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1804

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.
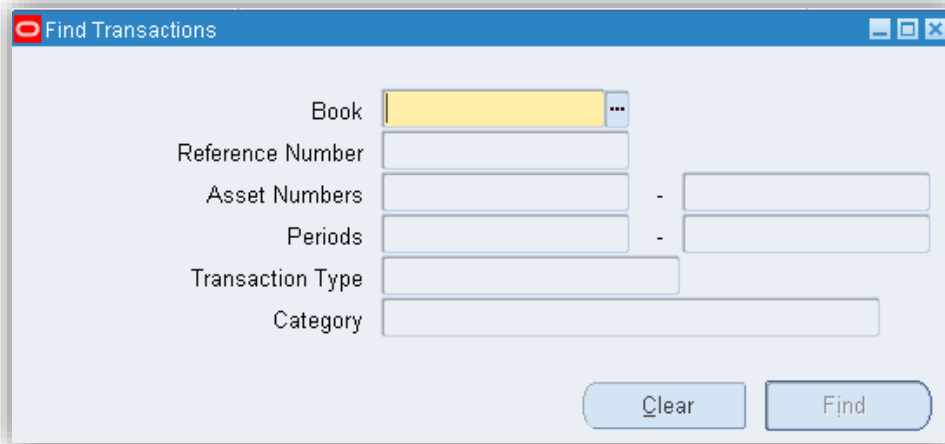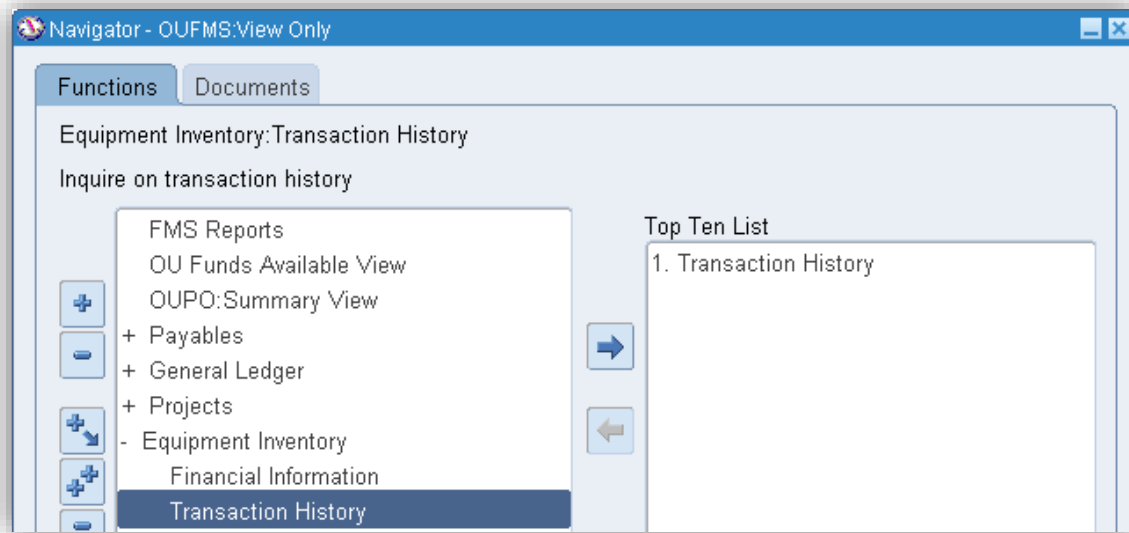
ENTER SEARCH CRITERIA ON FIND TRANSACTIONS WINDOW

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.

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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.

   o 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.
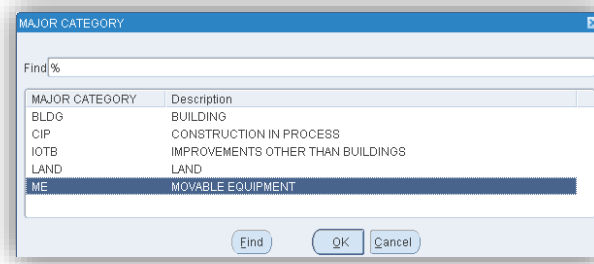
o   Category SUB1: Click on the LOV icon. The *Category SUB1* window displays.

- Click on ARTWK, COMP, EDEQ OTHM, FURN, LIBBK, OFFMACH, SCI RES, or VEH (see full descriptions in screen shot below).
- Click **OK** button.
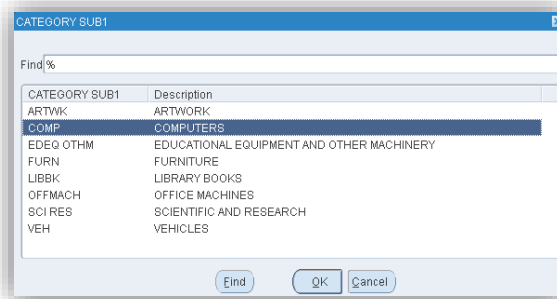
o   Category SUB2: Click on the LOV icon. The *Category SUB2* window displays.

- Click on the appropriate sub-category.

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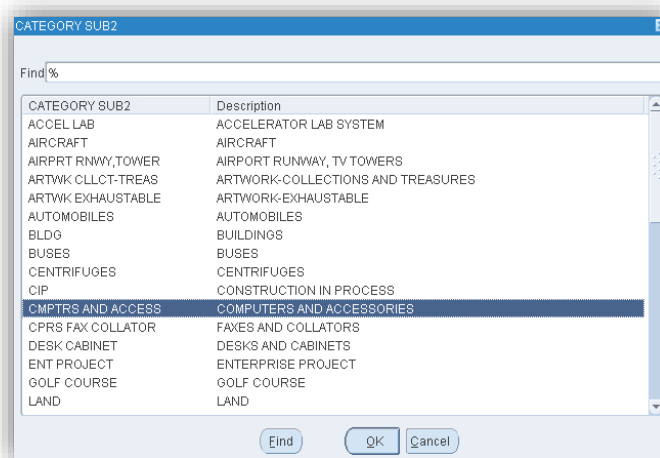
o   At this point, you can click **OK, Cancel, Combinations, Clear,** or **Help** button. If you click **OK**, the information from the Category Flexfield will be entered in the *Category* field on the *Find Transaction* window.
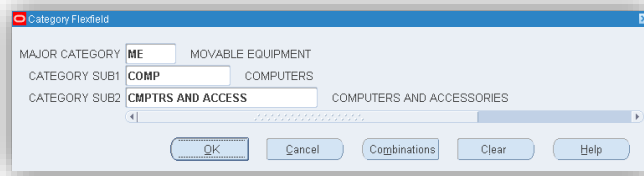
- Click the **Cancel** button. This will cancel out the entries and close the window.

- 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.

o   Enter data in any of the three fields.

o   For example,

  o   Click on the LOV in the Major Category field.

  o   Choose the ME (movable equipment) option.

  o   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.

  o   Choose a combination.

  o   Click **OK**. The combination is automatically entered in the *Category* field on the *Find Transactions* window.
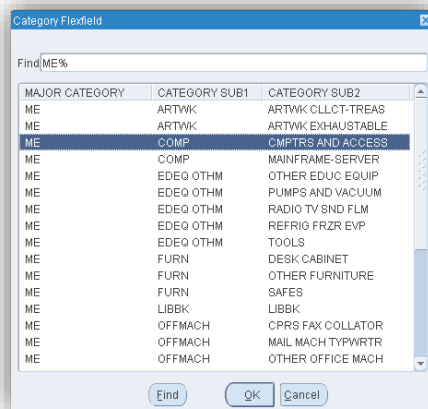
7. Click **Find** Button on the *Find Transactions* window. The *Transaction History* window displays.
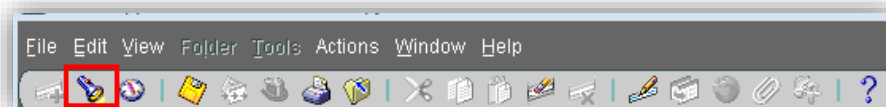

Return to Find Transactions Window

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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:

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

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

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

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:

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

Field	Description of Fields used by OU
Unit Change	Identifies the number change in assets.
Units	Identifies the number of assets transferred in or added.
Employee Name	Employee to which asset is assigned.
Employee Number	Employee number.
Expense Account	The cost center to which the asset was charged.
Location	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
Retire Date	The date the asset was retired.
Current Units	The current units associated with the asset.
Units Retired	The number of asset units being retired.
Retirement Type	Other, Sold, Auction Sale, or Scrapped.
Retirement Convention	Half Year
Current Cost	Current cost of asset.
Cost Retired	Cost of the asset at retirement date.
Gain/Loss Amount	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.