

Fixed Assets Application

Version 2 Updates/Changes

While Finance plans to offer a new round of training related to the improvements that have been made to the Fixed Assets Application (FAA), we wanted to give you a brief preview of the new features it will offer. Below are a few highlights of the new design showing how much things have changed and how much they have really stayed the same.

Physical Inventory Screen

The physical inventory screen remains essentially unchanged. Our concept of ownership has changed slightly so that assets that are “owned” by another Unit but reside at your location will show on your inventory page for the purposes of doing the inventory. An example would be assistive equipment purchased centrally that is in your building, but still owned by Specialized Services.

The screenshot displays the Oracle Fixed Asset Inventory application. At the top, there is a navigation bar with the Oracle logo and options for Navigator, Favorites, Preferences, and Close Window. Below this is a header section for 'Fixed Asset Inventory' with a tip: 'The required Annual Inventory are reflected by entering or updating Date and Person once a year.'

The main area contains a 'Simple Search' form with the following fields:

- Reference ID:
- Owner Unit:
- PO Number:
- Purchase Price Ranges: To
- Purchase Date Ranges: To
- Asset Data Source:
- Status:
- Asset Description:
- Vendor Name:
- Serial Number:
- Asset Tag:
- Room No/Description:

Below the search form are additional fields for 'Annual Physical Inventory Date', 'Person Doing Physical Inventory', and 'Room Number/Description'. There are also buttons for 'Go' and 'Clear'.

At the bottom of the search area, there are buttons for 'Save', 'Export', 'Print Asset Register', and 'Print Transfer / Disposal Form'. Below these are links for 'Select All' and 'Select None'.

The main data area is a table with the following columns:

Select	Reference ID	Owner Unit	Asset Description	PO Number	Asset Tag	Serial Number	Vendor Name/Make	Purchase Date	Purchase Price	Status	Location/Room/Person	Person Doing Physical Inventory	Annual Physical Inventory Date
<input type="checkbox"/>	347083	12410	Quote 1006874562206, DellFlex, Lat D630 Inst Notebook, qty = 3; Lat D630 Admin Notebook, qty = 2; 48 mos lease, 1st yr payment, Dept of Finance, 12410, Board Report 08-0625-PR4, TechXL, Gretchen Lopez, 773-553-5562	1676489	50850808	BS2VYH1	DELL	25-Jun-2009	1,780.26	Incomplete	Corporate Accounting14FL		
<input type="checkbox"/>	347089	12410	Quote 1006874562206, DellFlex, Lat D630 Inst Notebook, qty = 3; Lat D630 Admin Notebook, qty = 2; 48 mos lease, 1st yr payment, Dept of Finance, 12410, Board Report 08-0625-PR4, TechXL, Gretchen Lopez, 773-553-5562	1676489	50854541	DS2VYH1	DELL	25-Jun-2009	1,780.26	Incomplete	Corporate Accounting14FL		
<input type="checkbox"/>	347090	12410	Quote 1006874562206, DellFlex, Lat D630 Inst Notebook, qty = 3; Lat D630 Admin Notebook, qty = 2; 48 mos lease, 1st yr payment, Dept of Finance, 12410, Board Report 08-0625-PR4, TechXL, Gretchen Lopez, 773-553-5562	1676489	50854736	GS2VYH1	DELL	25-Jun-2009	1,780.26	Incomplete	Corporate Accounting14FL		

Fixed Assets Inventory – Summary

ITS has added a new way to view your assets, summarized at the PO level. When doing a search in the FAI screen, you can choose to show your results in the summary form. This will allow you to see your assets grouped by PO number and see important bits of information like their status (approved, incomplete), and whether any have been transferred or retired. On this screen, you can click the PO number hyperlink to see the detail records of all the assets associated with that PO.

The screenshot displays the Oracle Fixed Asset Inquiry - Summary interface. The search form includes fields for Reference ID, Owner Unit (12410), Fund, Grants, PO Number, Asset Description, Purchase Price Ranges, Purchase Date Ranges, Creation Date Ranges, Location, Asset Data Source, Status, Non Asset, Vendor Name, Serial Number, Asset Tag, Room No/Description, Show Results For (Asset Summary), Assigned Person, and Transferred Out? (No). A table below the search form lists asset data grouped by PO Number, with columns for Source, PO Number Unit, Purchase Date, Purchase Total Amount Invoices, Total Assets, Approved Assets, Transferred Assets, Disposal Assets, Incomplete Assets, and Budget Line.

Source	PO Number Unit	Purchase Date	Purchase Total Amount Invoices	Total Assets	Approved Assets	Transferred Assets	Disposal Assets	Incomplete Assets	Budget Line
Oracle Purchasing	8810008039 Corporate Accounting	27-Dec-2010	1.00 1	1	0	0	0	1	12410.115.53405.252501.000000.2010
Oracle Purchasing	1739408 Corporate Accounting	18-May-2009	10,743.36 1	4	0	0	0	4	12410.115.55005.252502.000000.2009
Oracle Purchasing	1411843 Corporate Accounting	20-Aug-2007	1,142.97 1	1	0	0	0	1	12410.115.55005.252302.000000.2008
Oracle Purchasing	1444683 Corporate Accounting	29-Oct-2007	2,170.48 1	1	0	0	0	1	12410.115.55005.252502.000000.2008
Oracle Purchasing	1447661 Corporate Accounting	02-Nov-2007	2,832.08 1	2	0	0	0	2	12410.115.55005.252502.000000.2008
Oracle Purchasing	1452046 Corporate Accounting	14-Nov-2007	969.10 1	1	0	0	0	1	12410.115.55005.252501.000000.2008
Oracle Purchasing	1482213 Corporate Accounting	31-Jan-2008	982.37 1	1	0	0	0	1	12410.115.55005.252501.000000.2008
Oracle Purchasing	1484317 Corporate Accounting	05-Feb-2008	1,395.51 1	1	0	0	0	1	12410.115.55005.252502.000000.2008
Oracle Purchasing	1503697 Corporate Accounting	18-Mar-2008	1,160.73 1	1	0	0	0	1	12410.115.55005.252502.000000.2008
Oracle Purchasing	1517489 Corporate Accounting	17-Apr-2008	1,425.39 1	1	0	0	0	1	12410.115.55005.252501.000000.2008

Fixed Assets Inventory – Detail

This screen has been unchanged from the current version and displays a single line of detail for each of your assets. To see the complete record or to update fields that are currently incomplete, you can click on either the reference ID or select the radial button and click the Asset Detail button. This is also the screen you would choose if you are creating a new asset from scratch.

Fixed Asset Inquiry - Simple Search

Note that the search is case insensitive

Reference ID :

* Owner Unit : 12410

Fund :

Grants :

PO Number :

Asset Description :

Purchase Price Ranges : To

Purchase Date Ranges : To

Creation Date Ranges : To

Location :

Asset Data Source :

Status :

Non Asset :

Vendor Name :

Serial Number :

Asset Tag :

Room No/Description :

* Show Results For : Asset Details

Assigned Person :

Transferred Out? : No

Reference ID	Asset Description	Asset Tag	Serial Number	Vendor Name/Make	Purchase Date	Purchase Price	Status	Funding Source	Location/Room/Person	Inactivate Reason/Remarks	Budget Line
382642	OPTIPLEX 960 MT;OptiPlex 960 Minitower Base Standard PSU	51610920	F5JDRL1	DELL MARKETING L.P.	06-Apr-2010	3,006.90	Incomplete	CPS	Corporate Accounting/OFFICE/		11010.115.55005.252401.000000.2010
377063	Latitude E6400;IntelREG CoreTM 2 Duo P8700 with VT (2.53GHz, 3M L2 Cache, 1066MHz FSB)	51608291	6WP4XL1	DELL MARKETING L.P.	01-Feb-2010	2,586.28	Incomplete	CPS	Corporate Accounting/14FLOOR/		12470.324.55005.261008.511039.2010
355220	OptiPlex 760 Minitower;OptiPlex 760 Minitower Base Standard PSU	50918113	GDC59K1	DELL MARKETING L.P.	18-May-2009	11,761.02	Incomplete	CPS	Corporate Accounting/14FL/		12430.115.55005.252301.000000.2009
355200	OptiPlex 760 Minitower;OptiPlex 760 Minitower Base Standard PSU	50908329	FDC59K1	DELL MARKETING L.P.	18-May-2009	11,761.02	Incomplete	CPS	Corporate Accounting/14FL/		12430.115.55005.252301.000000.2009
355176	OptiPlex 760 Minitower;OptiPlex 760 Minitower Base Standard PSU	50914182	DDC59K1	DELL MARKETING L.P.	18-May-2009	11,761.02	Incomplete	CPS	Corporate Accounting/14FL/		12430.115.55005.252301.000000.2009
355149	OptiPlex 760 Minitower;OptiPlex 760 Minitower Base Standard PSU	50906118	CDC59K1	DELL MARKETING L.P.	18-May-2009	11,761.02	Incomplete	CPS	Corporate Accounting/14FL/		12430.115.55005.252301.000000.2009
355129	OptiPlex 760 Minitower;OptiPlex 760 Minitower Base Standard PSU	50907115	8DC59K1	DELL MARKETING L.P.	18-May-2009	11,761.02	Incomplete	CPS	Corporate Accounting/14FL/		12430.115.55005.252301.000000.2009

Fixed Assets Detail

This screen also remains almost identical to the screen you see now. From this screen, you can maintain the asset by adding additional details to the asset records as you do now or you can transfer or dispose of the record by clicking the Transfer/Disposal tab.

Fixed Asset Inventory - Windows Internet Explorer

http://coordas03.csc.cps.k12.il.us:9089/OA_HTML/OA.jsp?page=/cps/oracle/apps/custoaf/fa/webui/FaAssetInventory.tndPG&language_code=US&CallFromForm=Y&searchType=...

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Fixed Asset Detail

Save/Update Approve Return Inquiry

TIP Fields marked with "*" are mandatory when you Approve a Asset.
TIP You can only transfer an Asset whose status is 'Complete'.
TIP Please enter Fields marked with "#" in Retirement / Disposal section to Transfer/Dispose when you Approve a Asset.

Reference ID : 382642
Non-Asset/Duplicate : No
* Purchasing Unit : 12410 - Corporate Accounting
Current Owning Unit : 12410 - Corporate Accounting
Parent Asset :
*Asset Description : OPTIPLEX 960 MT;OptiPlex 960 Minitower Base Standard PSU
Remarks :

* Asset Category :
Status : Incomplete
* Asset Data Source : Oracle Purchasing
Invoice Number : XDRT7PMW3
Purchase Price : 1,503.45

Asset Detail Affiliated Asset Transfer / Disposal

Asset Location

* Serial Number : F5JDRLL
* Asset Tag : 51610920
* Make : DELL
Model : DELL OPTIPLEX 960
* Funding Source : CPS
* Condition : Good
Annual Physical Inventory Date :
Person doing Physical Inventory :
* Location Name : Corporate Accounting
Location Address : 125 South Clark Street 14th Floor, Chicago, IL-60603
Room Type :
* Room Number / Description : OFFICE
Assigned Person :

Lease / Warranty

Lease Type :
Lease Start Date :
Lease End Date :
Warranty Start Date : 04-May-2010
Warranty End Date : 03-May-2013
Extended Support Start Date :
Extended Support End Date :

Save/Update Approve Return Inquiry

Done Trusted sites 100%

Transfer/Disposal

The transfer and disposal portion of FAA has changed quite a bit. In addition to the creation of a Mass Transfer Screen, which allows you to move several assets at once, the options for transfers have been expanded. The new application allows for both permanent and temporary transfers. Temporary transfers are for cases where you may be loaning items to students, employees or other schools. ITS has created a check-in process for when the temporarily transferred items are returned.

For permanent transfers, where ownership truly changes, both the school that is sending the item(s) and the school receiving the item(s) have to approve the transaction for it to be completed. In all transfer or disposal cases, a transaction history will be maintained so that items can be followed from the time of purchase/entry into FAA until they are ultimately disposed of.

For all cases of retirement or disposal, the Principal will be blocked from entering the initial transaction. This restriction is put in place so that at least two persons are working on the transaction, a submitter and an approver. Therefore, we can meet best practices in dual approval for these types of transactions.

Fixed Asset Detail

Save/Update Approve Submit Transfer/Disposal Return Inquiry

TIP Fields marked with "*" are mandatory when you Approve a Asset.
 TIP You can only transfer an Asset whose status is 'Complete'.
 TIP Please enter Fields marked with "*" in Retirement / Disposal section to Transfer/Dispose when you Approve a Asset.

Reference ID : 382642
 Non-Asset/Duplicate : No
 * Purchasing Unit : 12410 - Corporate Accounting
 Current Owning Unit : 12410 - Corporate Accounting
 Parent Asset :
 * Asset Category :
 Status : Incomplete
 * Asset Data Source : Oracle Purchasing
 Invoice Number : XDRT7PMW3
 Purchase Price : 1,503.45
 * Asset Description : OPTIPLEX 960 MT;OptiPlex 960 Minitower Base Standard PSU
 Remarks :

Asset Detail Affiliated Asset **Transfer / Disposal**

Retirement / Disposal

Transfer Number	Type of Transfer	Disposal / Transfer Reason	Disposal / Transfer Date	Disposal / Transfer Status	Disposal / Transfer Price	Police Report Number	Transfer To School	Transfer To Student	Transfer To Employee	Transfer To Others	Retire To Grantor Amount	Unit Authorized Signature Name	Unit Authorized Date	LSC Authorization Date	LSC Authorization Date	Receipt By	Receipt Date
118556	Complete Transfer to School/Dept	Complete Transfer to School/Dept	23-Jan-2011	Approved			12410 - Corporate Accounting					Winckler, Ms. Alicia	23-Jan-2011			Okrzesik, Mr. Daryl Joseph	23-Jan-2011

New Transfer/Disposal

* Disposal / Transfer / Inactivate Reason :
 * Disposal / Transfer / Inactivate Date :
 LSC Authorization :
 LSC Authorization Date :
 * Transfer/Disposal Comments :

Save/Update Approve Submit Transfer/Disposal Return Inquiry

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