



Title:	Equipment Inventory- Transaction History	Document ID: PA0040
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Purpose: This procedure details how to perform an Asset Inquiry in the Oracle Project Accounting module. The *Find Transactions* and *Transaction History* windows allow you to query details of an asset including:

- Asset transaction details
- Transaction details for a range of assets
- Asset Transaction Types: Additions, Transfers, Adjustments, and Full Retirements


For Questions Contact: Finance Customer Care at financecustomercare@ohio.edu or 740.597.6446.

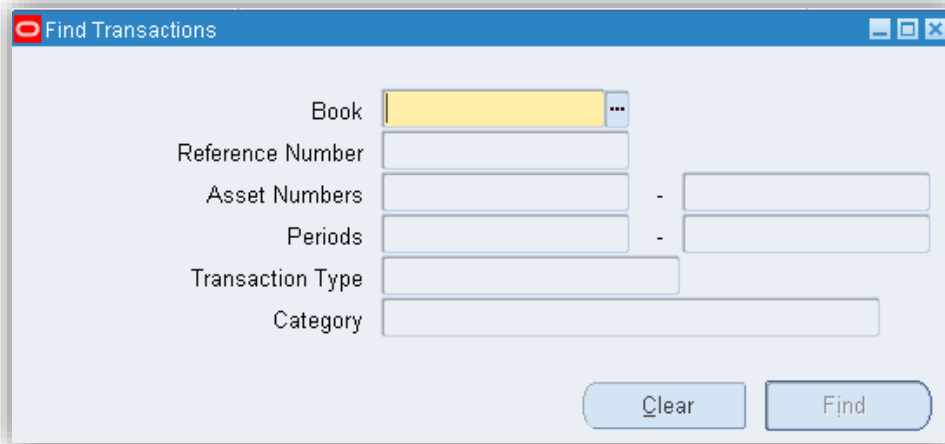
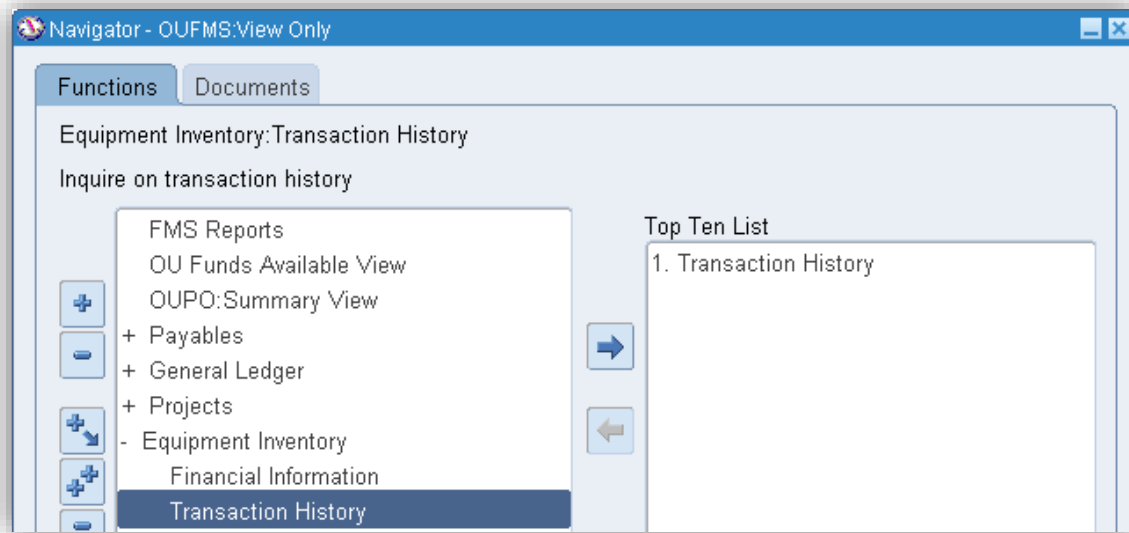
ATTN: FOR TIPS ON NAVIGATION AND COMMONLY USED FIELDS ACCESS THE ORACLE NAVIGATION DOCUMENT.

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NAVIGATE TO TRANSACTION HISTORY WINDOW

1. Click **Equipment Inventory** link. Next, click **Transaction History** link.
2. The *Find Transactions* window, *Transaction History* window, and the *Navigator* window are all displayed. The *Find Transactions* window appears on top. To add the *Transaction History* window to the Top Ten List, verify the Equipment Inventory>Transaction History link is highlighted in blue, then click the **Add to List** button . Next time you want to access the *Transaction History* window, click on the *Transaction History* link in the Top Ten List.



ENTER SEARCH CRITERIA ON FIND TRANSACTIONS WINDOW


An asset search can be conducted from the *Find Transactions* window or the *Transaction History* window. In the *Find Transactions* window, you may enter a greater variety of criteria, including ranges for asset numbers, asset periods, etc.

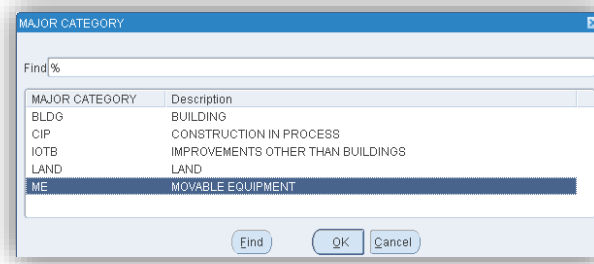
NOTE: If you want to search from the *Transaction History* window, click the **X** in the upper right corner of the *Find Transactions* window to close it. Perform the Asset search from the *Transaction History* window.


1. **Book** field: Enter **FMS Corp Books** (either key value or use LOV). The FMS Corp Books is the default Book description.

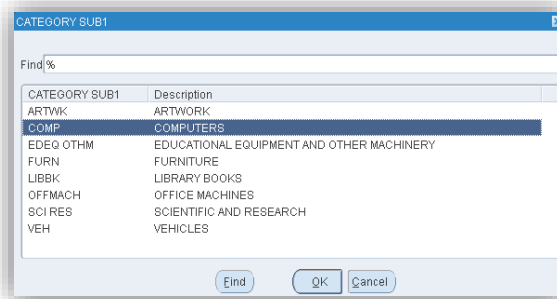
**WARNING: THE BOOK FIELD IS MANDATORY.
A REFERENCE OR ASSET NUMBER (OR RANGE) MUST ALSO BE ENTERED.**


2. Reference Number: Enter **the reference number** (either key value or use LOV).
3. Asset Numbers: You can limit your search to query a single asset number or a range of assets. Enter the (from) **asset number** and (to) **asset number** (either key value or use LOV).
4. Periods: Enter the (from) **Period** and (to) **Period** (either key value or use LOV).
5. Transaction Type: Enter the **transaction type** (either key value or use LOV).
6. Category: Click on LOV to display the *Category Flexfield* window.

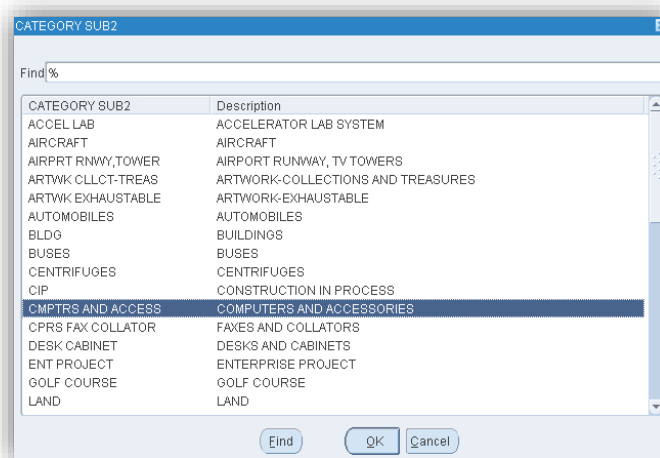
- Major Category: Click on the LOV  icon. The *Major Category* window displays.
 - Click on BLDG, CIP, IOTB, LAND, or ME (see full descriptions in screen shot below).
 - Click **OK** button.



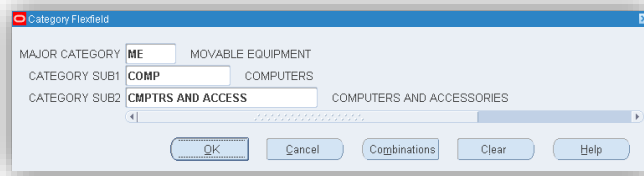
- Category SUB1: Click on the LOV  icon. The *Category SUB1* window displays.
 - Click on ARTWK, COMP, EDEQ OTHM, FURN, LIBBK, OFFMACH, SCI RES, or VEH (see full descriptions in screen shot below).
 - Click **OK** button.



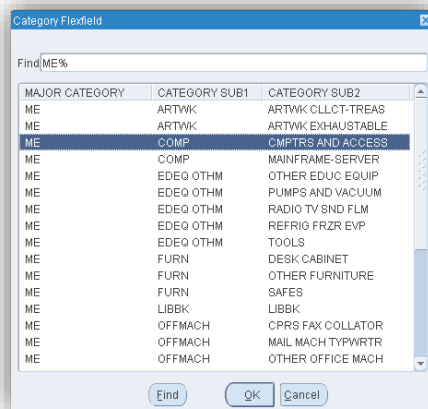
- Category SUB2: Click on the LOV  icon. The *Category SUB2* window displays.
 - Click on the appropriate sub-category.
 - Click **OK** button.



- At this point, you can click **OK**, **Cancel**, **Combinations**, **Clear**, or **Help** button. If you click **OK**, the information from the Category Flexfield will be entered in the *Category* field on the *Find Transaction* window.



- Click the **Cancel** button. This will cancel out the entries and close the window.
- Click the **Clear** button will clear the field entries and redisplay the window.
- Click the **Combinations** button to open a new window. You can use the combinations button when you don't know the information to enter in all three fields. The *Enter Reduction Criteria for Long-List* window displays. If you only know one or two of the fields, you can use the *Combinations* button to help retrieve the available options that are connected to the other two fields.
 - Enter data in any of the three fields.
 - For example,
 - Click on the LOV in the Major Category field.
 - Choose the ME (movable equipment) option.
 - Click **Ok** button. A new Category Flexfield window displays with all the available Major Category-Category SUB1-Category SUB2 combinations to choose from that are in the Major Category, movable equipment.
 - Choose a combination.
 - Click **OK**. The combination is automatically entered in the *Category* field on the *Find Transactions* window.



- Click **Find** Button on the *Find Transactions* window. The *Transaction History* window displays.

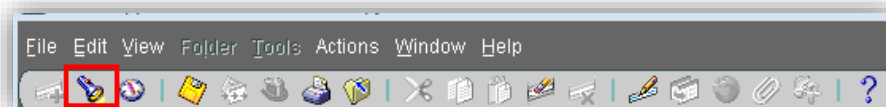
Reference Number	Transaction Type	Asset Number - Description	Periods	
			Effective	Entered
156763	FULL RETIREMENT	5402 - PORT CENTRAL SWITCH FN100-16TX	AUG 2013-14	AUG 2013-14
154010	TRANSFER	5424 - MICRON MILLENIUM TRANSPORT	JAN 2013-13	JAN 2013-13
157600	TRANSFER	5490 - DEMO TEKTRONIX PHASER 440 W/32 RAM	NOV 2013-14	NOV 2013-14
154176	TRANSFER	5683 - ALPHA 2100-5/20/VMS SYSTEM	JAN 2013-13	JAN 2013-13
154177	FULL RETIREMENT	5693 - DELL POWEREDGE 4600 BASE	JAN 2013-13	JAN 2013-13
154178	FULL RETIREMENT	5695 - Dell Poweredge 2500 Server	JAN 2013-13	JAN 2013-13
156023	TRANSFER	5868 - HYPER BUNDLE/US ROBOTICS 3COM	JUN 2013-13	JUN 2013-13
156766	FULL RETIREMENT	5868 - HYPER BUNDLE/US ROBOTICS 3COM	AUG 2013-14	AUG 2013-14
154088	FULL RETIREMENT	5995 - UNIX ALPHASERVER 4100-5/800	JAN 2013-13	JAN 2013-13
153580	TRANSFER	6016 - PURGE AND TRAP CONCENTRATOR	NOV 2012-13	NOV 2012-13
156029	TRANSFER	6059 - MADGE ACCESS SWITCH	JUN 2013-13	JUN 2013-13
156769	FULL RETIREMENT	6059 - MADGE ACCESS SWITCH	AUG 2013-14	AUG 2013-14
156025	TRANSFER	6195 - CABLETRON SMARTSWITCH 6000	JUN 2013-13	JUN 2013-13
156767	FULL RETIREMENT	6195 - CABLETRON SMARTSWITCH 6000	AUG 2013-14	AUG 2013-14

Book: FMS CORP BOOKS
 Amortized Adjustment
 Comments: SOLD/REMOVED FROM INVENTORY
 Details

Return to Find Transactions Window

ATTN: IF YOU WANT TO RETURN TO THE *FIND TRANSACTIONS* WINDOW TO EDIT SEARCH CRITERIA OR START A NEW

SEARCH, CLICK THE FIND ICON . THE *FIND TRANSACTIONS* WINDOW DISPLAYS.



Effective Date: 08/07/2014

VIEW TRANSACTION HISTORY WINDOW

The *Transaction History* window displays the results from the asset search criteria entered on the *Find Transactions* window. This window displays:

- Asset Reference Number
- Transaction Type (i.e. Addition, Transfer, Full Retirement)
- Asset Number and Description
- Period Effective Date
- Period Entered Date

For the selected row, additional information will be displayed at the bottom of the screen:

- Book: default is FMS CORP BOOKS
- Amortized Adjustment checkbox: If box is checked the asset is being amortized.
- Comments: comments entered with the transaction. As you click on an asset (different row) the comment will be associated with that particular asset.

The screenshot shows a window titled "Transaction History" with a table of transactions. The table has columns for Reference Number, Transaction Type, Asset Number - Description, and two Periods (Effective and Entered). The first row is highlighted in blue. Below the table, there is a form with fields for Book (FMS CORP BOOKS), Amortized Adjustment (checkbox), and Comments (AS PER DEPT). A Details button is located at the bottom right.

Reference Number	Transaction Type	Asset Number - Description	Periods	
			Effective	Entered
157606	TRANSFER	6867 - MICROWAY SCREAMER-LX 566	NOV 2013-14	NOV 2013-14
157608	TRANSFER	6869 - SCREAMER-LX 566NT	NOV 2013-14	NOV 2013-14
157611	FULL RETIREMENT	7136 - SUN ENTERPRISE 450 SERVER SV0022	NOV 2013-14	NOV 2013-14
158644	TRANSFER	7145 - INFOCUS LITEPRO 420	MAY 2014-14	MAY 2014-14
157607	TRANSFER	7164 - SCREAMER-LX 566NT	NOV 2013-14	NOV 2013-14
157609	TRANSFER	7166 - MICROWAY SCREAMER-LX 566	NOV 2013-14	NOV 2013-14
154182	FULL RETIREMENT	7443 - ALPHASERVER 4100/4000 MEMORY OPTION	JAN 2013-13	JAN 2013-13
156333	ADDITION	54016 - VNX5300	JUN 2013-13	JUN 2013-13
156334	TRANSFER IN	54016 - VNX5300	JUN 2013-13	JUN 2013-13
156335	ADDITION	54017 - VMAX 10K	JUN 2013-13	JUN 2013-13
156336	TRANSFER IN	54017 - VMAX 10K	JUN 2013-13	JUN 2013-13
156668	ADJUSTMENT	54017 - VMAX 10K	JUL 2013-14	JUL 2013-14
156337	ADDITION	54018 - ES30 15 X 2TB HDD SHELF UPGRADE	JUN 2013-13	JUN 2013-13
156338	TRANSFER IN	54018 - ES30 15 X 2TB HDD SHELF UPGRADE	JUN 2013-13	JUN 2013-13

Book: FMS CORP BOOKS
 Amortized Adjustment
 Comments: AS PER DEPT
 Details

DRILLDOWN INTO ASSET TRANSACTION DETAILS

You can drilldown into the *Transaction Detail* window from the *Transaction History* window.

1. Click on the **Asset row** to view more details. A blue highlight will appear on the row.
2. Click the **Details** button (see screen shot above). The *Transaction Detail* window displays.
3. View the *Transaction Detail* window detailing the asset information.
4. Click on the horizontal scroll bar and scroll right, to view all the asset detail fields.

Drilldown into Asset Transaction Type: Addition

If you drilldown from a **Transaction Type: Addition**, the following *Transaction Detail* window will be displayed:

	Current Cost	Original Cost	Salvage Value	Recoverable Cost	Revaluation Ceiling
After	39,818.00	39,818.00	0.00	39,818.00	

Field	Description of Fields used by OU
<i>Current Cost</i>	Current cost of asset.
<i>Original Cost</i>	The original cost of the asset.
<i>Recoverable Cost</i>	The value of the asset taking the original cost less the salvage value.
<i>Method</i>	Straight-line depreciation.
<i>Life</i>	The depreciable life of the asset in years.
<i>Prorate Convention</i>	Prorate conventions; i.e., Half Year.
<i>Prorate Date</i>	The date applied to the prorate convention.
<i>Date Placed in Service</i>	The date the asset was originally placed in service.
<i>Depreciate</i>	If Depreciate checkbox marked, the asset is depreciable.
<i>Asset Number-Description</i>	The asset number assigned to the asset and the asset description.

Drilldown into Asset Transaction Type: Transfer In

If you drilldown from a **Transaction Type: Transfer In**, the following *Transaction Detail* window will be displayed:

Unit Change	Units	Name	Number	Expense Account	Location
1	1	Bobcat, Jane	123456	060-6400-29010-721000-00000000	29010.9100.UNASSIGN

Field	Description of Fields used by OU
<i>Unit Change</i>	Identifies the number change in assets.
<i>Units</i>	Identifies the number of assets transferred in or added.
<i>Employee Name</i>	Employee to which asset is assigned.
<i>Employee Number</i>	Employee number.
<i>Expense Account</i>	The cost center to which the asset was charged.
<i>Location</i>	Click in the location field then click the Edit field icon to display department, building/room number, campus location, and state location of the asset.

Drilldown into Asset Transaction Type: Full Retirement

If you drilldown from a **Transaction Type: Full Retirement**, the following Transaction Detail window will be displayed.

Field	Description of Fields used by OU
<i>Retire Date</i>	The date the asset was retired.
<i>Current Units</i>	The current units associated with the asset.
<i>Units Retired</i>	The number of asset units being retired.
<i>Retirement Type</i>	Other, Sold, Auction Sale, or Scrapped.
<i>Retirement Convention</i>	Half Year
<i>Current Cost</i>	Current cost of asset.
<i>Cost Retired</i>	Cost of the asset at retirement date.
<i>Gain/Loss Amount</i>	Gain or Loss of the asset being retired.

Drilldown into Asset Transaction Type: Adjustment

If you drilldown from a **Transaction Type: Adjustment**, the following Transaction Detail window will display any adjustment made to an existing asset. You may view the asset information before and after the adjustment. See the **Drilldown into Asset Transaction Type: Addition** section for this document for table descriptions.

	Cost	Original Cost	Salvage Value	Recoverable Cost	Revaluation Ceiling	Method	Life / Adjusted Rate	Capacity	Unit of Measure	Prorate Convention	Prorate Date	Date Placed in Service
Before	13,469.00	13,469.00	0.00	13,469.00		STL	5.00			HALF YEAR	01-JAN-2014	30-APR-2014
After	13,469.00	13,469.00	0.00	13,469.00		STL	5.00			HALF YEAR	01-JAN-2013	30-JUN-2013

	Current Cost	Original Cost	Salvage Value	Recoverable Cost	Revaluation Ceiling	Method	Life / Adjusted Rate	Capacity	Unit of Measure
Before	267,552.60	267,552.60	0.00	267,552.60		STL	1.00		
After	670,481.05	267,552.60	0.00	670,481.05		STL	1.00		