



Fixed Assets Application v.2

School Financial Services

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Physical Inventory Screen

- Remains virtually the same as current screen
- Allows you to do inventory of your items and items “on loan” to your location
- Allows mass update of dates, locations and person doing inventory

ORACLE

Navigator Favorites Preferences Close Window

Fixed Asset Inventory

TIP The required Annual Inventory are reflected by entering or updating Date and Person once a year.

Simple Search

Note that the search is case insensitive

Reference ID :

Owner Unit : 12410

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 :

Go Clear

Annual Physical Inventory Date :

Person Doing Physical Inventory :

Non-Asset/ Duplicate :

Room Number/ Description :

Save Export Print Asset Register Print Transfer / Disposal Form

Select All Select None

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	852VYH1	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		

Trusted sites 100%

Fixed Assets Inventory - Summary

- New screen that allows for a high level look at assets by PO number
- Drilldown from PO number to detail assets related to that PO
- Ability to select only assets that you have transferred out of your building

ORACLE

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 Summary

Assigned Person :

Transferred Out? :

Go Clear

Previous 1-10 Next 10

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

Previous 1-10 Next 10

Done

Trusted sites 100%

Fixed Assets Inventory - Detail

- Remains virtually unchanged from current detail screen
- Ability to search for you assets using a number of different parameters
- Drilldown to specific assets using either the “Select” button or the “Reference ID” link
- This screen has the button to create a new manual asset and view Action History of asset

The screenshot displays the Oracle Fixed Asset Inquiry interface. At the top, there is a navigation bar with 'Navigator', 'Favorites', 'Preferences', and 'Close Window'. Below this is the 'Fixed Asset Inquiry' title and a 'Simple Search' section. The search section includes various filters such as Reference ID, Owner Unit, 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, Assigned Person, and Transferred Out?. A 'Go' button and a 'Clear' button are located at the bottom of the search section.

Reference Select 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 Minitor 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 Minitor;OptiPlex 760 Minitor 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 Minitor;OptiPlex 760 Minitor 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 Minitor;OptiPlex 760 Minitor 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 /60 Minitor;OptiPlex 760 Minitor 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 Minitor;OptiPlex 760 Minitor Base Standard PSU	50907115	BDC59K1	DELL MARKETING L.P.	18-May-2009	11,761.02	Incomplete	CPS	Corporate Accounting/14FL/		12430.115.55005.252301.000000.2009

Fixed Assets Detail

- Also virtually identical to the current screen
- This screen is where you can add information required to change you assets status from “Incomplete” to “Complete”
- The “Transfer/Disposal” tab is located on this page and is the starting point for the transfer, disposal or retirement of an asset

The screenshot displays the Oracle Fixed Asset Detail web application. The interface includes a top navigation bar with 'ORACLE' branding and a main title 'Fixed Asset Detail'. Below the title are buttons for 'Save/Update', 'Approve', and 'Return Inquiry'. The main content area contains several sections:

- Reference ID:** 382642
- Non-Asset/Duplicate:** No
- Purchasing Unit:** 12410 - Corporate Accounting
- Current Owning Unit:** 12410 - Corporate Accounting
- Parent Asset:** (empty)
- Asset Description:** OPTIPLEX 960 MT;OptiPlex 960 Minitower Base Standard PSU
- Remarks:** (empty)
- Asset Category:** (dropdown menu)
- Status:** Incomplete
- Asset Data Source:** Oracle Purchasing
- Invoice Number:** XDRT7FMW3
- Purchase Price:** 1,503.45

Below these fields are tabs for 'Asset Detail', 'Affiliated Asset', and 'Transfer / Disposal'. The 'Asset Detail' tab is active, showing:

- Serial Number:** FSJDRL1
- Asset Tag:** 51610920
- Make:** DELL
- Model:** DELL OPTIPLEX 960
- Funding Source:** CPS
- Condition:** Good
- Annual Physical Inventory Date:** (calendar icon)
- Person doing Physical Inventory:** (empty)
- Location Name:** Corporate Accounting
- Location Address:** 125 South Clark Street 14th Floor, Chicago, IL-60603
- Room Type:** (dropdown menu)
- Room Number / Description:** OFFICE
- Assigned Person:** (empty)

At the bottom, there is a 'Lease / Warranty' section with fields for:

- Lease Type:** (dropdown menu)
- Lease Start Date:** (calendar icon)
- Lease End Date:** (calendar icon)
- Warranty Start Date:** 04-May-2010
- Warranty End Date:** 03-May-2013
- Extended Support Start Date:** (calendar icon)
- Extended Support End Date:** (calendar icon)

Buttons for 'Save/Update', 'Approve', and 'Return Inquiry' are located at the bottom right of the form. The status bar at the very bottom shows 'Done' and 'Trusted sites'.

Transfer/Disposal

- Newly redesigned screen and process
- Allows for “Temporary” or “Permanent” transfers
- For “Permanent” transfers, approval is required via workflow on both sides of transfer
- Complete Action History for transfers and retirements
- Feature for “Check-In” when a “Temporary” transfer is returned to you

The screenshot shows the Oracle Fixed Asset Detail screen for Transfer/Disposal. The page title is "ORACLE" and the breadcrumb is "Fixed Asset Detail". The page contains several tabs: "Asset Detail", "Affiliated Asset", and "Transfer / Disposal". The "Transfer / Disposal" tab is active, showing a "Retirement / Disposal" section with a table of transfer history and a "New Transfer/Disposal" section for creating a new record.

Fixed Asset Detail

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

Retirement / Disposal

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

New Transfer/Disposal

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

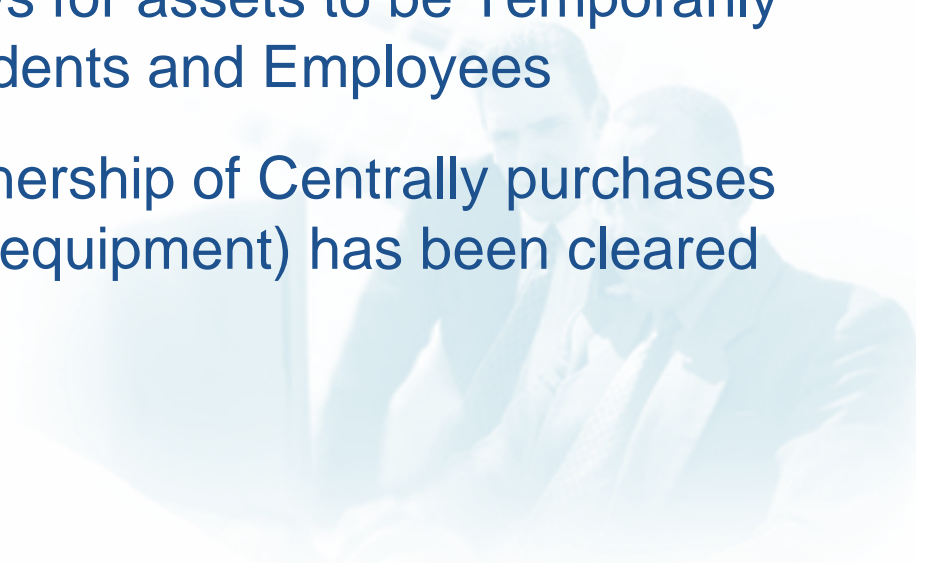
Save/Update Approve Submit Transfer/Disposal Return Inquiry

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Additional Changes/ More to Think About

- Due to a Federal audit, all assets purchased using Federal fund with a cost of \$50 or more will be brought into FAA automatically
- A Mass Transfer screen and process are being completed that will allow for the transfer of multiple assets at once
- The new transfer process allows for assets to be Temporarily Transferred or “Loaned” to Students and Employees
- The current confusion over ownership of Centrally purchased assets (e.g. Special Education equipment) has been cleared up for new assets





Additional Changes/ More to Think About

- Training will be available once new version is ready for Production
- TechXL Lease data still being worked on
- Import from IAMS if Fixed Asset box is checked when a purchase is made
- Your ideas and suggestions???

