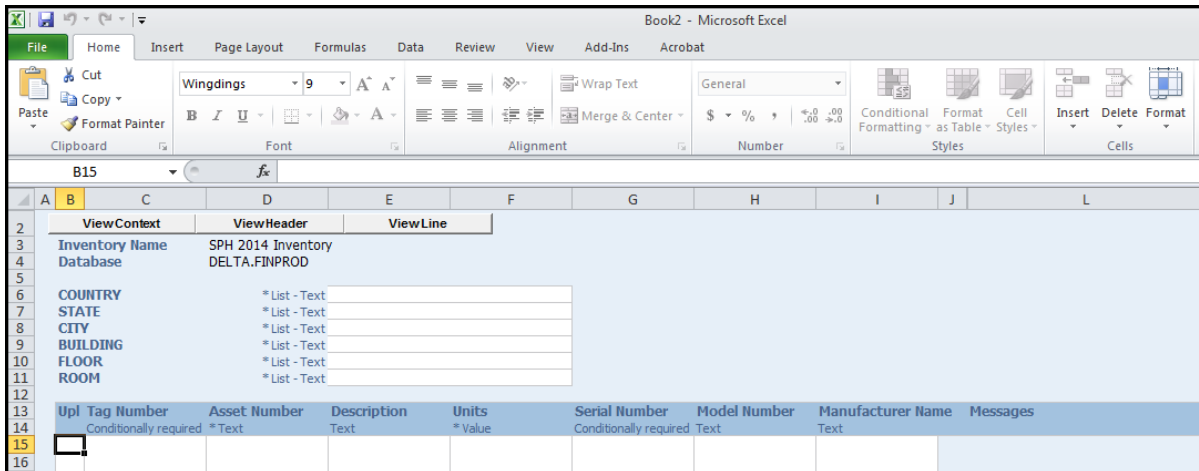
When the process completes, and the **Confirmation** window appears, click **Close**.



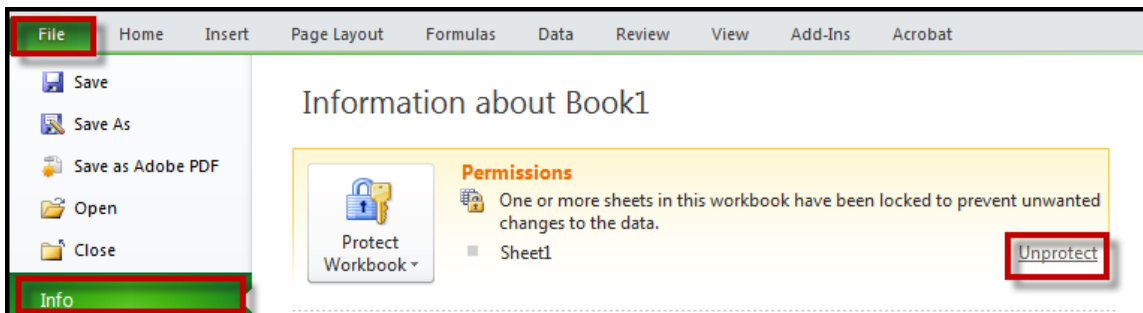
10. When the **HRVD Physical Inventory – Line Entry ADI layout** is selected, the downloaded **Excel file** looks like this:



When the HRVD Physical Inventory – Single Location ADI layout is selected the downloaded Excel file looks like this:



11. In order for changes to be made to ADI Spreadsheet, select Info from the File menu in MS Word and click on Unprotect in the Permissions section.



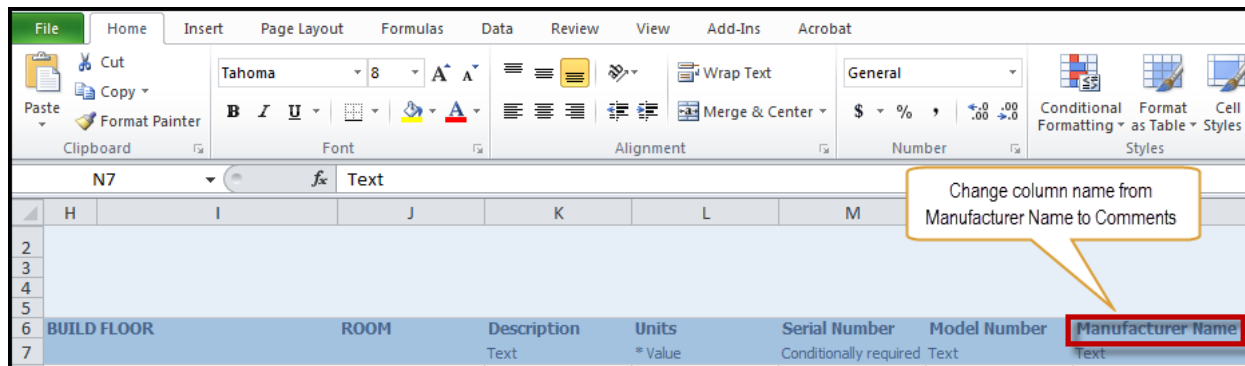


12. Click on the Home tab to return to the ADI spreadsheet. .



13. Even though the Assets Assignments screen allows for comments to be entered when changing an asset's location, the inventory ADI does not have that field available for use in this spreadsheet. In order to allow for comments, we have decided to use the "Manufacturer Name" field to capture inventory "Comments". Therefore the column header should be changed to reflect that change.

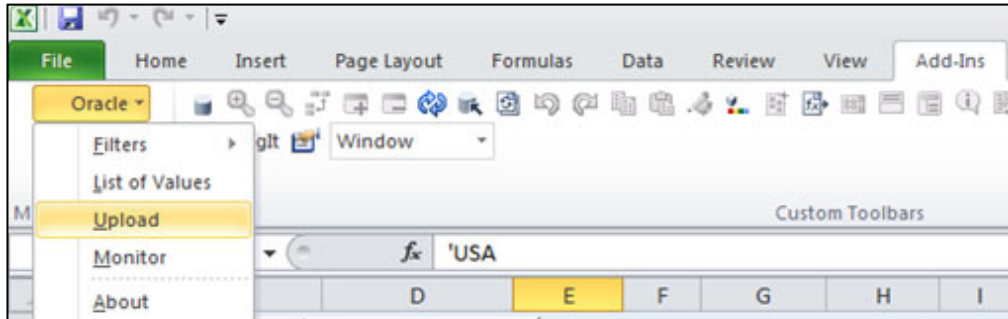
To do so locate the column labeled **Manufacturer Name** (you may need to scroll the window) and change the column heading to **Comments**.



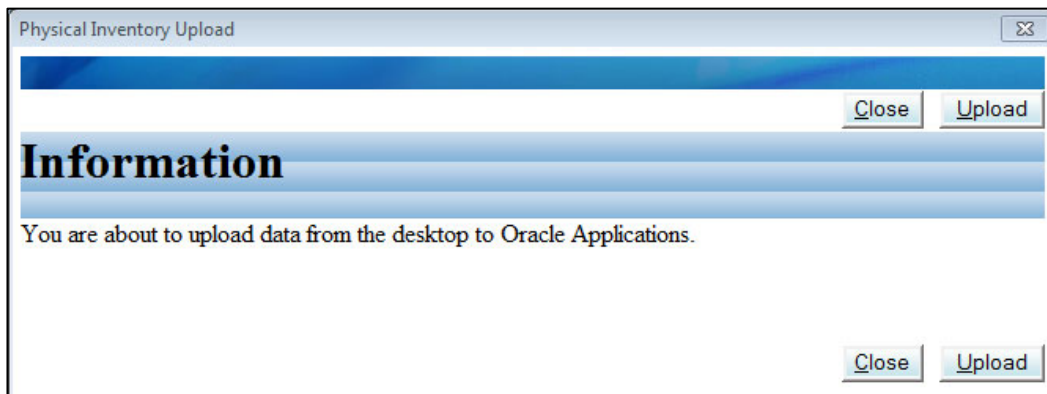
14. After this change has been made you are now ready to enter the results of the inventory in the ADI spreadsheet:

- a. **Tag Number** is conditionally required meaning that it is only required when a **Serial Number** has not been entered.
- b. **Location** is always required.
- c. **Serial Number** is also conditionally required meaning that is only required when a **Tag Number** has not been entered.

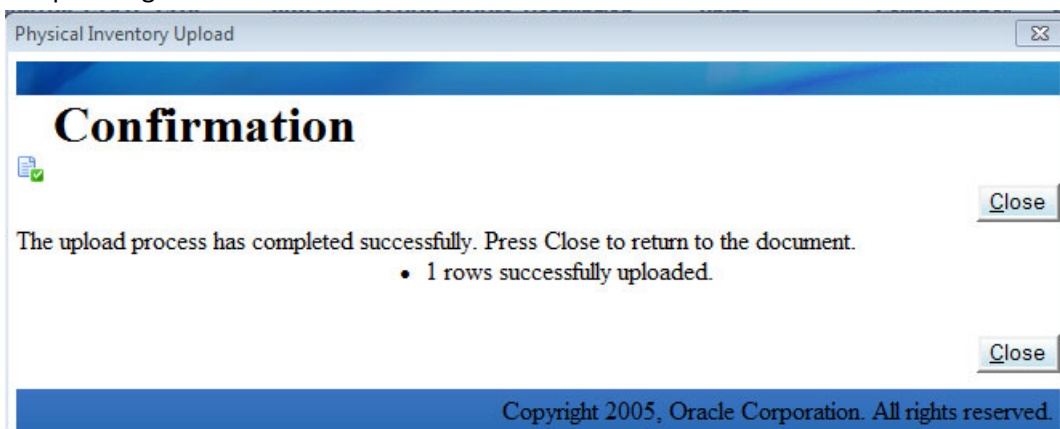
15. After all the captured information is entered in the ADI Spreadsheet, it is uploaded to Oracle Fixed Assets. To upload the ADI Spreadsheet, select the **Add-Ins** tab click on the **Oracle** submenu and select **Upload**.



16. The **Physical Inventory Upload Information** window displays confirming that you are uploading data from your desktop. Click **Upload**.



17. The **Physical Inventory Upload Confirmation** window displays after content has been uploaded. You are informed on how many lines of information (rows) have uploaded or if there were any errors when uploading. Click **Close**.



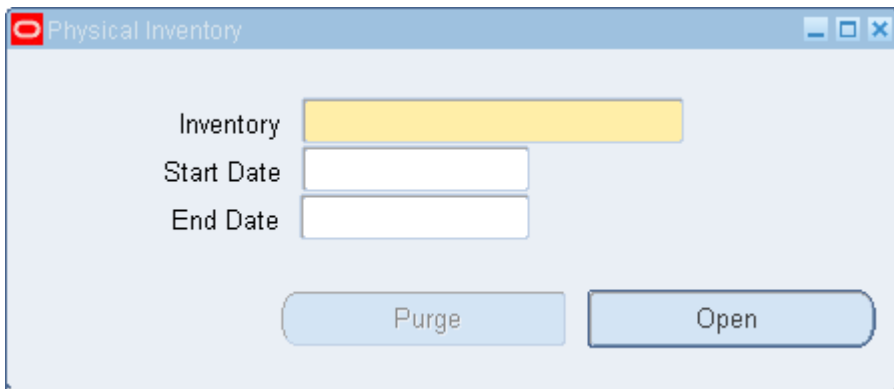


If errors have occurred, the ADI spreadsheet contains information about why a line of information (row) could not be processed.

View Context		View Line												
Inventory Name: JAL JULY 23														
Database: DELTA.FINPROD														
Upl	Tag	Numbe	Description	COUNT	ST	CITY	BUILD	FLOOR	ROOM	Units	Serial Nu	Model Number	Comments	Messages
			Conditionally r Text	* List - Text						* Value	Conditional Text		Text	
Pe			Dell Precision R54 USA	M/BOST	02750	NONE	NONE			1		R5400		Please enter an ASSET NUMBER, TAG NUMBER, or SERIAL NUMBER before proceeding.
Pe			Video Conferenci USA	M/BOST	02750	01	102			1		MCP462/HDX 7000		Please enter an ASSET NUMBER, TAG NUMBER, or SERIAL NUMBER before proceeding.

18. To review the information that was uploaded and populated within the Inventory, navigate to the **Physical Inventory** function and select **Enter** (either by logging in or using the Navigator on the toolbar).

19. The **Physical Inventory** window display:



20. Search using the **Query** function. To activate the **Query** function, press the **F11** key to initiate the query. All of the fields will display in blue indicating the Query function is activate. Enter search criteria in the Inventory text box. The wildcard % can be used in the search. Press the **CTRL+F11** keys to complete the **Query**.



The screenshot shows a window titled "Physical Inventory". It contains three input fields: "Inventory" with the text "SPH%", "Start Date", and "End Date". Below these fields are two buttons: "Purge" and "Open".

21. **Physical Inventory** window displays the **Inventory** name click **Open** to review the results of your upload.

The screenshot shows the same "Physical Inventory" window. The "Inventory" field now contains the text "SPH 2014 Inventory". The "Start Date" and "End Date" fields are empty. The "Purge" and "Open" buttons remain at the bottom.



22. The **Inventory Entries** window displays the uploaded asset information entered via the **ADI Spreadsheet** upload. Review the information and make corrections/changes to the records here. If necessary, asset inventory lines can be added manually for assets that were not entered in the **ADI Spreadsheet**. Once you have completed your review and update of the inventory data, click the **Save** icon on the toolbar or select **Save** from the **File Menu**.

Ass	Description	Tag Number	Asset Key	Location	Model	Serial Nun	Comments	Category	Units	Status
	Server	SPH0001		USA, MA, CAMBRIDGE, NONE			Testing Inventory		1	New
		SPH41122		USA, MA, CAMBRIDGE, NONE					1	New
		SPH41229		USA, MA, CAMBRIDGE, NONE					1	New
		SPH41230		USA, MA, CAMBRIDGE, NONE					1	New
		SPH41231		USA, MA, CAMBRIDGE, NONE					1	New
		SPH41232		USA, MA, CAMBRIDGE, NONE					1	New
		SPH41232		USA, MA, BOSTON, 02720, 01, .					1	New
		SPH41255		USA, MA, CAMBRIDGE, NONE					1	New
		SPH41255		USA, MA, BOSTON, 02720, 01, .					1	New
		SPH41280		USA, MA, CAMBRIDGE, NONE					1	New
		SPH41430		USA, MA, BOSTON, 02720, 01, .					1	New
		SPH41455		USA, MA, CAMBRIDGE, NONE					1	New



Appendix D

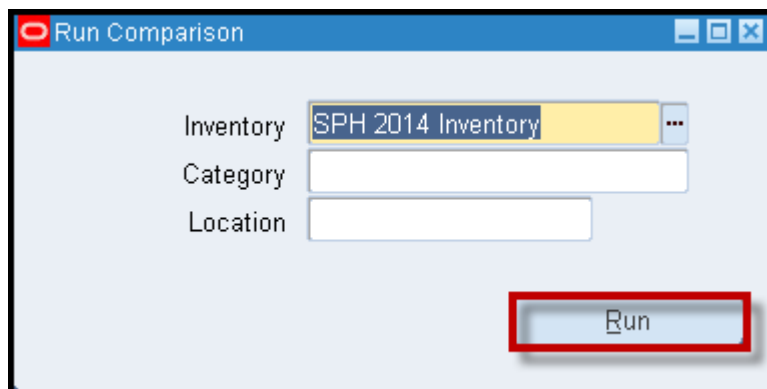
Complete the Compare Process (Step 5)

Note: The Compare process always assumes that the Tag Number in the Workbench is correct. Therefore, when it is run, it will change the tag number in the Inventory Placeholder to match the Tag Number that currently exists within Oracle Fixed Assets.

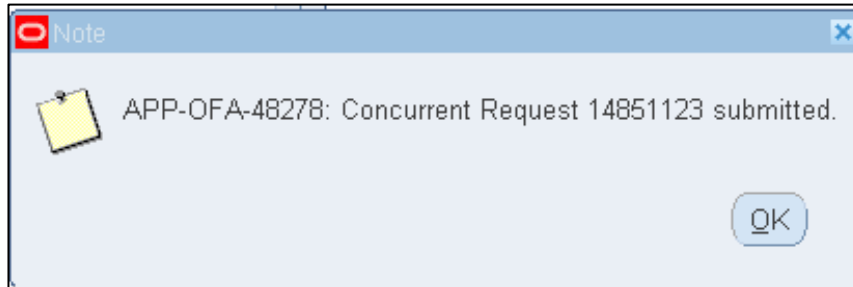
To run the **Compare Process**:

- From the **Oracle Homepage**, select your **Fixed Asset Responsibility**, which will begin as **HRVD^FA^[your tub code]^INVENTORY**, expand the **Physical Inventory** functional folder (click on plus sign) and select **Run Comparison**. Note: if already logged in select the **Navigator** from the tool bar and select **Physical Inventory** and then **Comparison**.
- The **Run Comparison** window displays. Enter the **Inventory** name in the **Inventory** field and click **Run**.

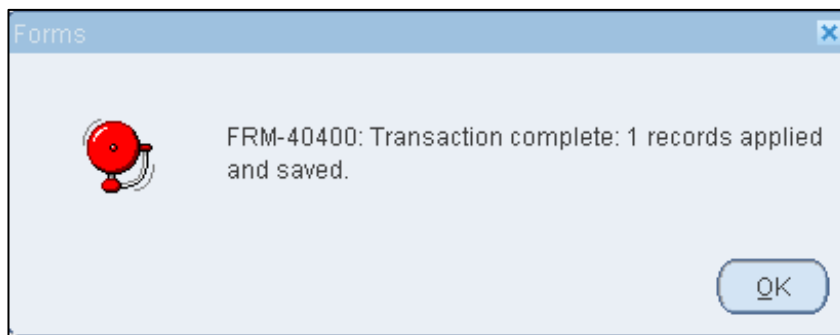
Note: You can use the Lookup by clicking in the Inventory Placeholder name text box, select the Lookup that appears and select the appropriate Inventory name.



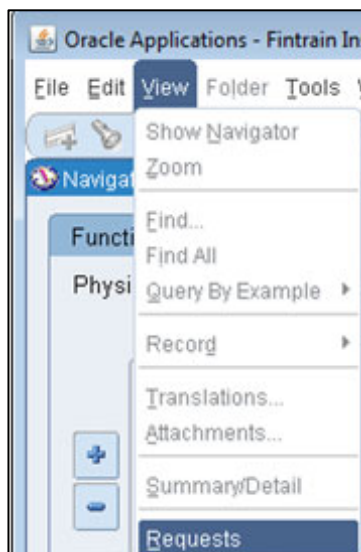
- The **Note** window displays confirming that the request has been submitted. Note the Concurrent Request number and Click **OK**.



- A **Forms** window displays that informs you that the comparison has been saved. Click OK.



- To **view the status** of the **Request**, from **View** menu select **Requests**.





- The **Find Request** window displays. Make sure that **All My Requests** is selected and then select **Find**.

Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

Submit a New Request... Clear Find

- The **Requests** window displays. When the **Phase is Completed** and the **Status is Normal**, the Compare Process has completed. As this window does not refresh the data, click the **Refresh Data** button until the Compare Process has completed. When it completed, **close the window**.



Request ID	Name	Parent	Phase	Status	Parameters
14851123	PI Comparison program		Completed	Normal	SPH 2014 Inventory , ,
14851122	PI Comparison program		Completed	Normal	SPH 2014 Inventory , ,
14851061	HU Inventory Report		Completed	Normal	HRVD BOOK, 275,

- To **review** the results of the **Compare Process**, select Physical Inventory and then select View from Comparison.



- The **Find Physical Inventory Comparison** window displays. Enter the **Inventory Placeholder** name in the **Inventory** text box or click in the Inventory text box and use the Lookup to enter the name. Click **Find**.



Find Physical Inventory Comparison

Inventory Asset Number

Category Location

Location Adjustment Status

Unit Adjustment

- The **Physical Inventory Comparison** window displays the results of the comparison.

Physical Inventory Comparison

— Oracle Assets — Physical Inventory — Adjustments —

Asset Number	Location	Units	Location	Units	Location	Units	Status
1000	USA.MA.CAMBRIDG	1	USA.MA.CAMBRIDG	1	None	None	Reconciled
1004	USA.MA.BOSTON.0	1	USA.MA.CAMBRIDG	2	Transfer	Up - Unit Ac	Difference
1005	USA.MA.BOSTON.0	1	USA.MA.CAMBRIDG	1	Transfer	None	Difference
1006	USA.MA.BOSTON.0	1	USA.MA.CAMBRIDG	1	Transfer	None	Difference
1007	USA.MA.BOSTON.0	1	USA.MA.CAMBRIDG	1	Transfer	None	Difference
1009	USA.MA.BOSTON.0	1	USA.MA.CAMBRIDG	1	Transfer	None	Difference
1010	USA.MA.BOSTON.0	1	USA.MA.CAMBRIDG	1	Transfer	None	Difference
1435	USA.MA.BOSTON.0	1	USA.MA.CAMBRIDG	1	Transfer	None	Difference

Inventory

Asset Description Units

Tag Number Category

Serial Number Asset Key

Manufacturer Model

Note: Not all the inventory lines contained within the Inventory Placeholder may show up on this Comparison report. You will need to compare the number of Inventory Lines within the Inventory Placeholder to the number of Inventory Lines in the Comparison Report. You will need to determine which lines are missing and then examine the Inventory Placeholder to see why the item was not included. Depending on the results of your review you may



need to take action on these items (refer to the [Exception Handling](#) section for more information).

- The **Status** of each asset contained within the **Physical Inventory Comparison** is then **reviewed** and action may need to be taken (refer to the [Exception Handling](#) for more information).

Depending on the number of records included in the Physical Inventory Placeholder, and those that need to be updated due to adjustments needed, the review of the Physical Inventory Comparison can be very time consuming.

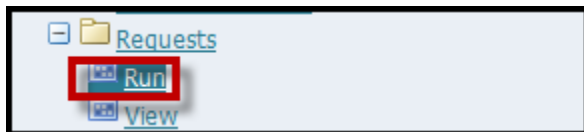


Appendix E

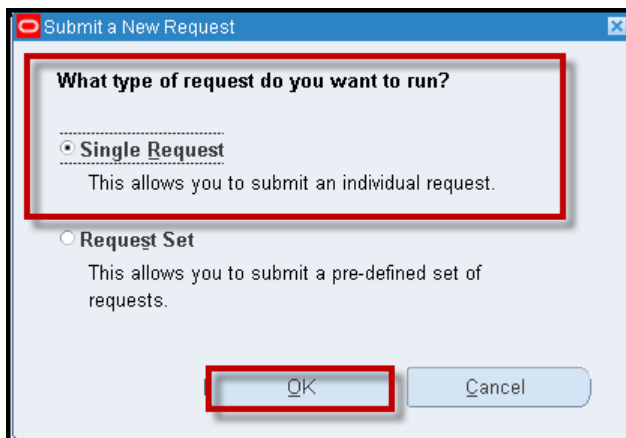
Run the HU Inventory Location Assignment Process (Step 7)

To run the HU Inventory Location Assignment Process:

1. From the **Oracle Homepage**, select your **Fixed Asset Responsibility**, which will begin as **HRVDFAF[your tub code]INVENTORY**, expand the **Request** functional folder (click on plus sign) and select **Run**.



2. Select **Run** from the **Requests** function the **Submit** a new request window will open.



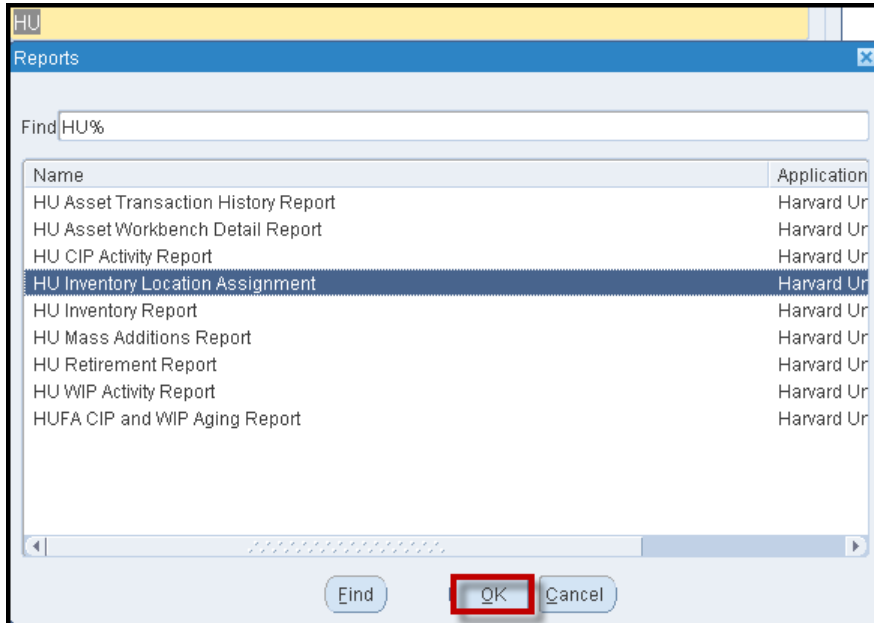
3. Click **OK** to select the default value **Single Request** to initiate your request.



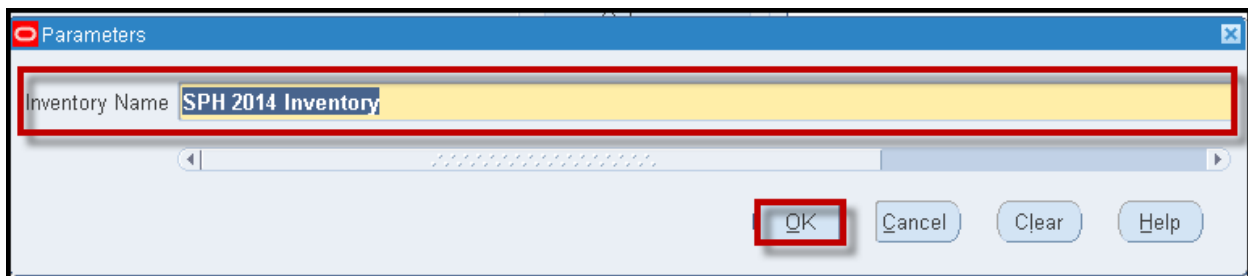
2. The **Submit Request** window displays. Click in the **Name** text box and select the **Lookup** that appears (the three dots at the end of the text box).

The screenshot shows the 'Submit Request' dialog box. The 'Name' field is highlighted with a red border and contains the text 'HU'. The dialog is organized into three main sections: 'Run this Request...', 'At these Times...', and 'Upon Completion...'. The 'Run this Request...' section includes a 'Copy...' button. The 'At these Times...' section has a 'Run the Job' dropdown set to 'As Soon as Possible' and a 'Schedule...' button. The 'Upon Completion...' section has a checked 'Save all Output Files' checkbox, 'Layout', 'Notify', and 'Print to' fields, and 'Options...' and 'Delivery Opts' buttons. At the bottom are 'Help (C)', 'Submit', and 'Cancel' buttons.

3. On the **Lookup** window that displays, type **HU%** in the **Find** text box and then click **Find**. This will reduce the list to contain only those reports that start with HU. From the list of reports that display, select **HU Inventory Location Assignment** and click **Ok**.



4. The **Parameters** window opens. Enter the **Name of the Physical Inventory** in the **Inventory Name** field or use the **Lookup** to select and then click **OK**.



5. The Submit Request window displays. Click on Submit to run the process.



Submit Request

Run this Request...

Copy...

Name HU Inventory Location Assignment

Operating Unit

Parameters SPH 2014 Inventory

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 HUFAINVLOC

Options...

Notify

Print to noprint

Delivery Opts

Help (C) Submit Cancel

6. The **Requests** window displays. Refresh the data on this window by clicking the **Refresh Data** button.



Request ID	Name	Parent	Phase	Status	Parameters
14856800	HU Inventory Location Assi		Pending	Normal	SPH Final Conversion
14856799	HU Inventory Location Assi		Pending	Normal	SPH Final Conversion
14853376	Multi Print Request Notifica		Completed	Normal	1, 21600, 14853375, 01802741
14853332	Recurring Invoice Program		Completed	Warning	Y
14853326	Recurring Invoice Program		Completed	Warning	Y
14853324	Recurring Invoice Program		Completed	Warning	Y
14853323	Recurring Invoice Program		Completed	Warning	Y
14853322	Recurring Invoice Program		Completed	Warning	Y
14853321	Recurring Invoice Program		Completed	Warning	Y
14853320	Recurring Invoice Program		Completed	Warning	Y

- Once the **Phase is Completed** and the **Status is Normal** the process is complete. This process has NO report. If the Process completes with a status of Warning (text for that Request is yellow, view the log report on the process by selecting View Log.
- To view the results of the Process, from the **Oracle Homepage**, select your **Fixed Asset Responsibility**, which will begin as **HRVD^FA^[your tub code]^INVENTORY**, expand the **Comparison** functional folder (click on plus sign) and select **View** or select **Navigation**, then select **Comparison** and then **View**.
- The Find Physical Inventory Comparison window displays. Enter the name of the Physical Inventory Placeholder in the Inventory text box or select it using the Lookup and then Click OK.

Find Physical Inventory Comparison

Inventory:

Category:

Location Adjustment:

Unit Adjustment:

Asset Number:

Location:

Status:



10. The Comparison window displays and the results of the process are indicated. All records should have a Status of Reconciled. The updates made can be viewed by running the HUFA Asset Inventory Report

The screenshot shows a window titled "Physical Inventory Comparison" with three tabs: "Oracle Assets", "Physical Inventory", and "Adjustments". The "Physical Inventory" tab is active, displaying a table with the following data:

Asset Number	Location	Units	Location	Units	Location	Units	Status
1000	USA.MA.CAMBRIDC	1	USA.MA.CAMBRIDC	1	None	None	Reconciled
1004	USA.MA.CAMBRIDC	1	USA.MA.CAMBRIDC	1	None	None	Reconciled
1005	USA.MA.CAMBRIDC	1	USA.MA.CAMBRIDC	1	None	None	Reconciled
1006	USA.MA.CAMBRIDC	1	USA.MA.CAMBRIDC	1	None	None	Reconciled
1007	USA.MA.BOSTON.D	1	USA.MA.BOSTON.C	1	None	None	Reconciled
1010	USA.MA.CAMBRIDC	1	USA.MA.CAMBRIDC	1	None	None	Reconciled
1435	USA.MA.BOSTON.D	1	USA.MA.BOSTON.C	1	None	None	Reconciled

Below the table is a form with the following fields:

- Inventory: SPH 2014 Inventory
- Asset Description: Maxwell R 16 MDX Instrument
- Tag Number: SPH41455
- Serial Number: 28363126
- Manufacturer: Promega Corp
- Units: 1
- Category: SCIENTIFIC-SPONSORED
- Asset Key: 275.23530.111919.266918.5039.
- Model: AS3000

11. The updates made can be viewed by running the HUFA Asset Inventory Report.