

Capital Assets Manual

Henrico County Virginia



Effective April 15, 2009

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Section 1: Capital Assets Policies

Overview

Effective July 1, 2001, Henrico County was required to implement *Governmental Accounting Standards Board (GASB) Statement No. 34*, Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments. Two key implementation challenges of the new reporting model are infrastructure reporting and depreciation accounting.

To meet these new reporting requirements, an outside consultant was hired to value the County's assets and implement an automated system. The Capital Asset Tracking System (CATS) is the product of this reporting effort. CATS was used through June 30, 2005.

On July 1, 2005, the County of Henrico implemented the Oracle Financial System. This System is composed of modules for General Ledger, Accounts Payable, Accounts Receivable, Fixed (Capital) Assets. All the assets in CATS at June 30, 2005 were imported into the Oracle Fixed (Capital) Asset Module in January of 2006. Oracle Human Resources and Payroll were implemented in December 2008.

The Department of Finance has prepared this Oracle Capital Assets Manual to inform Departments of their responsibilities and to help County employees and Departmental Capital Asset Coordinators manage Capital Assets. Included in this manual are capital asset definitions, capitalization thresholds, depreciation methodologies, examples of expenditures for each class of assets and instructions for recording capital asset additions, disposals, and other changes.

The primary purpose of the Oracle Capital Assets module is to assist County Departments in their duty to maintain physical accountability over the capital assets owned by Henrico County. The Oracle Capital Assets module provides agencies with an electronic system to record their capital assets and, if properly maintained, will help ensure that capital assets are acquired, controlled and disposed of in the best interests of the County as well as provide auditable information for the Comprehensive Annual Financial Report (CAFR).

The Oracle Capital Assets module has been designed as the single, countywide capital asset management system to present a uniform method of maintaining and updating Henrico County's capital asset records. This manual is meant to supplement not supersede existing budgeting, purchasing or funding procedures already in place. Policies incorporated into this manual are intended to be in accordance with Generally Accepted Accounting Principles (GAAP) and in conformance with the Governmental Accounting Standards Board (GASB) standards.

On an annual basis, the procedures in this manual shall be evaluated and modified, if necessary, to ensure continued performance in providing accurate capital asset data.

Objectives

- ◆ Provide a manual of policy, reference, information and instruction to be used in the control, accountability and maintenance of the County's Capital Assets.
- ◆ Identify the requirements and responsibilities of the various departments.
- ◆ Establish accountability and stewardship of assets owned by the County.
- ◆ Comply with GAAP and GASB.
- ◆ Form a basis for projecting future capital replacement needs and costs.
- ◆ Present examples of forms and correspondence.

Section 2: Property Control Responsibilities

Department of Finance Responsibilities

- ✓ Interfacing with departmental capital asset coordinators concerning capital asset policies and procedures.
- ✓ Monitoring invoices for possible acquisition of capital assets using natural accounts other than those flagged in Oracle Payables for inclusion as mass additions in Oracle Fixed Assets.
- ✓ Issue identification tags for all furniture/fixtures and equipment that is capitalized in Oracle Fixed Assets. Land, building, and infrastructure assets will not be tagged.
- ✓ Conducting periodic audits of Oracle Fixed Assets to the General Ledger.
- ✓ Overseeing an annual physical inventory.
- ✓ Performing periodic departmental site visits to verify capital asset information integrity.
- ✓ Annual review of capital asset policies and procedures.
- ✓ Annual reconciliation of Oracle Fixed Assets to Oracle General Ledger.
- ✓ Complete an annual review of depreciable verses useful life by category.
- ✓ Process disposals and transfers after properly approved.
- ✓ Accurately preparing the appropriate tables and notes within the Comprehensive Annual Financial Report (CAFR).

Department of General Services Responsibilities

- ✓ Receives surplus property from Departments.
- ✓ Transfers asset location to "Surplus" location within Oracle Fixed Assets upon receipt of an asset and AIF from Departments.
- ✓ Maintains an inventory of assets received in Surplus from Departments.
- ✓ Sells surplus property and maintains appropriate records.
- ✓ Maintains AIF for assets sold in Surplus.

Department Responsibilities

- ✓ Appoint a Capital Asset Coordinator and an Alternate.
- ✓ Ensure the proper control and safeguarding of departmental capital assets. These controls will be reviewed during the annual external audit.
- ✓ Ensure all expenditures for items with a value in excess of the capitalization threshold and having an estimated useful life of more than one year are properly recorded within Oracle Fixed Assets.

- ✓ Proper stewardship must be maintained over all departmental assets, including those valued below the capitalization threshold. The department has the discretion to develop its own policy regarding controlling or tracking of these assets.
- ✓ Establish and maintain procedures to ensure that proper reconciliations and corrections are made on a timely basis.
- ✓ Stewardship over departmental capital assets begins upon receipt and terminates when and only when General Services Surplus Property Division accepts responsibility or approves an inter-departmental transfer in writing.
- ✓ Process mass addition lines in Oracle Fixed Assets each month.
- ✓ Correctly enter and/or correct the asset description, serial and capital asset identification tag numbers into each mass addition line monthly.
- ✓ Timely completion and distribution of Capital Asset Information Forms (AIF) and supporting documentation to the Surplus Property Coordinator for disposals and inter-departmental transfers. <http://virtual.henrico/genserv/CAIF.doc>
- ✓ Apply capital asset identification tags to appropriate assets.
- ✓ Perform an annual physical inventory of all departmental capital assets with noted additions and transfers.
- ✓ Assist the Department of Finance in establishing and periodically reviewing the useful lives of departmental capital assets.

Internal Control

Department Directors are responsible for maintaining an adequate system of internal control within the department sufficient to ensure that departmental capital assets are safeguarded and capital asset dollar values are fairly presented.

Departments should establish adequate and cost beneficial internal control systems to ensure that:

- ◆ Capital assets are acquired for use in furthering the department's programs and missions;
- ◆ Those assets that are within the required capitalization thresholds are recorded in the Oracle Fixed Asset module;
- ◆ Proper stewardship and control over assets is carried out, including periodic inventories;
- ◆ Financial statements reflect proper capital asset balances;
- ◆ Assets are reasonably protected from theft;
- ◆ Internal control procedures are documented in writing; and
- ◆ Proper segregation of duties is maintained.

In addition, please refer to the department of *General Services Purchasing Manual*, Chapter 4, Fixed Assets/Surplus Property.

Section 3: Capital Asset Definition, Reporting and Depreciation

Capital Asset Definition

Capital assets are real or personal property that have value equal to or greater than the capitalization threshold for the particular asset class and have an estimated useful life of greater than one year.

Reporting

The general financial reporting requirements related to capital assets are:

- ◆ Inclusion of the capital assets in the *Statement of Net Assets*.
- ◆ Inclusion of depreciation expense in the *Statement of Activities*.
- ◆ Note disclosures of changes in the general capital assets. This statement would show the beginning balance for each class of assets, total additions for the year by class, total dispositions for the year by class, total transfers for the year by class, and the ending balance for each class of assets in tabular form.

Depreciation

Depreciation is a cost allocation methodology that spreads the cost of the asset over its useful life rather than recognizing the total cost in the month purchased. That is, the purchase of capital assets is not initially recorded as an expense. Instead, Oracle Capital Assets allocates an amount each month to record depreciation expense; this amount represents the cost of using the assets during the month. In developing the cost allocated to depreciation, Henrico County will need the following information:

- ◆ **Historical Cost** - The historical cost includes the purchase price or construction cost and all ancillary charges related to placing the asset in its required location and condition for use.
- ◆ **Acquisition Date** - The date Henrico County took ownership of the asset and placed the asset in service.
- ◆ **Useful Life** - The useful life should be set to correspond to the time frame that the asset will contribute to the production of goods or services.

According to *Generally Accepted Accounting Principles* (GAAP), capital assets should be recorded or capitalized at the historical cost or estimated historical cost. If purchasing a new asset, the cost is the amount paid for the asset. If it is a donated asset, the cost is the fair market value as of the date it was donated. The fair market value is the estimated value of the asset for which it would be exchanged between a willing buyer and seller when neither is forced into the exchange. In addition, both parties should have knowledge of all facts and consider it an equitable exchange.

Section 4: Capital Asset Classifications and Account Codes

The County has invested in a broad range of capital assets. The major asset categories are as follows:

- ◆ Land
- ◆ Buildings
- ◆ Improvements Other Than Buildings
- ◆ Infrastructure
- ◆ Personal Property
 - ✓ Furniture and Fixtures
 - ✓ Equipment
 - ✓ Vehicles, Boats and Aircraft
- ◆ Construction in Progress

Capitalization Thresholds

Standard capitalization thresholds for capitalizing assets have been established for each major asset category. Once an asset has been classified as capitalizable and placed into its appropriate major asset category, it is important that it be further defined into its proper general ledger account. This will ensure compliance with *Generally Accepted Accounting Principles* (GAAP), when preparing the *Comprehensive Annual Financial Report* (CAFR). The proper account is also important in applying appropriate depreciation rates based on useful life in order to properly report net asset values, where required and recover indirect cost.

Natural Account	Major Asset Category	Threshold
10170	Land	Capitalize All
10171	Buildings/Structures	\$25,000
10172	Improvements Other Than Buildings	\$25,000
10173	Personal Property - Furniture & Fixtures*	\$5,000
10174	Personal Property - Equipment*	\$5,000
10174	Personal Property - Software	\$25,000
10175	Construction in Progress	\$25,000
10176	Personal Property - Vehicles, Boats, Aircraft*	\$5,000
10178	Leasehold Improvement	\$25,000
10179	Infrastructure and Infrastructure Improvements	\$25,000

**Revised Effective July 1, 2007.*

Depreciation

All County capital assets will be depreciated using the straight-line depreciation methodology (historical cost/useful life).

Capital Asset Definitions

Land - 10170

Land is the surface or crust of the earth, which can be used to support structures, and may be used to grow crops, grass, shrubs, and trees. Land is characterized as having an unlimited life (indefinite). The cost of land should include, in addition to the acquisition, such ancillary costs as legal and title fees, unpaid taxes assumed, surveying and recording fees, appraisal and negotiation fees, site preparation costs (clearing, filling and leveling) and demolition of unwanted structures. The cost of land does not include expenditures in conjunction with land improvements such as paving, fencing and lighting. These costs are set up in a separate asset account, Improvements Other Than Buildings, and are depreciated. Land has an infinite life and therefore, is not depreciated.

Examples of expenditures to be capitalized as Land are:

- ◆ Purchase price or fair market value at time of gift
- ◆ Commissions
- ◆ Professional fees (title searches, architect, legal, engineering, appraisal, surveying, environmental assessments, etc.)
- ◆ Land excavation, filling, grading, drainage
- ◆ Demolition of existing buildings and improvements (less salvage)
- ◆ Removal, relocation, or reconstruction of property of others (railroad, telephone and power lines)
- ◆ Interest on mortgages accrued at date of purchase
- ◆ Accrued and unpaid taxes at date of purchase
- ◆ Other costs incurred in acquiring the land
- ◆ Water wells (includes initial cost for drilling, the pump and its casing)
- ◆ Rights-of-way and permanent easements

Capitalization Threshold

All land is to be capitalized.

Depreciation Methodology

Land is not a depreciable asset.

Buildings/Structures - 10171

A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or moveable. Buildings that are an ancillary part of the County's highway network, such as rest area facilities and toll buildings will be reported as infrastructure rather than as buildings.

The cost of buildings should include the purchase or construction cost, professional fees for architects, attorneys, appraisers or financial advisors, and any other expenditure necessary to

put a building or structure within its intended state of operations. The cost also includes improvements to buildings. The main criteria for capitalizing building improvements is whether the expenditures significantly extend the useful life or significantly enhance the value of the individual building. Expenditures not meeting these criteria should be expensed.

Improvements to Buildings are capital events that materially extend the useful life of a building or increase the value of a building, or both. A building improvement should be capitalized as betterment and recorded as an addition of value to the existing building if the expenditure for the improvement increases the life of the building.

Depreciation Methodology

The straight-line depreciation method will be used for buildings and building improvements. Subsequent improvements that change the use or function of the building shall be depreciated.

Buildings designated as “historical” will not be depreciated unless used in the operations of the County. However, any improvements or betterments not deemed “historical” will be depreciated the same as any other improvements or betterments made to a building.

Capitalization Threshold

The capitalization threshold for buildings is **\$25,000**.

Examples of expenditures to be capitalized as buildings are as follows:

Purchased Buildings:

- ✓ Original purchase price
- ✓ Expenses for remodeling, reconditioning or altering a purchased building to make it ready to use for the purpose for which it was acquired
- ✓ Environmental compliance (i.e., asbestos abatement)
- ✓ Professional fees (legal, architect, inspections, title searches, etc.)
- ✓ Payment of unpaid or accrued taxes on the building at the date of purchase
- ✓ Cancellation or buyout of existing leases
- ✓ Other costs required to place or render the asset into operation

Constructed Buildings:

- ✓ Completed project costs
- ✓ Interest accrued during construction
- ✓ Cost of excavation or grading or filling of land for a specific building
- ✓ Expenses incurred for the preparation of plans, specifications, blueprints, etc.
- ✓ Cost of building permits
- ✓ Professional fees (architect, engineer, management fees for design and supervision, legal)
- ✓ Costs of temporary buildings used during construction
- ✓ Unanticipated costs such as rock blasting, piling, or relocation of the channel of an underground stream
- ✓ Permanently attached fixtures or machinery that cannot be removed without impairing the use of the building

- ✓ Additions to buildings (expansions, extensions, or enlargements)

Building Maintenance Expense

The following are examples of expenditures not to be capitalized as improvements to buildings. Instead, these items should be recorded as maintenance expense.

- ✓ Adding, removing and/or moving of walls relating to renovation projects that are not considered major rehabilitation projects and do not increase the value of the building
- ✓ Improvement projects of minimal or no added life expectancy and/or value to the building
- ✓ Plumbing or electrical repairs
- ✓ Cleaning, pest extermination, or other periodic maintenance
- ✓ Interior decoration, such as draperies, blinds, curtain rods, wallpaper
- ✓ Exterior decoration, such as detachable awnings, uncovered porches, decorative fences, etc.
- ✓ Maintenance-type interior renovation, such as repainting, touch-up plastering, replacement of carpet, tile, or panel sections; sink and fixture refinishing, etc.
- ✓ Maintenance-type exterior renovation such as repainting, replacement of deteriorated siding, roof, or masonry sections
- ✓ Replacement of a part or component of a building with a new part of the same type and performance capabilities, such as replacement of an old boiler with a new one of the same type and performance capabilities
- ✓ Any other maintenance-related expenditure which does not increase the value of the building

Improvements Other Than Buildings - 10172

Assets (other than general use buildings) built, installed or established to enhance the quality or facilitate the use of land for a particular purpose. Depreciable improvements made to a facility or to land that should be capitalized as betterment if the improvement increases the life.

Capitalization Threshold

The capitalization threshold for facilities and other improvements is **\$25,000**.

Depreciation Methodology

The straight-line depreciation method will be used.

Examples of expenditures to be capitalized as Improvements Other Than Buildings are:

- ✓ Fencing and gates
- ✓ Landscaping
- ✓ Parking lots/driveways/parking barriers
- ✓ Outside sprinkler systems
- ✓ Recreation areas and athletic fields (including bleachers)
- ✓ Golf courses

- ✓ Paths and trails
- ✓ Septic systems
- ✓ Stadiums
- ✓ Swimming pools, tennis courts, basketball courts
- ✓ Fountains
- ✓ Plazas and pavilions
- ✓ Retaining walls

Personal Property – 10173, 10174, 10176

Personal Property consists of fixed or movable tangible assets that are used for operations where the benefits of use extend beyond one year from the date of acquisition and are rendered into service. Personal Property can be either furniture, vehicles, equipment and software. Improvements or additions to existing personal property that constitute a capital outlay and increase the life of the asset should be capitalized as betterment and recorded as an addition of value to the existing asset. Due care and diligence should be exercised in determining whether an item is a separate piece of property having its own recorded cost and description, or a component and, therefore, included as part of the cost and description of the overall asset.

A component part is that part of a unit of property that cannot be used independently of the remaining piece of equipment and is physically connected to the major asset. This definition applies even though the component part may meet the capitalization criteria by itself. An example would be panels associated with providing an open office workstation. If 15 panels were required to create an office area, and the aggregate cost met the capitalization criteria, but the individual cost per panel did not, the panels would not be capitalized. An “office” consisting of 15 panels is not being purchased. Instead, 15 panels are being purchased to build an office. If the individual cost of one panel meets the capitalization criteria, then 15 distinct assets would be setup and not one asset consisting of 15 panels.

Costs of extended warranties and/or maintenance agreements, which can be separately identified from the cost of the equipment, should not be capitalized.

Jointly Funded Personal Property

Personal property paid for jointly by the County and other governmental entities should be capitalized by the entity responsible for future maintenance.

Capitalization Threshold

The capitalization threshold for personal property is **\$5,000**. Examples of expenditures to be capitalized as Personal Property are:

- Original contract or invoice price
- Freight charges
- Import duties
- Handling and storage charges
- In-transit insurance charges

- Sales, use, and other taxes imposed on the acquisition
- Installation charges
- Charges for testing and preparation for use
- Costs of reconditioning used items when purchased
- Parts and labor associated with the construction of equipment

Depreciation Methodology

Straight-line depreciation will be used.

Construction in Progress - 10175

Construction in progress reflects the construction status of buildings and other structures, infrastructure (highways, energy distribution systems, pipelines, etc.), additions, alterations, reconstruction, installation, and maintenance and repairs, which are substantially incomplete. Use the following guidelines to determine if costs associated with capital projects are capital expenditures versus current period expenditures and whether the project should be recorded in the Construction in Progress account in **ORACLE Fixed Assets at fiscal year-end**:

If the cost incurred increases the future economic benefits, it is a capital expenditure. Future economic benefits are increased by:

- Extending the life of the asset
- Improving productivity
- Improving the quality of service

If the cost incurred was to maintain the asset, it is a current period expenditure.

Ensure project and related expenditures fall into the appropriate phase in the life of the asset:

- Planning
- Acquisition
- Construction
- Improvement
- Renovation
- Repair
- Replacement
- Relocation
- Demolition

Depreciation Methodology

Depreciation is not applicable while assets are accounted for as Construction in Progress. See appropriate capital asset account when the asset is capitalized.

Capitalization Threshold

Construction in progress assets should be capitalized to their appropriate capital asset accounts upon the earlier occurrence of execution of substantial completion contract documents, occupancy, or when the asset is placed into service. It is the responsibility of the project manager to determine the component level to which an asset is recorded and tagged (if appropriate) in **ORACLE Fixed Assets**. Upon the capital project being deemed complete and in-service, the related individual assets would be capitalized in **ORACLE Fixed Assets**.

Leasehold Improvements - 10178

Construction of new buildings or improvements made to existing structures by the lessee, who has the right to use these leasehold improvements over the term of the lease. These improvements will revert to the lessor at the expiration of the lease. Moveable equipment or office furniture that is not attached to the leased property is not considered a leasehold improvement. Leasehold improvements do not have a residual value.

Depreciation Methodology

Leasehold improvements are capitalized by the lessee and are amortized over the shorter of (1) the remaining lease term, or (2) the useful life of the improvement. Improvements made in lieu of rent should be expensed in the period incurred. If the lease contains an option to renew and the likelihood of renewal is uncertain, the leasehold improvement should be written off over the life of the initial lease term or useful life of the improvement, whichever is shorter?

Capitalization Threshold

The capitalization threshold for leasehold improvements is **\$25,000**.

Infrastructure and Infrastructure Improvements - 10179

Infrastructure

Assets that are long-lived capital assets that is normally stationary in nature and can be preserved for a significantly greater number of years than most capital assets.

Infrastructure Improvements

Infrastructure improvements are capital events that materially extend the useful life or increase the value of the infrastructure, or both. Infrastructure improvements should be capitalized as betterment and recorded as an addition of value to the infrastructure if the improvement or addition of value is at the capitalization threshold or increases the life or value of the asset by 25 percent of the original cost or life period.

Additions and improvements are those capital outlays that increase the capacity or efficiency of the asset. A change in capacity increases the level of service provided by an asset. For

example, additional lanes can be added to a highway or the weight capacity of a bridge could be increased. A change in efficiency maintains the same service level, but at a reduced cost. For example, a heating and cooling plant could be reengineered so that it produces the same temperature changes at reduced cost. As another example, the re-striping of a road or slurry sealing a section of asphalt would typically be considered a maintenance expense whereas widening the lanes or alignment improvements of a section of asphalt road would typically permit speed limits or traffic throughput to increase and therefore would be considered a capitalizable expenditure. The cost of additions and improvements should be capitalized and subsequently depreciated. Additions and improvements should be capitalized and recorded into **ORACLE Fixed Assets** as separate and distinct asset records using the date of the addition/improvement project's completion as the acquisition date from which to begin depreciation.

Jointly Funded Infrastructure

Infrastructure paid for jointly by the County and other governmental entities should be capitalized by the entity responsible for future maintenance.

Maintenance Costs

Maintenance and repair costs allow an asset to continue to be used during its originally established useful life. If costs are incurred to keep an asset in its normal operating condition (e.g. lubrication, cleaning, or replacement of small parts) and the life of the asset is not extended, the costs would be truly maintenance expenditures that are expensed in the period incurred.

The criteria for capitalizing the expenditure rather than expensing the cost in the period it is incurred are:

1. Does the cost extend the asset's life?
2. Does the cost increase the capacity of the asset?
3. Does the cost increase the efficiency of the asset?

If any one of the three questions can be answered "Yes", then the costs should be capitalized. If all three questions are answered "No", then the costs should be expensed in the period they are incurred.

Capitalization Threshold

The capitalization threshold for infrastructure is **\$25,000**. Infrastructure already capitalized will remain capitalized.

Examples of expenditures to be capitalized as infrastructure are:

- ✓ Highway and rest areas
- ✓ Roads, streets, curbs, gutters, sidewalks
- ✓ Bridges, railroads, trestles
- ✓ Canals, waterways, wharf, docks, sea walls, bulkheads, boardwalks

- ✓ Dam, drainage facility
- ✓ Radio or television transmitting tower
- ✓ Water and sewer systems (main lines and distribution lines)
- ✓ Hydrants (fire and flushing)
- ✓ Fiber optic and telephone distribution systems (between buildings)
- ✓ Light system (traffic, outdoor, street, etc.)
- ✓ Signage
- ✓ Airport runway/strip/taxiway/apron

Works of Art and Historical Treasures

Please refer to Henrico County's existing policy for Works of Art as managed by the Recreation and Parks Department on page 130. Works of Art are not required to be capitalized if they meet the following conditions:

- Held for public exhibition, education, or research in furtherance of public service, rather than financial gain
- Protected, kept unencumbered, cared for, and preserved
- Subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections.

Capital Assets Purchased with Federal and/or State Funds

Assets acquired with Federal and/or State funds are subject to policies established above for capitalized assets except for those departments receiving Medicaid or Medicare funds, who must request an exception to the \$5,000 criteria. These departments must maintain a capitalization level of less than the \$5,000 due to Federal requirements.

Capitalizable assets are subject to all requirements regarding security, maintenance and utilization. Information regarding capitalizable assets is entered for both control and required financial reporting.

Common Rule for Purchases with Federal and State Funds

The purpose of this rule is to provide guidance to departments in complying with the accounting and reporting requirements for capital assets used directly or indirectly in Federal and State grant programs. This pertains to assets purchased entirely with Federal funds, a combination of Federal and State funds or entirely with State funds. It is the responsibility of the Department Director to keep a list of ALL real and nonexpendable personal property purchased with Federal or State funds either in whole or in part. This list shall be reviewed and updated at least annually. The major authoritative sources for Federal rules and regulations include the Common Rule and numerous Office of Management and Budget (OMB) Circulars that are organization and topic specific.

Federal Regulations

1. *Office of Management and Budget Circular A-133*, Audits of States, Local Governments and Non-Profit Organizations, issued June 30, 1997.
2. *Office of Management and Budget Circular A-102*, Grants and Cooperative Agreements with State and Local Governments issued October 17, 1994 and amended August 29, 1997.
3. *Office of Management and Budget Circular A-87*, Cost Principles for State, Local and Indian Tribal Governments, issued May 17, 1995 and amended May 10, 2004.
4. Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (amended August 29, 1997).
5. Compliance Supplement, issued March 2008.

State Regulations

The *Auditor of Public Accounts Specifications for Audits of Counties, Cities and Towns Manual* indicates that testing of Federal funds that are passed-through the State should comply with the requirements issued by the Federal government. The Virginia Compliance Supplement developed by the Auditor of Public Accounts covers grant requirements for State funded grants. The general requirements in the Virginia Compliance Supplement include Budget and Appropriation Laws, Cash and Investments, Conflicts of Interest, Debt Provisions, Retirement Systems, Procurement and Unclaimed Property.

Local Regulation

The Department of Finance issued in February 2009, the Management of State and Federal Grants Policy which includes grant definitions, appropriate regulations, and procedures for grant application, award and acceptance of a grant, duties of grant personnel, revenue recognition and grant audit requirements. Those sections of the Policy that relate to requirements for capital assets purchased with Federal, State or a combination of the two can be found on page 7 General Grant and Program Administration Item #9 and Attachment B Annual Certification regarding assets purchased with Federal grant or assistance funds.

The following information, at a minimum, should be included in the property record for capital assets purchased with Federal, State or other assistance funds:

- ✓ Description of property item
- ✓ Manufacturer's serial number, model, or other identification number
- ✓ Source of property (i.e. grant or agreement number)
- ✓ Who holds title to property
- ✓ Acquisition date
- ✓ Cost
- ✓ Percentage of Federal participation
- ✓ Location, use, and condition

- ✓ Disposal date, if disposed
- ✓ Sale price of property (if applicable)

Section 5: Capital Asset Retirement

When a Department determines that an asset is no longer useful for the purpose it was purchased or constructed; or it is no longer feasible to maintain that asset for the purpose it was purchased or constructed, then that asset should be “surplused” or retired. Assets may be partially retired or wholly retired.

An **Asset Information Form (AIF)** (<http://virtual.henrico/genserv/AIF.doc>) is required to be forwarded to General Services-Purchasing along with the Surplus Property. Additional guidance on disposal of surplus property is available in the **Purchasing Manual, Chapter 4, Capital Assets/Surplus Property**. (<http://virtual.henrico/genserv/PurchasingManual.pdf>)

Surplus Property Guidelines

An **Asset Information Form (AIF)** should be completed for all County-owned property that is transferred, disposed of, or surplused. The sections to be completed depend on the type of property involved in the transaction.

Capital Asset (Items Recorded in Oracle Assets)

- 1 Complete **Section 1 – Asset Information (completed by the Department)** for any item that is recorded in Oracle Assets.
- 2 Complete **Section 2 – Asset Transfer (completed by the Department)** for any item that is transferred between departments or within the same department.
- 3 Complete **Section 3 – Asset Surplus (completed by the Department)** for any asset that is no longer useful for the Department and the asset is being transferred to the Purchasing Office (Surplus Warehouse).
- 4 Complete **Section 4 – Receiving Surplus Assets (completed by the Purchasing Office only)** for any item that is received by the Purchasing Office from another department.
- 5 Complete **Section 5 – Disposal of Surplus Assets (completed by the Purchasing Office only)** for any item that is sold, salvage, scrapped or disposed of by the Purchasing Office.
- 6 Complete **Section 6 – Completed by the Department** for all Asset Information Forms (AIF) that are prepared and sent to the Purchasing Office and the Accounting Office.

NOTE:

Forward the completed **AIF** to the Purchasing Office along with the equipment

- In order to ensure proper updating of Oracle Assets, provide the Surplus Coordinator with the Asset Number, Tag Number and Serial Number.
- Verify that the Asset Tag is clearly visible or indicate the location of the Asset Tag on the **AIF**. The Surplus Property Coordinator removes the Asset Tag upon disposal (sold, auctioned or scrapped).
- The Department must remove the hard drive and remove the operating system on all computers before transferring the computers to the Surplus Warehouse. Check the appropriate box to acknowledge these actions have been taken prior to transferring the equipment.

SUMMARY:

A copy of the **AIF** should be forwarded to Finance-Accounting if:

- An asset is being transferred between departments (inter-departmental transfer) or to change the location assignment within the department (intra-departmental transfer).
- An asset is being disposed of by the department and sent to the surplus warehouse.
- All assets transferred to the surplus warehouse will be removed from a department's inventory within Oracle Assets by the Purchasing Office once the asset is received and placed in the surplus warehouse's inventory.
- Assets will be held in the surplus warehouse's inventory until disposed of by the Purchasing Office.
- The Purchasing Office will communicate asset disposals to Accounting by forwarding a copy of the **AIF** containing the asset tag, disposal method, proceeds received (if any) and disposal date.
- Finance-Accounting will use the **AIF** to remove the equipment from Oracle Assets.

Section 6: Capital Asset Policies Appendix

Capital Asset Tagging in ORACLE Memo



COUNTY OF HENRICO VIRGINIA

INTER-OFFICE MEMORANDUM

To: Asset Coordinators Subject: Capital Asset Tagging-Oracle
From: Fixed Asset Accountant Date: April 15, 2009

Departments are responsible for all capital assets within their respective Department. Asset Identification Tags (Tags) should be available so the capital asset can be tagged when it is received. Tags should only be affixed to assets that meet the following criteria: **Capital Assets are real or personal property that have a value equal to or greater than the capitalization threshold for the particular asset class and have an estimated useful life of greater than one year.**

All Capital Assets will be tagged with the exception of the following listed assets, which, due to their nature and/or their exposure to the weather, are not practical to tag: Land, Improvements other than buildings, Infrastructures, Buildings, Fixed equipment, Licensed vehicles, Outdoor recreational equipment (swings, play climbers, athletic field goals), Mobile/portable communications equipment and some contractor's equipment.

Asset Identification Tags will be issued based on requests made on the attached form. Annually, Departments should review the budget to determine how many Capital Assets will be purchased. The first request should be for capital assets that will be purchased in the first quarter of the fiscal year. Additional tags may be requested as needed on the attached form.

Please establish a "Tag Log" (see attached) to identify which assets have been assigned an Asset Identification Tag. Tag Logs are subject to periodic review by Finance/Accounting.



COUNTY OF HENRICO, VIRGINIA

Capital Asset Tag Request

I, _____, the Asset Coordinator for _____ request
name *department*

_____ Capital Asset Identification Tag(s). These Tags will be affixed on items that can be tagged only.

Date: ____ / ____ / ____ **Signature:** _____

**COUNTY OF HENRICO, VIRGINIA
CAPITAL ASSET TAG LOG**

	TAG Number	Date Received	Asset Number	Date Issued
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Asset Category Listing

Category Major	Category Minor	Asset Account	Depreciation Method	Life Years	Capitalization Threshold
LAND	LAND	10170	STL	65	Capitalize All
LAND	ROAD RIGHT OF WAY	10170	STL	65	Capitalize All
BUILDINGS	PORTABLE STRUCTURES	10171	STL	25	\$25,000
BUILDINGS	BUILDING	10171	STL	50	\$25,000
IMPROVEMENTS OTHER THAN BLDGS	LAND IMPROVEMENTS	10172	STL	20	\$25,000
MACHINERY AND EQUIPMENT	FURNITURE	10173	STL	20	\$5,000
MACHINERY AND EQUIPMENT	HOSPITAL FURNITURE	10173	STL	20	\$5,000
MACHINERY AND EQUIPMENT	COMPUTER EQUIPMENT CAPITAL LEASE 2 YEARS	10174	STL	2	\$5,000
MACHINERY AND EQUIPMENT	COMPUTER EQUIPMENT CAPITAL LEASE 3 YEARS	10174	STL	3	\$5,000
MACHINERY AND EQUIPMENT	COMPUTER EQUIPMENT CAPITAL LEASE 4 YEARS	10174	STL	4	\$5,000
MACHINERY AND EQUIPMENT	BUSINESS MACHINES CAPITAL LEASE	10174	STL	5	\$5,000
MACHINERY AND EQUIPMENT	COMPUTER EQUIPMENT	10174	STL	5	\$5,000
MACHINERY AND EQUIPMENT	COMPUTER EQUIPMENT CAPITAL LEASE 5 YEARS	10174	STL	5	\$5,000
MACHINERY AND EQUIPMENT	COMPUTER SOFTWARE	10174	STL	5	\$25,000
MACHINERY AND EQUIPMENT	MULTI MEDIA MATERIALS	10174	STL	5	\$5,000
MACHINERY AND EQUIPMENT	UNIFORMS	10174	STL	5	\$5,000
MACHINERY AND EQUIPMENT	ATHELETIC EQUIPMENT	10174	STL	10	\$5,000
MACHINERY AND EQUIPMENT	AUDIOVISUAL EQUIPMENT	10174	STL	10	\$5,000
MACHINERY AND EQUIPMENT	BUSINESS MACHINES	10174	STL	10	\$5,000
MACHINERY AND EQUIPMENT	COMMUNICATIONS EQUIPMENT	10174	STL	10	\$5,000
MACHINERY AND EQUIPMENT	COMPUTER NETWORK EQUIPMENT	10174	STL	10	\$5,000
MACHINERY AND EQUIPMENT	CONTRACTOR'S EQUIPMENT	10174	STL	10	\$5,000
MACHINERY AND EQUIPMENT	HOSPITAL EQUIPMENT	10174	STL	10	\$5,000
MACHINERY AND EQUIPMENT	MUSICAL INSTRUMENTS	10174	STL	10	\$5,000
MACHINERY AND EQUIPMENT	POLICE AND FIRE EQUIPMENT	10174	STL	10	\$5,000
MACHINERY AND EQUIPMENT	SCIENCE AND ENGINEERING EQUIPMENT	10174	STL	10	\$5,000
MACHINERY AND EQUIPMENT	GROUPS AND MAINTENANCE	10174	STL	15	\$5,000
MACHINERY AND EQUIPMENT	KITCHEN/CUSTODIAL EQUIPMENT	10174	STL	15	\$5,000
MACHINERY AND EQUIPMENT	MACHINERY AND TOOLS	10174	STL	15	\$5,000
MACHINERY AND EQUIPMENT	OUTDOOR EQUIPMENT	10174	STL	20	\$5,000
MACHINERY AND EQUIPMENT	UTILITY	10174	STL	30	\$5,000
MACHINERY AND EQUIPMENT	ART AND HISTORICAL COLLECTIONS	10174	STL	65	\$5,000
CONSTRUCTION IN PROGRESS	CONSTRUCTION IN PROGRESS	10175	STL	65	\$25,000

Asset Category Listing

Category Major	Category Minor	Asset Account	Depreciation Method	Life Years	Capitalization Threshold
LICENSED VEHICLES	LICENSED VEHICLES	10176	STL	8	\$5,000
INFRASTRUCTURE	MARINAS	10179	STL	10	\$25,000
INFRASTRUCTURE	TRAFFIC SIGNALS	10179	STL	10	\$25,000
INFRASTRUCTURE	STREET LIGHTING	10179	STL	15	\$25,000
INFRASTRUCTURE	DRAINAGE	10179	STL	20	\$25,000
INFRASTRUCTURE	SIDEWALKS AND CURBS	10179	STL	20	\$25,000
INFRASTRUCTURE	STREETS/ALLEYS ASPHALT	10179	STL	20	\$25,000
INFRASTRUCTURE	STREETS/ALLEYS CONCRETE	10179	STL	30	\$25,000
INFRASTRUCTURE	BRIDGES	10179	STL	50	\$25,000
INFRASTRUCTURE	DAMS	10179	STL	60	\$25,000
INFRASTRUCTURE	STREETS/ALLEYS SUBSURFACE	10179	STL	60	\$25,000
INFRASTRUCTURE	TUNNELS	10179	STL	60	\$25,000
INFRASTRUCTURE	INFRASTRUCTURE	10179	STL	65	\$25,000
INFRASTRUCTURE	WATER/SEWER COLLECT AND DISTRIBUTE	10179	STL	65	\$25,000

JAMES RIVER JUVENILE DETENTION CENTER (JRJDC)

BUILDINGS	BUILDINGS - JRJDC	10171	STL	40	\$25,000
FURNITURE AND FIXTURES	APPLIANCES EQUIPMENT - JRJDC	10173	STL	7	\$5,000
FURNITURE AND FIXTURES	COMMUNICATIONS EQUIP JRJDC	10174	STL	7	\$5,000
MACHINERY AND EQUIPMENT	APPLIANCES EQUIPMENT JRJDC	10174	STL	7	\$5,000
MACHINERY AND EQUIPMENT	AUDIOVISUAL EQUIPMENT JRJDC	10174	STL	7	\$5,000
MACHINERY AND EQUIPMENT	COMMUNICATIONS EQUIPMENT - JRJDC	10174	STL	7	\$5,000
MACHINERY AND EQUIPMENT	COMPUTER EQUIPMENT - JRJDC	10174	STL	7	\$5,000
MACHINERY AND EQUIPMENT	GROUPS AND MAINTENANCE - JRJDC	10174	STL	7	\$5,000
MACHINERY AND EQUIPMENT	KITCHEN/CUSTODIAL EQUIPMENT - JRJDC	10174	STL	7	\$5,000
MACHINERY AND EQUIPMENT	MACHINERY AND TOOLS - JRJDC	10174	STL	7	\$5,000

Section 7: Capital Assets Oracle Procedures

Mass Additions

The Mass Additions function is used to enter assets that have been processed through **ORACLE Payables** and identified as a fixed asset addition based on the **Natural Account** used to pay for the item.

Invoice lines automatically transferred to **ORACLE ASSETS** from **ORACLE PAYABLES** are posted to the following natural accounts:

Natural Accounts Added Directly to Oracle Fixed Assets

Capital Outlay – New - \$5,000 and Over

50801	Machinery and Equipment
50802	Furniture and Fixtures
50803	Telecommunications Equipment
50804	Motor Vehicles and Equipment
50805	Computer Equipment
50806	Technology Infrastructure
50807	Capital Leases

Capital Outlay – Replacement - \$5,000 and Over

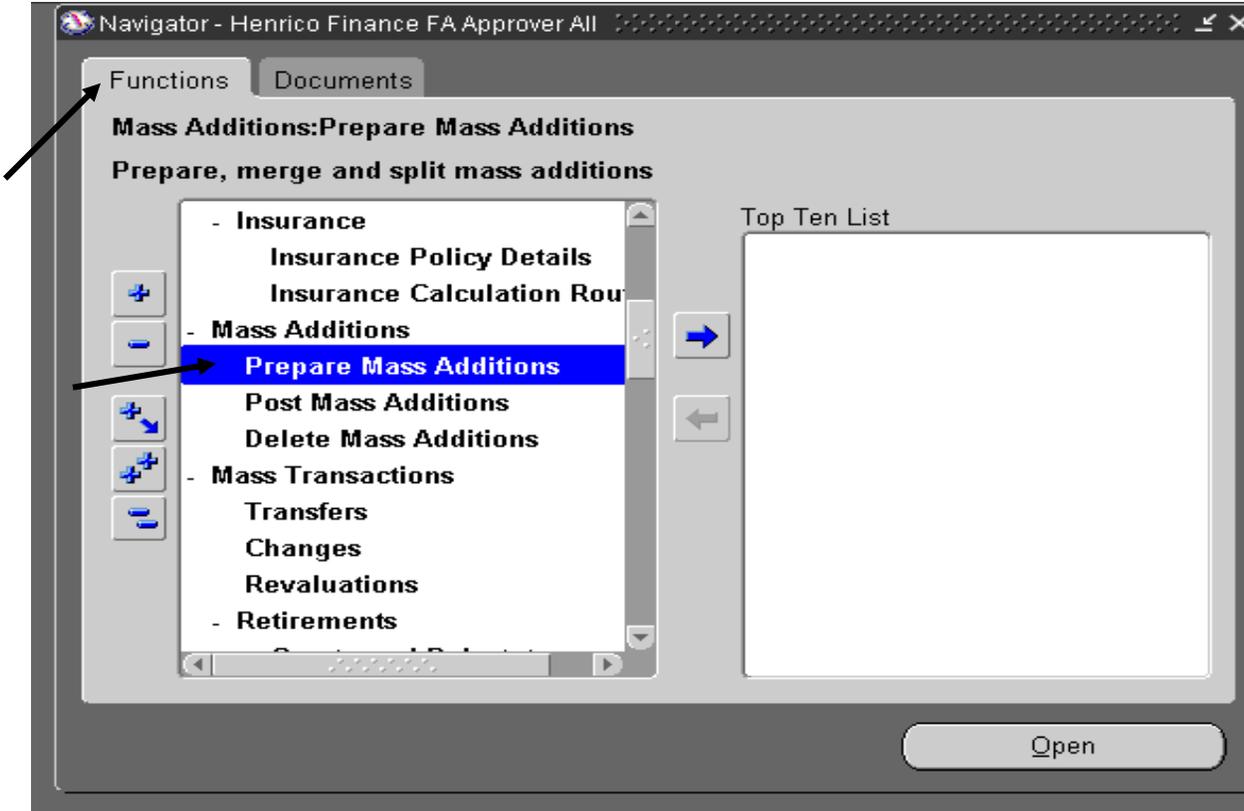
50821	Machinery and Equipment
50822	Furniture and Fixtures
50823	Telecommunications Equipment
50824	Motor Vehicles and Equipment
50825	Computer Equipment
50826	Technology Infrastructure
50827	Capital Leases

Capital Outlay – Rehabilitation

50841	Machinery and Equipment-Rehab
50842	Motor Vehicles and Equipment-Rehab

From the Navigation window select the “Functions” tab and select “Mass Additions”

Mass Additions → Prepare Mass Additions



The “Find Mass Additions” Form will appear.

1. Complete the “Book” field from the “List of Values” button. The “HC_FA_BOOK” will automatically default into the field when the “List of Values” button is selected.
2. Select the “List of Values” button in the “Queue” field and the “Queue Names” Sub-Form will appear.
 - a. Department number is the first two digits of the cost center number assigned to your department.
 - b. Highlight the appropriate Queue and click “OK”.

3. Select your department number then select the “Find” button on the bottom of the “Find Mass Additions” Form.

4. The “Mass Additions Summary” Form will appear listing all of the mass additions lines that need to be processed by your department.

To add the information for an “Invoice Number”, select the line for that “Invoice” and click “OPEN”.

Invoice Number	Line	Queue	Description	Units
49563	1	12	CONVERTED PO	1
2635	1	12	CONVERTED PO	1
900499	1	12	2005 CHEVROLET TRAILBLAZ	1
900492	1	12	2005 CHEVROLET TRAILBLAZ	1
091762	1	12	CONVERTED PO	1
R-64555	1	12	BLANKET PURCHASE ORDER	1
2672	1	12	CONVERTED PO	1
1769201	1	12	2006 FULL SIZE CVPI. VA STA	6

The “Mass Additions” Form for the “Invoice Number” selected appears. The “Source” tab documents information transferred from ORACLE Payables.

Complete all **required** fields on the “Asset Details” tab.

Required fields include:

- **Category (Major and Minor)**
- **Location (Site, Room, Building)**
- **Expense Account (depreciation)**

Click on the “List of Vaules” (LOV) button in the “Location” field.

The screenshot shows the 'Mass Additions Summary' window. The 'Location' field is highlighted with a dropdown arrow. The window contains the following data:

Book	HC_FA_BOOK	Queue	12
Transaction Type	FUTURE ADD	Transaction Date	16-AUG-2005
Invoice Number	900499	Line Number	1
Category		Group Asset	
Employee Name		Employee Number	
Expense Account		Location	
Date in Service	16-AUG-2005	Cost	23,000.00
<input type="checkbox"/> Depreciate			

Below the main form is the 'Asset Details' section:

Supplier Name	BASIC AUTO SALES LP 1887	Supplier Number	1887
PO Number	101559	Source Batch	MIT52082205
Project Number		Task Number	
Create Batch	4928169	Create Date	24-OCT-2005
Source System	ORACLE PAYABLES	Invoice Date	16-AUG-2005
Clearing Account			
Comments	0101.50824.12016.0000.00000.0000.0000.00000.00000		

Buttons at the bottom: Project Details..., Assignments..., Cancel, Done.

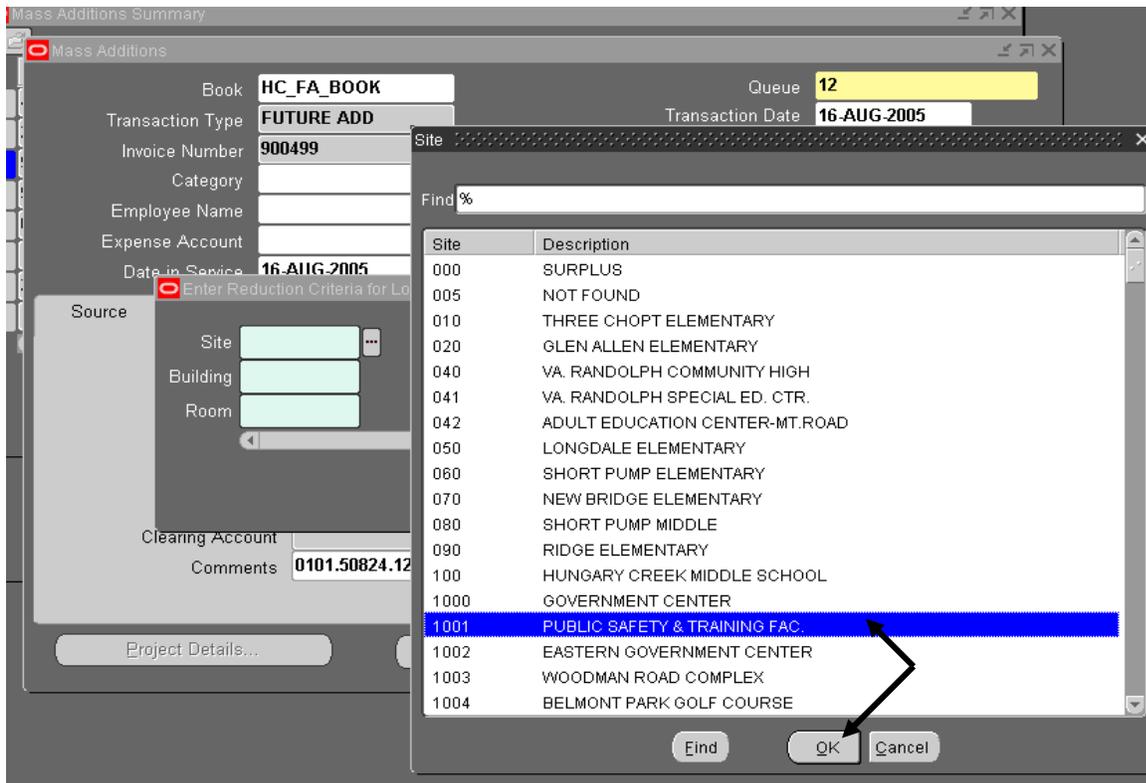
Click on the “Combinations” button in the “Location Flexfield” Form.

The screenshot shows the 'Location Flexfield' window. The 'Combinations' button is highlighted with an arrow. The window contains the following data:

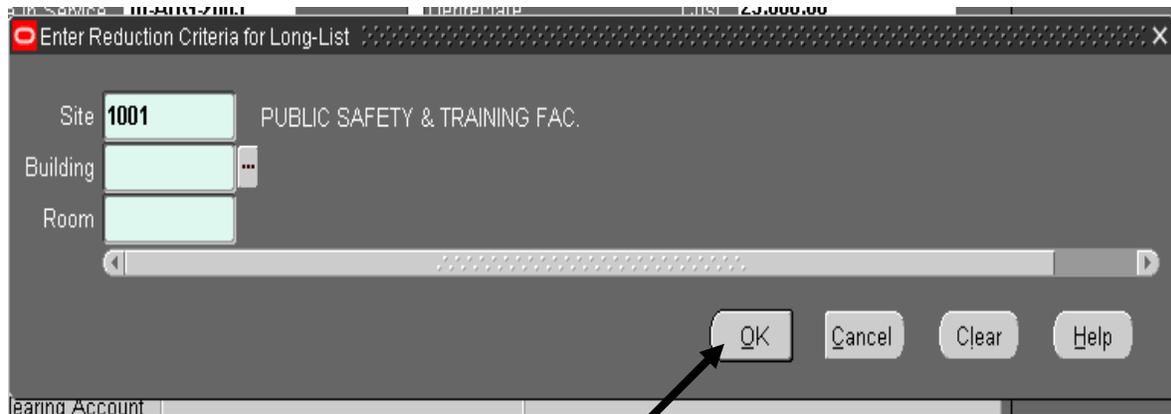
Site	
Building	
Room	

Buttons at the bottom: OK, Cancel, Combinations, Clear, Help.

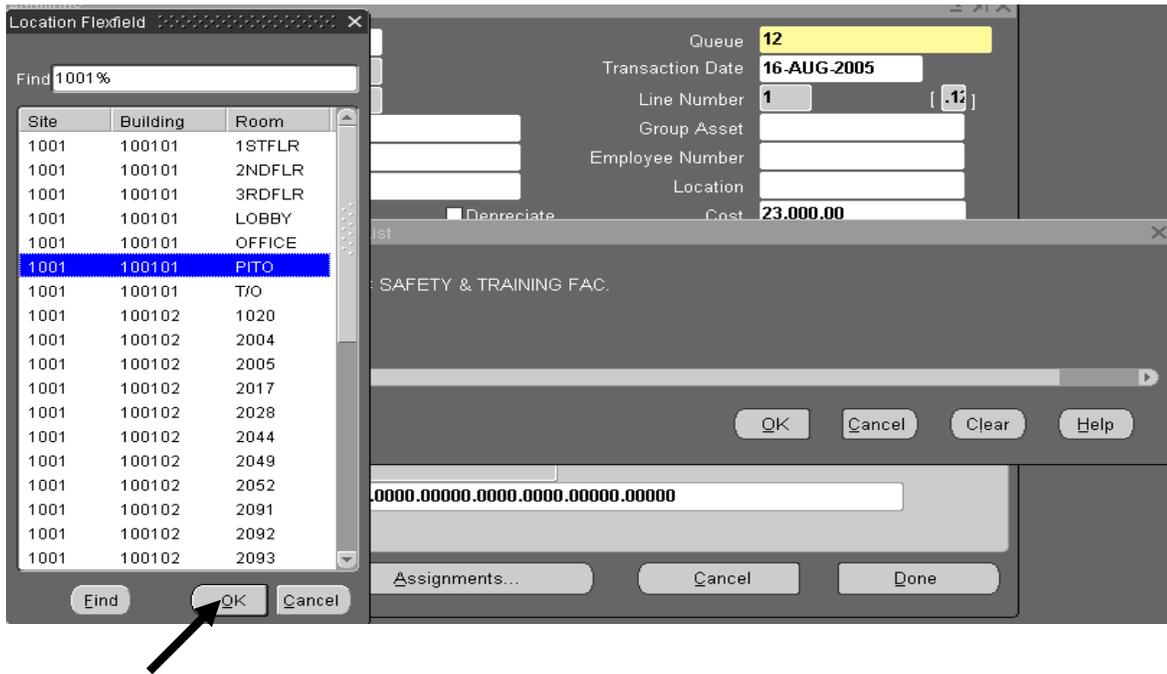
Enter the correct "Site" and click the "OK" button



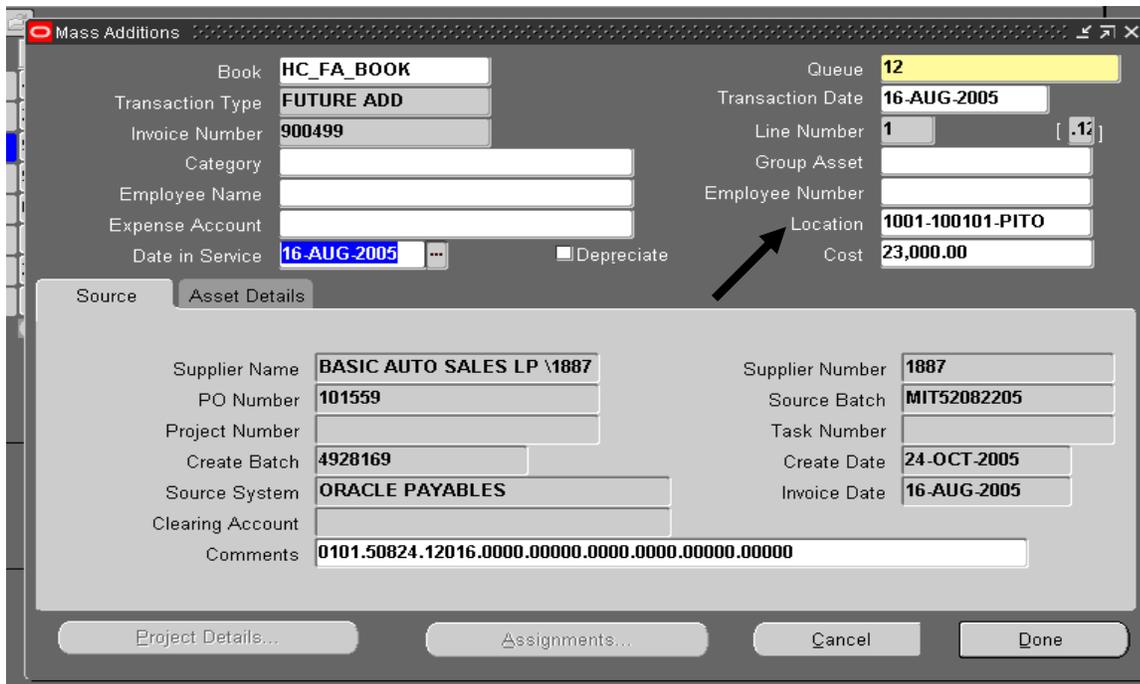
The "Enter Reduction Criteria for Long-List" Form appears. Click on the "OK" button to determine all of the available valid combinations for Site/Building/Room.



The "Location Flexfield" Form will appear. Choose the most appropriate combination for the previously selected Site from the list of available valid combinations and click "OK".



The selected combination is entered in the "Location" field.



Click on the “List of Values” button in the “Category” field.

The screenshot shows the 'Mass Additions' window with the following fields and values:

Book	HC_FA_BOOK	Queue	12
Transaction Type	FUTURE ADD	Transaction Date	16-AUG-2005
Invoice Number	900499	Line Number	1 [.12]
Category	[...]	Group Asset	
Employee Name		Employee Number	
Expense Account		Location	1001-100101-PITO
Date in Service	16-AUG-2005	Cost	23,000.00
		<input type="checkbox"/> Depreciate	

Below the main fields is the 'Asset Details' section:

Supplier Name	BASIC AUTO SALES LP 1887	Supplier Number	1887
PO Number	101559	Source Batch	MIT52082205
Project Number		Task Number	
Create Batch	4928169	Create Date	24-OCT-2005
Source System	ORACLE PAYABLES	Invoice Date	16-AUG-2005
Clearing Account			
Comments	0101.50824.12016.0000.00000.00000.00000.00000		

Buttons at the bottom: Project Details..., Assignments..., Cancel, Done

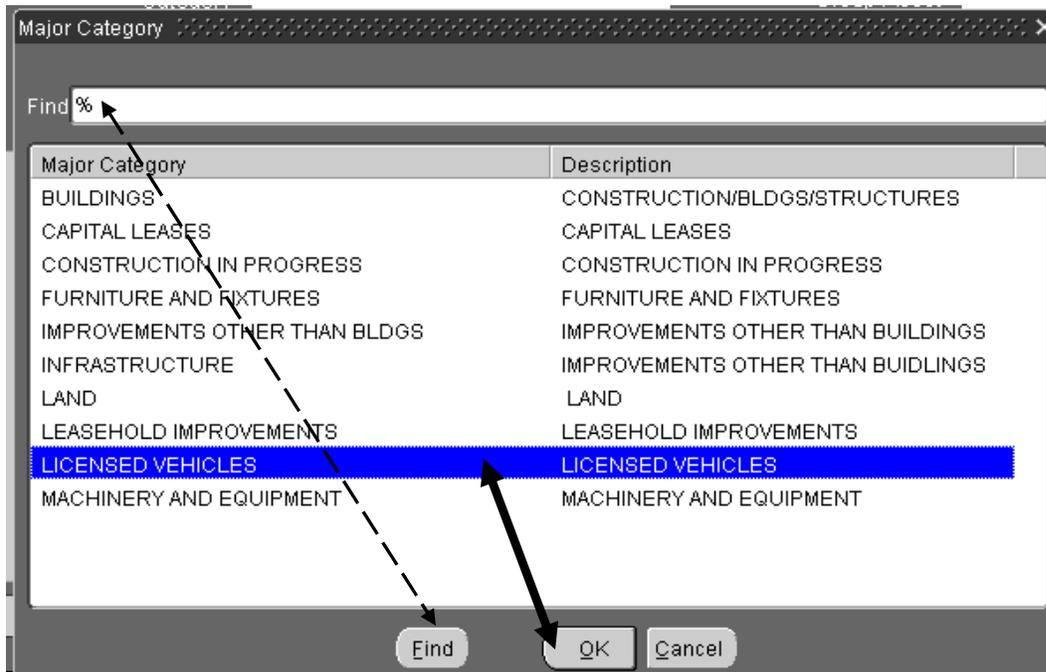
The “Category Flexfield” Form appears with fields for both the Major and Minor Categories. Both of these fields must be completed. Use the “List of Values” button to select the “Major Category”.

The screenshot shows the 'Category Flexfield' window with the following fields:

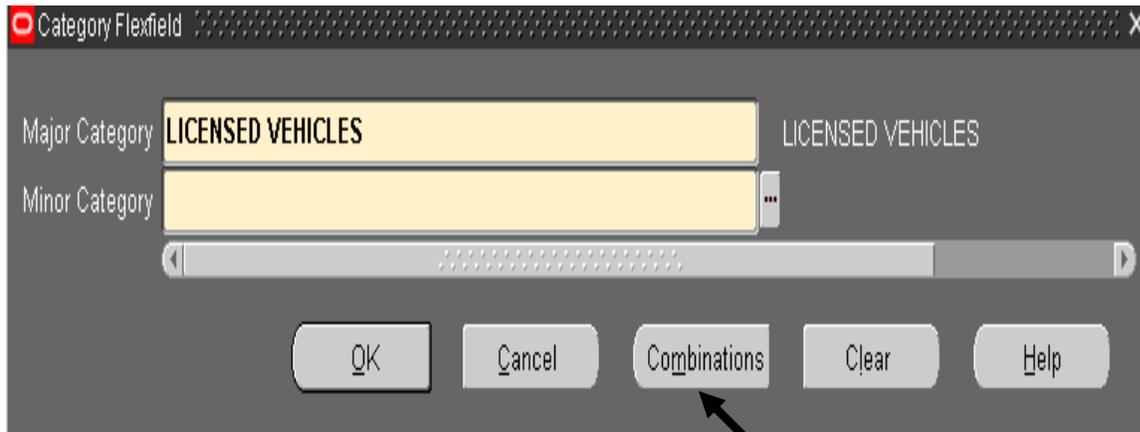
Major Category	[...]
Minor Category	

Buttons at the bottom: OK, Cancel, Combinations, Clear, Help

Type “%” in the “Find” field and select the button titled “Find”. The List of Values selections will appear. Select the appropriate asset category from the LOV and then select the button titled “OK”.



The selected item fills the “Major Category”. Select the “Combinations” button to narrow selections for the “Minor Category”.



The “Enter Reduction Criteria for Long-List” Form appears. Click on “OK” to determine available valid combinations for “Minor Category”.

Enter Reduction Criteria for Long-List

Major Category: LICENSED VEHICLES

Minor Category: LICENSED VEHICLES

OK Cancel Clear Help

The selected Major and Minor Categories fill the “Category” field.

Mass Additions

Book: HC_FA_BOOK

Transaction Type: FUTURE ADD

Invoice Number: 900499

Category: LICENSED VEHICLES-LICENSED VEHI

Employee Name: [Empty]

Expense Account: [Empty]

Date in Service: 16-AUG-2005 Depreciate

Queue: 12

Transaction Date: 16-AUG-2005

Line Number: 1 [.12]

Group Asset: [Empty]

Employee Number: [Empty]

Location: 1001-100101-PITO

Cost: 23,000.00

Source: Asset Details

Supplier Name: BASIC AUTO SALES LP \1887

Supplier Number: 1887

PO Number: 101559

Source Batch: MIT52082205

Project Number: [Empty]

Task Number: [Empty]

Create Batch: 4928169

Create Date: 24-OCT-2005

Source System: ORACLE PAYABLES

Invoice Date: 16-AUG-2005

Clearing Account: [Empty]

Comments: 0101.50824.12016.0000.00000.0000.0000.00000.00000

Project Details... Assignments... Cancel Done

Use the “List of Values” button to select the appropriate “Expense Account”.

The screenshot shows the 'Mass Additions' window with the following data:

Book	HC_FA_BOOK	Queue	12
Transaction Type	FUTURE ADD	Transaction Date	16-AUG-2005
Invoice Number	900499	Line Number	1
Category	LICENSED VEHICLES-LICENSED VEHI	Group Asset	
Employee Name		Employee Number	
Expense Account		Location	1001-100101-PITO
Date in Service	16-AUG-2005	Cost	23,000.00
		<input checked="" type="checkbox"/> Depreciate	

Below the main form is the 'Asset Details' section:

Supplier Name	BASIC AUTO SALES LP \1887	Supplier Number	1887
PO Number	101559	Source Batch	MIT52082205
Project Number		Task Number	
Create Batch	4928169	Create Date	24-OCT-2005
Source System	ORACLE PAYABLES	Invoice Date	16-AUG-2005
Clearing Account			
Comments	0101.50824.12016.0000.00000.00000.00000.00000.00000		

Buttons at the bottom: Project Details..., Assignments..., Cancel, Done.

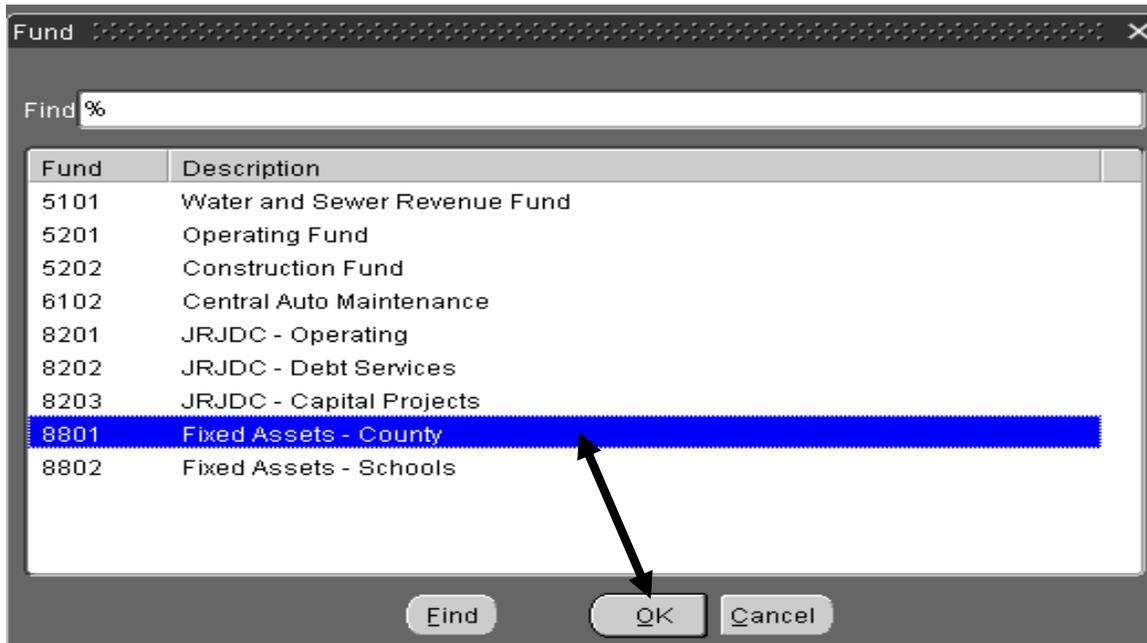
The “Accounting Flexfield” Form appears. The “Natural Account” is automatically set as *Depreciation*. Use the “List of Values” button to select the appropriate “Fund”.

The screenshot shows the 'Accounting Flexfield' window with the following data:

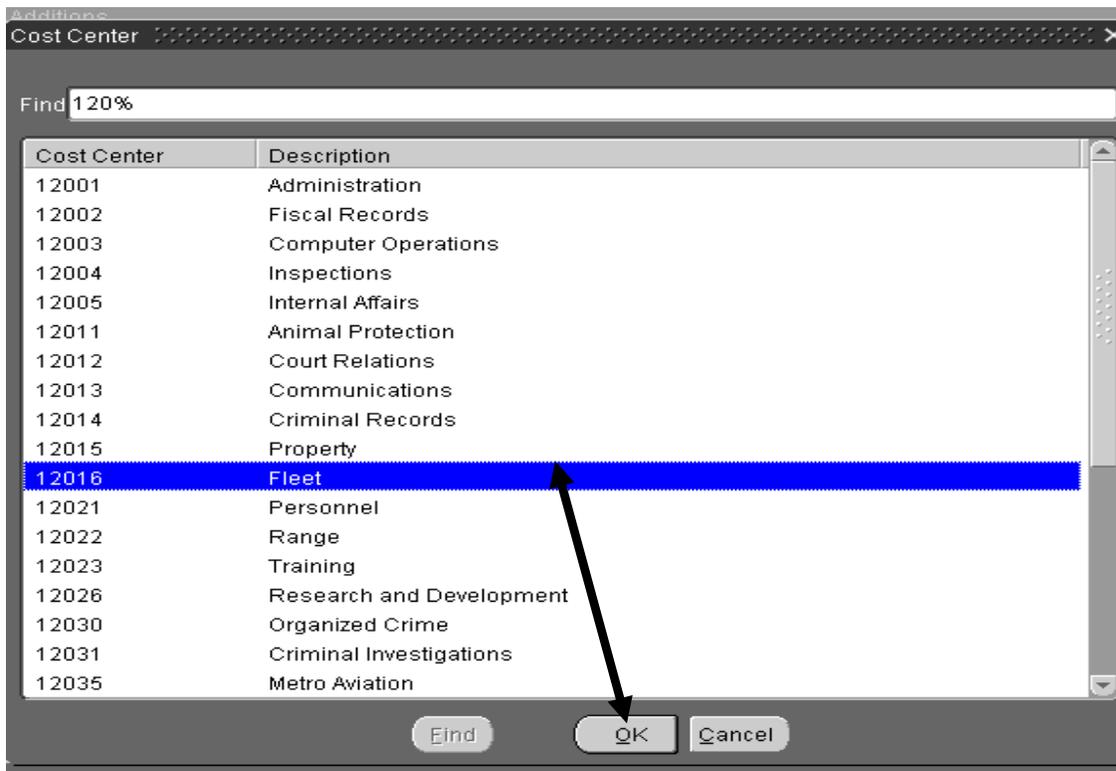
Fund		
Natural Account	50458	Depreciation
Cost Center		
Function	0000	None
Project	00000	None
Location	0000	None
InterFund	0000	Default I/F
Future Use 1	00000	None
Future Use 2	00000	None

Buttons at the bottom: OK, Cancel, Combinations, Clear, Help.

Select the appropriate "Fund" from available choices and click the "OK" button.



Use the same process to select the appropriate "Cost Center".



Click the OK button on the Enter Reduction Criteria for Long-List form to record your selection.

Enter Reduction Criteria for Long-List

Fund	8801	Fixed Assets - County
Natural Account	50458	Depreciation
Cost Center	12016	Fleet
Function	0000	None
Project	00000	None
Location	0000	None
InterFund	0000	Default I/F
Future Use 1	00000	None
Future Use 2	00000	None

OK Cancel Clear Help

The selected "Fund/Natural Account/Cost Center" fills the "Expense Account" field.

Mass Additions

Book	HC_FA_BOOK	Queue	12
Transaction Type	FUTURE ADD	Transaction Date	16-AUG-2005
Invoice Number	900499	Line Number	1 [.12]
Category	LICENSED VEHICLES-LICENSED VEHI	Group Asset	
Employee Name		Employee Number	
Expense Account	8801.50458.12016.0000.00000.0000.0000		
Date in Service	16-AUG-2005	Location	1001-100101-PITO
	<input checked="" type="checkbox"/> Depreciate	Cost	23,000.00

Source Asset Details

Supplier Name	BASIC AUTO SALES LP 1887	Supplier Number	1887
PO Number	101559	Source Batch	MIT52082205
Project Number		Task Number	
Create Batch	4928169	Create Date	24-OCT-2005
Source System	ORACLE PAYABLES	Invoice Date	16-AUG-2005
Clearing Account			
Comments	0101.50824.12016.0000.00000.00000.00000.00000.00000		

Project Details... Assignments... Cancel Done

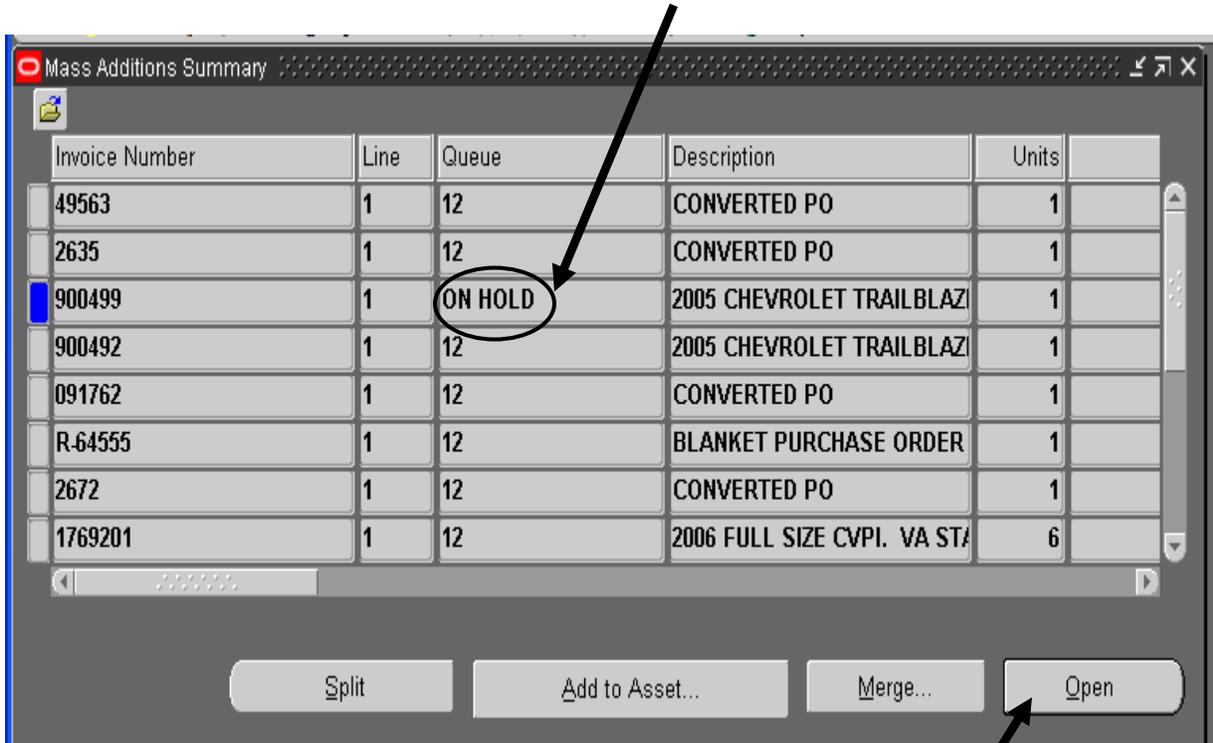
It is highly recommended that the following optional fields (shaded white) on the “Asset Details” tab be completed:

- **Tag Number** (where applicable)
- **Serial Number**
- **Manufacturer**
- **Model Number**

The screenshot shows the 'Mass Additions' window with the 'Asset Details' tab selected. The top section contains general transaction information, with several fields highlighted in yellow: Book (HC_FA_BOOK), Queue (ON HOLD), Transaction Type (FUTURE ADD), Transaction Date (16-AUG-2005), Invoice Number (900499), Line Number (1), Category (LICENSED VEHICLES-LICENSED VEHI), Date in Service (16-AUG-2005), and Cost (23,000.00). The 'Asset Details' section is divided into two columns. The left column includes Asset Number, Tag Number, Serial Number, Asset Type (Capitalized), Manufacturer, Lease Number, Lessor, Property Type (Personal), and Property Class (1245). The right column includes Description (2005 CHEVROLET TRA), Asset Key, Units (1), Parent Asset, Model Number, Warranty Number, In Use (checkbox), In Physical Inventory (checkbox), Ownership (Owned), and Bought (New). At the bottom, there are four buttons: Project Details..., Assignments..., Cancel, and Done. Arrows point to the Tag Number, Serial Number, Manufacturer, Model Number, and Done buttons.

Choose “Done” to save your work and return to the “Mass Additions” form.

The selection is automatically placed in the “ON HOLD” Queue.



If you are ready to turn a mass addition line into an asset, “OPEN” the Invoice and change the Queue name to “REVIEW”.

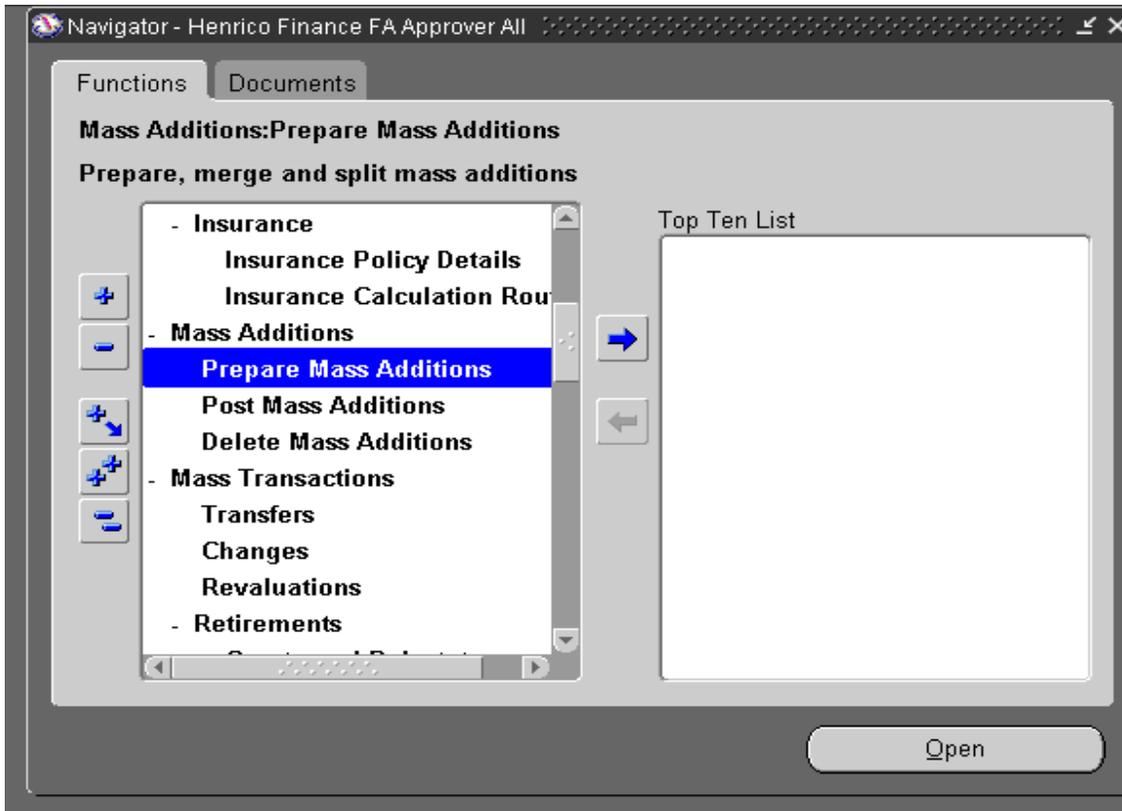
While you are processing, place the mass addition line in the “ON HOLD” Queue.

To delete an unwanted mass addition line, assign it to the “DELETE” Queue.

Split a Mass Addition Line

From the Navigation Window choose:

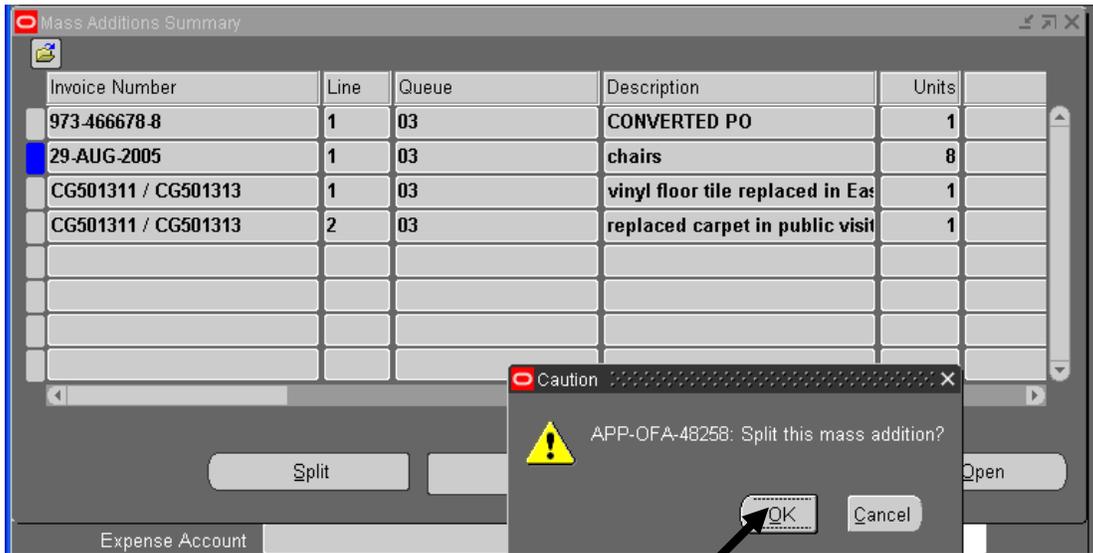
Mass Additions > Prepare Mass Additions



Choose the mass addition line that you want to split (transaction units must exceed 1) and click the "Split" button.

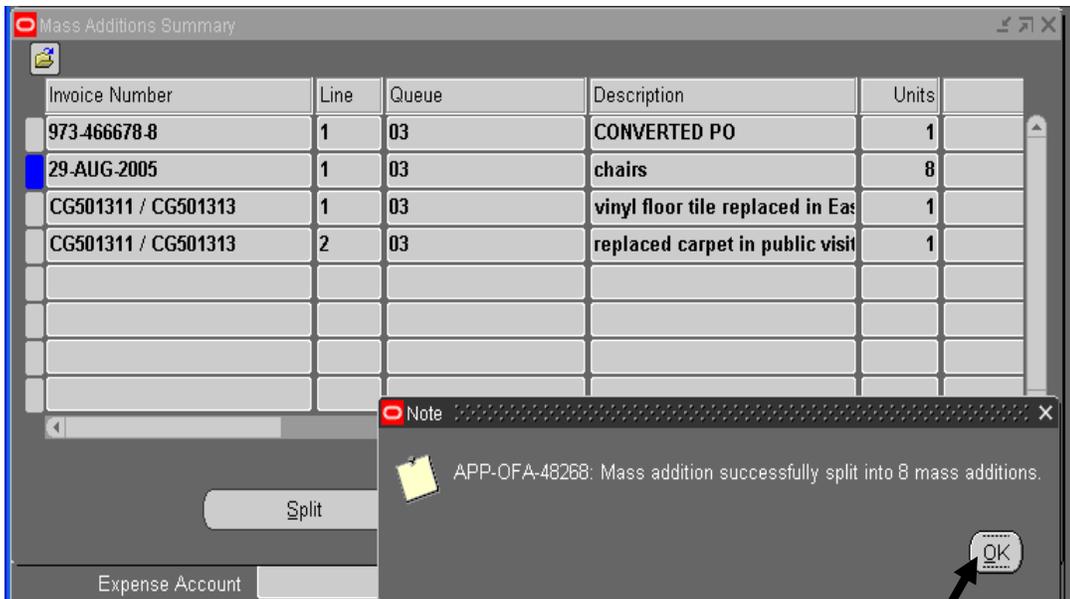


A "Caution" message appears. Click on the "OK" button to proceed with the Split.



A "Note" will appear to confirm the mass additions line has been successfully split into the appropriate number of mass additions.

Click "OK" to proceed.



Oracle Assets splits the line into multiple single-unit mass addition lines.

Invoice Number	Line	Queue	Description	Units
29-AUG-2005	1	SPLIT	chairs	8
973-466678-8	1	03	CONVERTED PO	1
29-AUG-2005	1	03	chairs	1
29-AUG-2005	1	03	chairs	1
29-AUG-2005	1	03	chairs	1
29-AUG-2005	1	03	chairs	1
29-AUG-2005	1	03	chairs	1
29-AUG-2005	1	03	chairs	1

Process the newly created lines in the “Mass Additions” Form as previously discussed.

Mass Additions

Book: **HC_FA_BOOK** Queue: **03**

Transaction Type: **FUTURE ADD** Transaction Date: **16-AUG-2005**

Invoice Number: **29-AUG-2005** Line Number: **1** [.03]

Category: [] Group Asset: []

Employee Name: [] Employee Number: []

Expense Account: [] Location: []

Date in Service: **16-AUG-2005** Depreciate Cost: **315.00**

Source: Asset Details

Asset Number: [] Description: **chairs**

Tag Number: [] Asset Key: []

Serial Number: [] Units: **1**

Asset Type: **Capitalized** Parent Asset: []

Manufacturer: [] Model Number: []

Lease Number: [] Warranty Number: []

Lessor: [] In Use In Physical Inventory

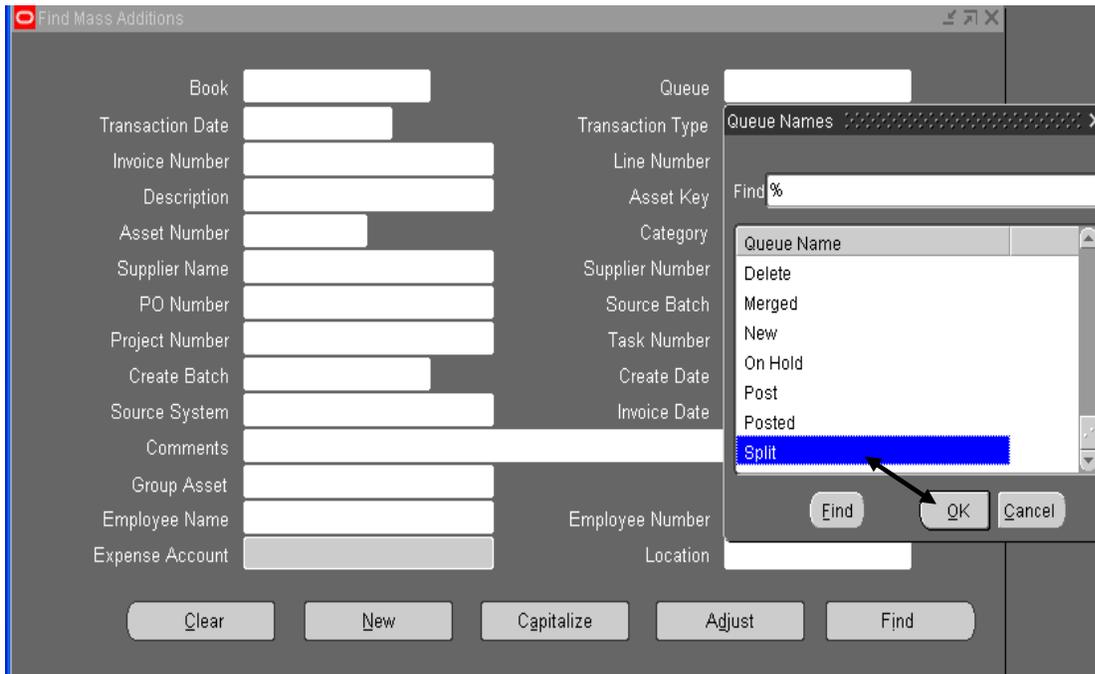
Property Type: [] Ownership: []

Property Class: [] Bought: []

Project Details... Assignments... Cancel Done

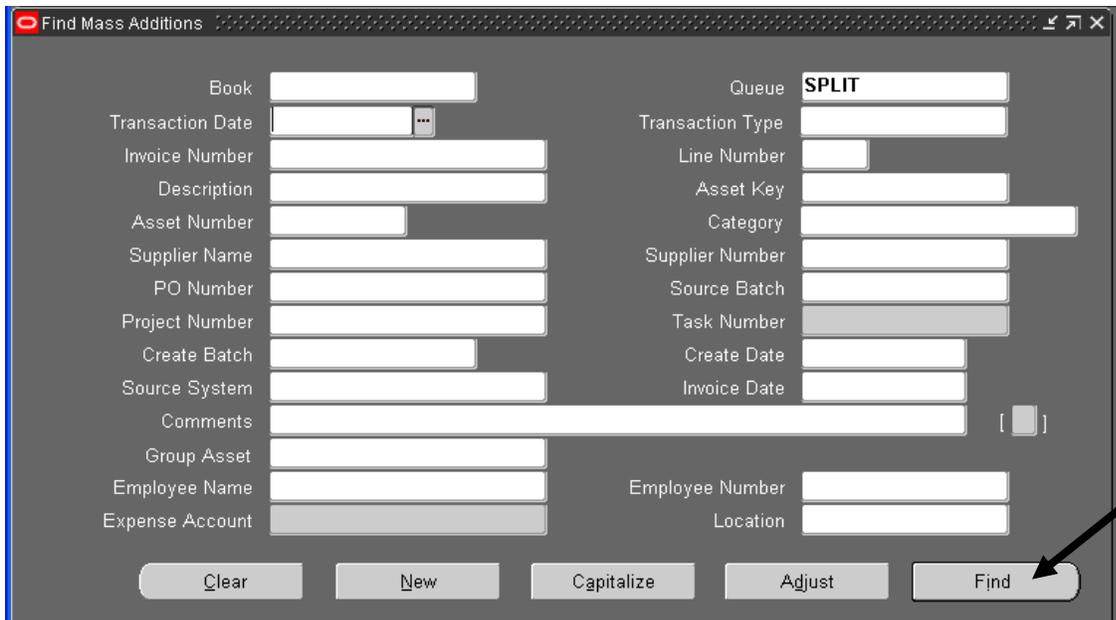
Undo a Previously Split Mass Addition Line

Select the "Split" Queue from the "Find Mass Additions" Form. Click the "OK" button.



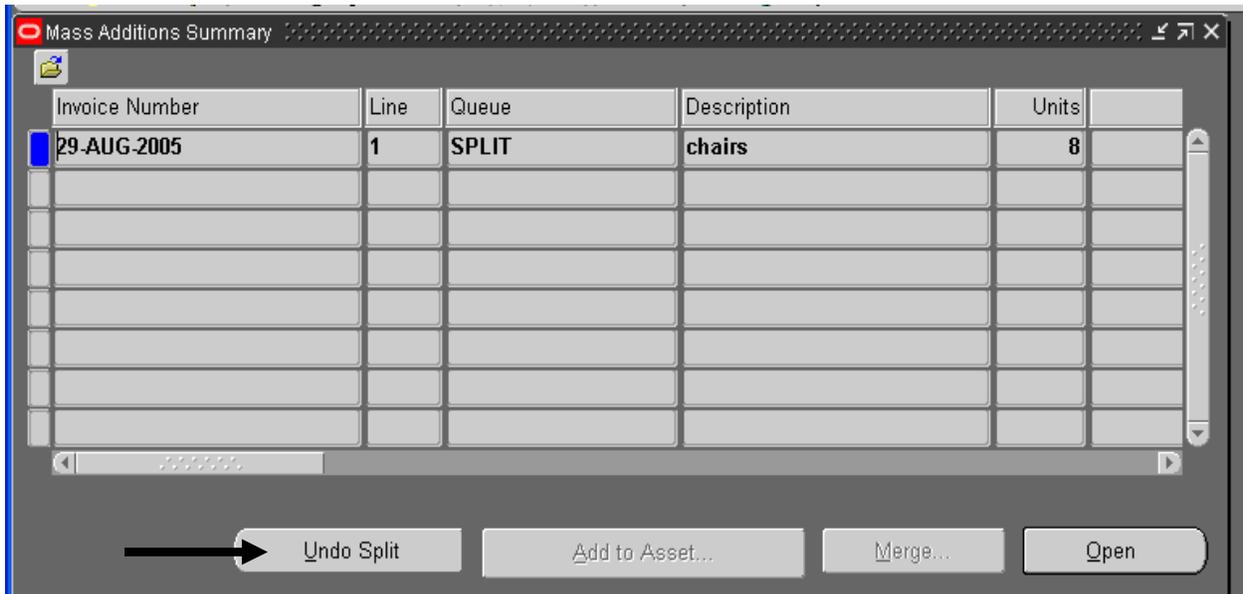
The screenshot shows the 'Find Mass Additions' form with various input fields for search criteria. A 'Queue Names' dialog box is open over the form, displaying a list of queue names: Delete, Merged, New, On Hold, Post, Posted, and Split. The 'Split' queue name is highlighted in blue, and an arrow points to the 'OK' button in the dialog box.

Click on the "Find" button to access the "Mass Additions" Form for the "Split" Queue.

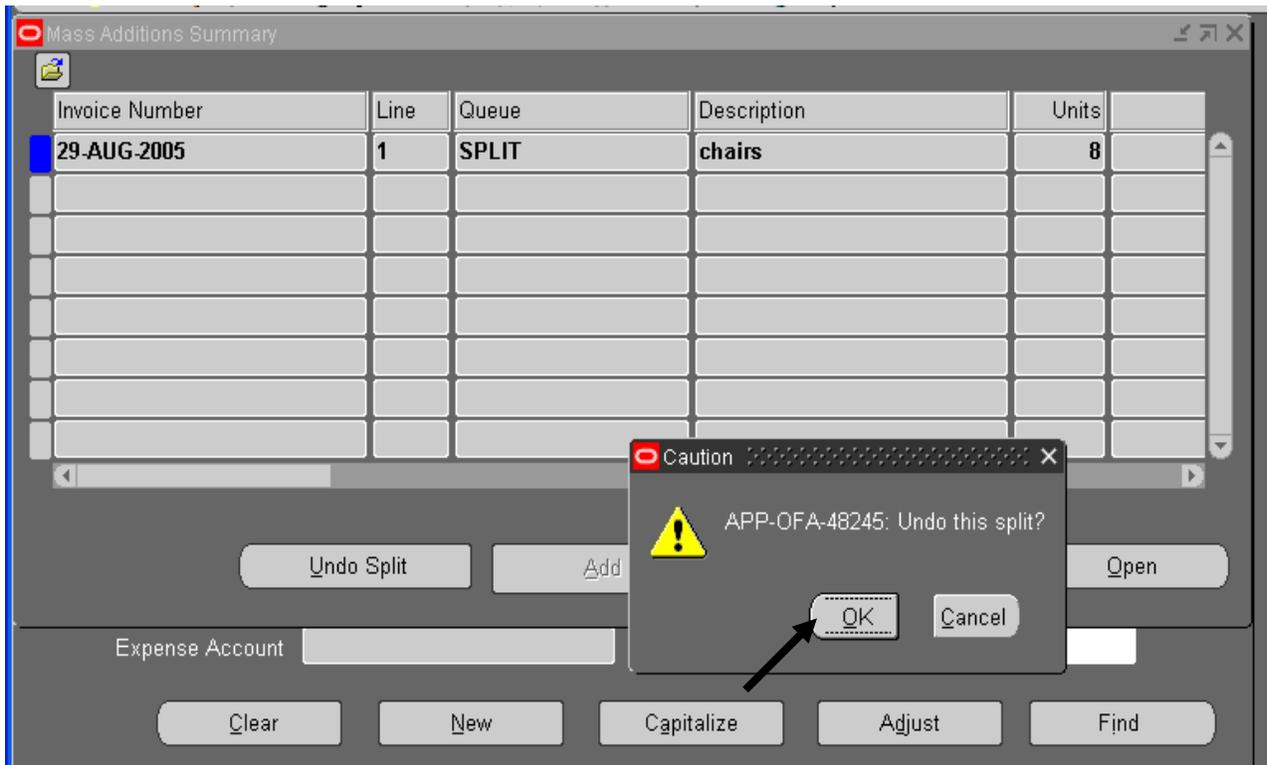


The screenshot shows the 'Find Mass Additions' form with the 'Queue' field set to 'SPLIT'. The 'Find' button at the bottom right is highlighted with a black arrow.

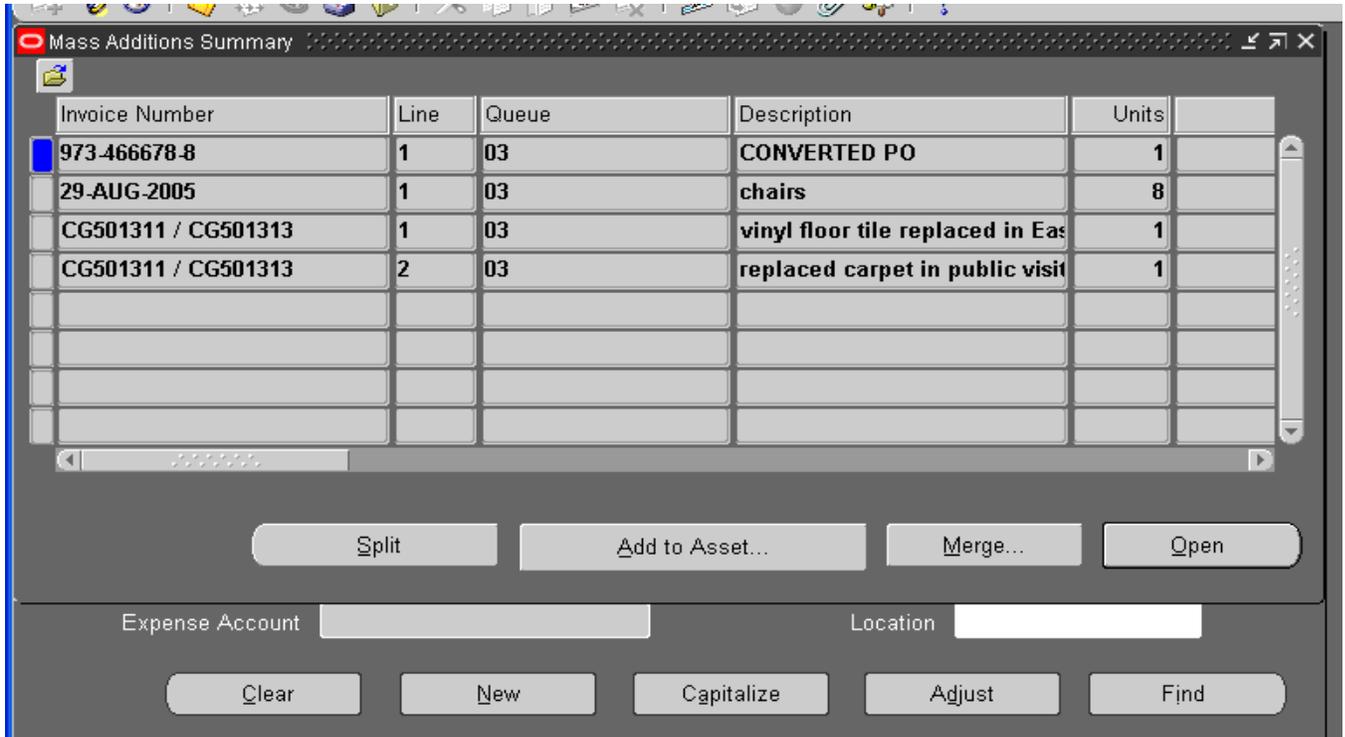
Choose the split mass addition line you want to undo in the “Mass Additions Summary” Form and click on the “Undo Split” button. *You can undo a split only before posting the split children.*



A “Caution” note appears confirming the intent to undo the split. Click on the “OK” button.



The “Mass Additions Summary” Form verifies the “Undo Split” has been successfully performed.



Split Mass Additions Summary

The Split Mass Additions feature places each split child in the “ON HOLD” queue.

Each line can be reviewed to become a separate asset.

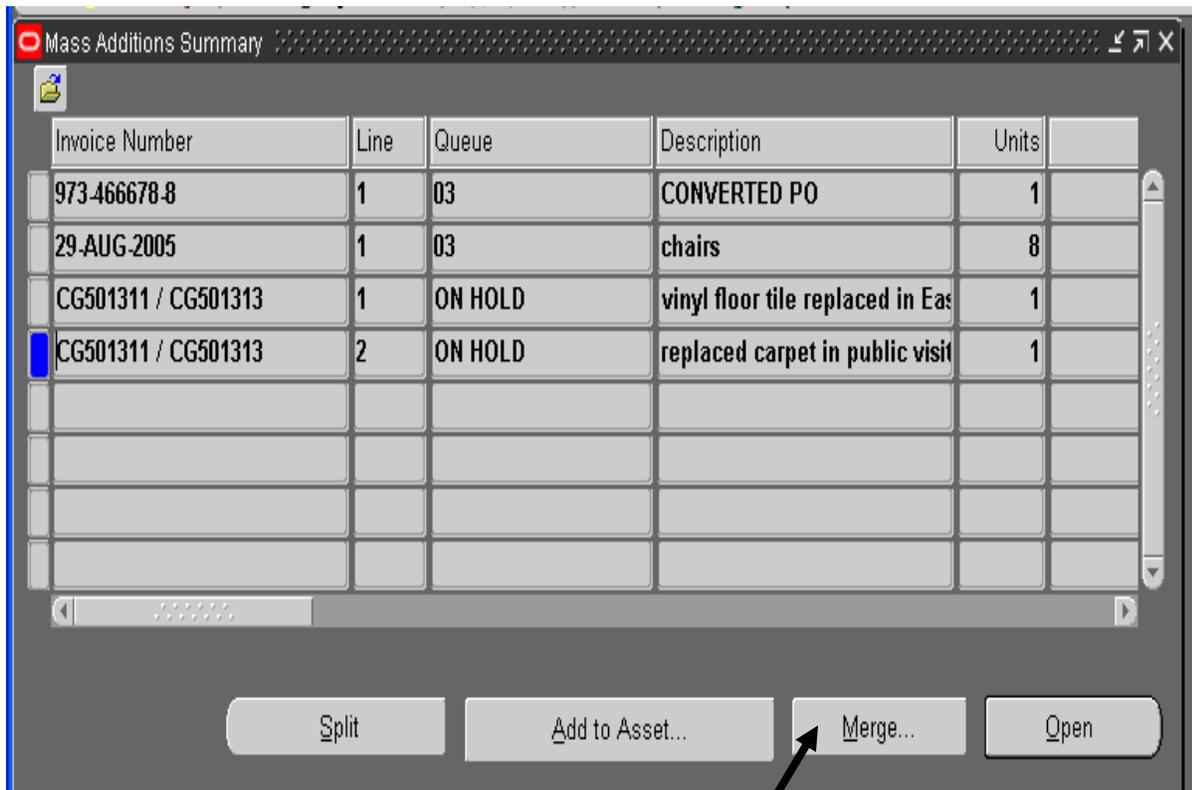
You can Split Mass Additions as much as you like until you set the status to “POST”. Once you set the status to “POST”, Oracle Assets creates an asset ID, and you can no longer Split the Mass Addition line.

Merge Mass Additions

Select the mass addition line into which you want to merge with other lines (the merged parent).

You can only merge mass additions in the “NEW”, “ON HOLD”, or “POST” queues.

Choose the “Merge” button at the bottom of the “Mass Additions Summary” Form.



Choose whether to sum the number of units or keep the original number of units for the line.

Place a in the block for the Invoice Number(s) you want to merge into the merged parent.

Invoice Number: CG501311 / CG501313
Units: 1
Merged Units: 1
 Sum Units

Line Number: 2
Line Amount: 3,127.00
Total Merged Cost: 5,905.00

Queue	Invoice Number	Line	Cost	Description
<input checked="" type="checkbox"/> Merged	CG501311 / CG501313	1	2,778.00	vinyl floor tile replaced in E
<input type="checkbox"/>				

Cancel Done

Oracle Assets assigns the line(s) to the “MERGED” Queue

Invoice Number	Line	Queue	Description	Units
D50773	1	MERGED	CONVERTED PO	1
CG501311 / CG501313	1	MERGED	vinyl floor tile replaced in Eas	1

Split Add to Asset... Merge... Open

Undo a Previously Merged Line

Choose the merged parent(s) you want to undo and select the “Merge” button.

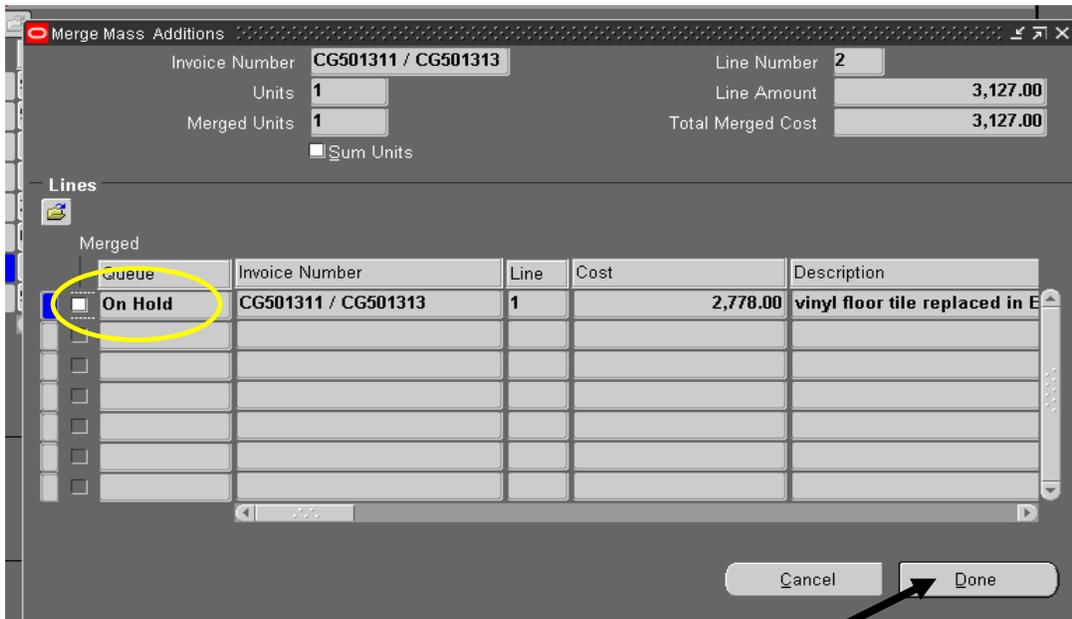


Uncheck the line(s) for which you want to undo the merge and select the “Done” button.



THE ITEM HAS BEEN REMOVED FROM THE “MERGED” QUEUE AND PLACED IN THE “ON HOLD” QUEUE.

Click on the “Done” button at the bottom of the form when the transaction has been completed.



THE “INVOICE NUMBER” IS NO LONGER INCLUDED IN THE “MERGED” QUEUE.



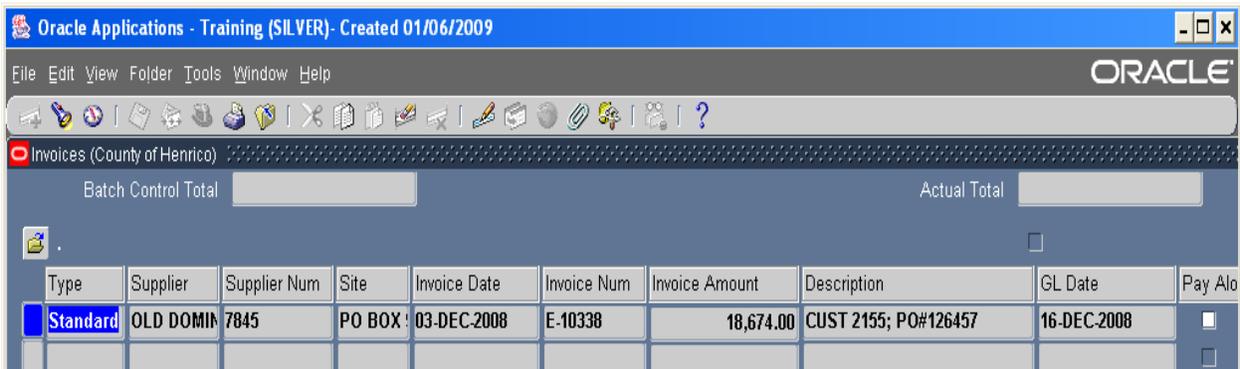
Enter a Mass Addition Manually

The following transactions must be entered manually in Mass Additions:

- Donated Assets
- Assets purchased using Natural Accounts other than those flagged in ORACLE Payables
- Assets purchased in prior fiscal years but not previously added to Fixed Asset records

The following is an illustration of assets acquired using a Natural Account not flagged in ORACLE Payables.

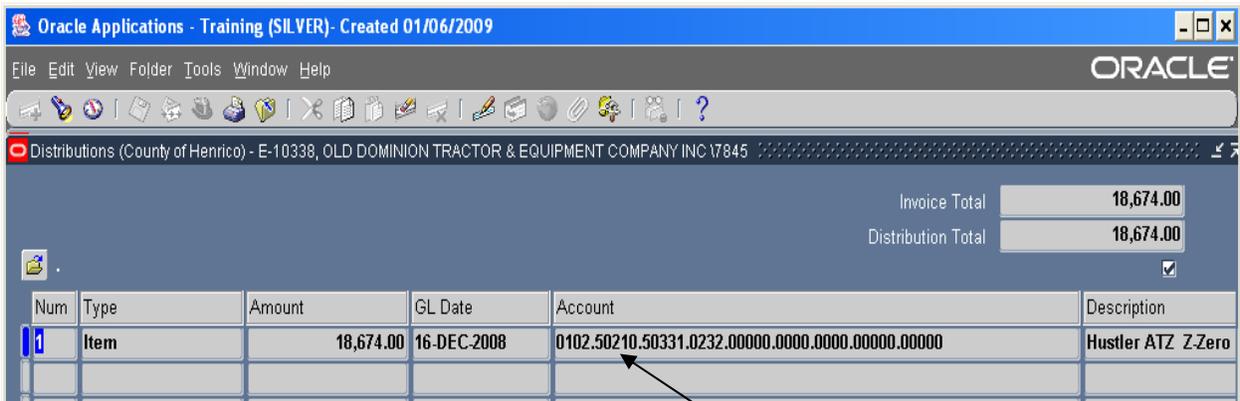
A payment has been issued for the cost of two mowers



The screenshot shows the Oracle Applications interface for Invoices. The window title is "Oracle Applications - Training (SILVER) - Created 01/06/2009". The menu bar includes File, Edit, View, Folder, Tools, Window, and Help. The toolbar contains various icons for navigation and editing. The window title bar indicates "Invoices (County of Henrico)". Below the title bar, there are fields for "Batch Control Total" and "Actual Total". A table displays invoice details:

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Amount	Description	GL Date	Pay Alo
Standard	OLD DOMIN	7845	PO BOX	03-DEC-2008	E-10338	18,674.00	CUST 2155; PO#126457	16-DEC-2008	<input type="checkbox"/>

The payment distribution was to Natural Account 50210, which is not an account flagged in ORACLE Payables for automatic transfer to Mass Additions.



The screenshot shows the Oracle Applications interface for Distributions. The window title is "Oracle Applications - Training (SILVER) - Created 01/06/2009". The menu bar includes File, Edit, View, Folder, Tools, Window, and Help. The toolbar contains various icons for navigation and editing. The window title bar indicates "Distributions (County of Henrico) - E-10338, OLD DOMINION TRACTOR & EQUIPMENT COMPANY INC17845". Below the title bar, there are fields for "Invoice Total" and "Distribution Total", both showing 18,674.00. A table displays distribution details:

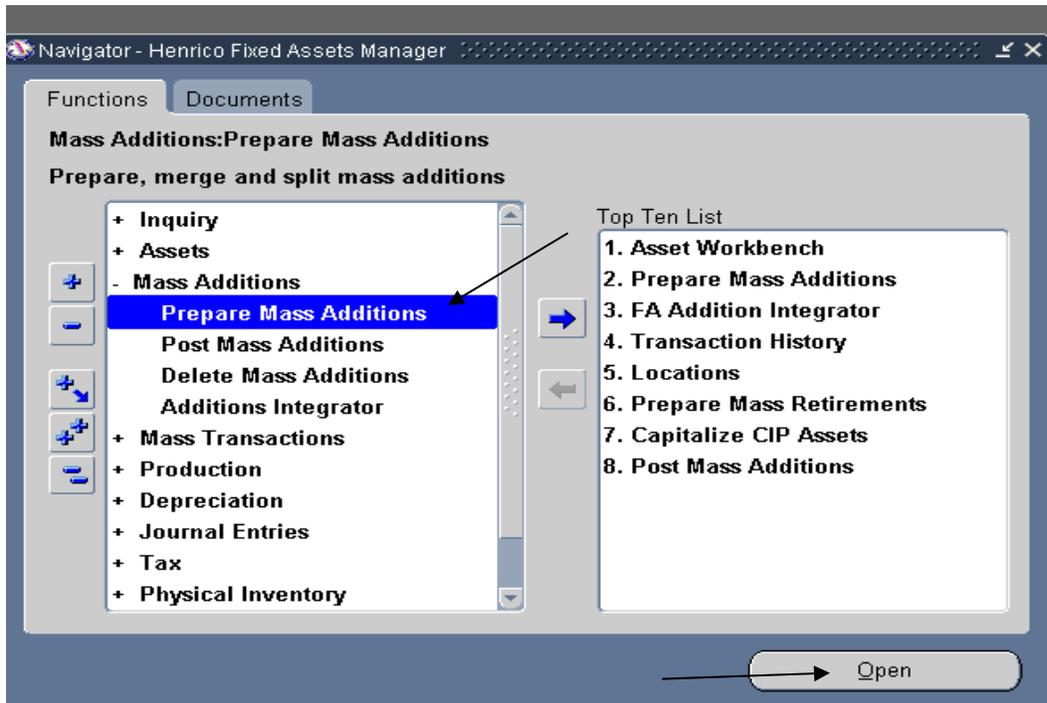
Num	Type	Amount	GL Date	Account	Description
1	Item	18,674.00	16-DEC-2008	0102.50210.50331.0232.00000.0000.00000.00000	Hustler ATZ ZZero

An arrow points to the Account field in the first row of the table.

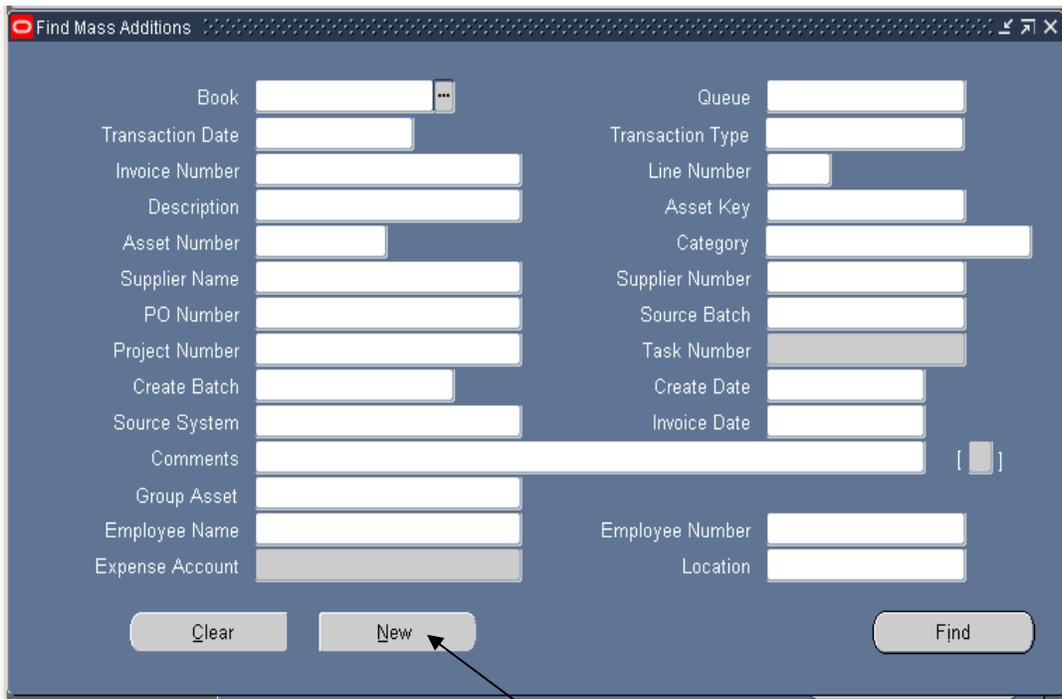
The transaction will need to be added to ORACLE Assets using the "NEW" assets feature in Prepare Mass Additions.

From the Navigation Window, select the Functions tab.

Double Click on “Prepare Mass Additions” or highlight “Prepare Mass Additions” and select the “Open” button.



Select the “New” button at the bottom of the “Find Mass Additions” Form.



The “Mass Additions” Form appears.

Click on the List of Values button in the “Book” field to automatically enter HC_FA_BOOK in the field.

Mass Additions Summary

Mass Additions

Book Queue **NEW**

Transaction Type **FUTURE ADD** Transaction Date

Invoice Number Line Number []

Category Group Asset

Employee Name Employee Number

Expense Account Location

Date in Service Depreciate Cost

Source Asset Details

Asset Number Description

Tag Number Asset Key

Serial Number Units

Asset Type **Capitalized** Parent Asset

Manufacturer Model Number

Lease Number Warranty Number

Lessor In Use In Physical Inventory

Property Type Ownership **Owned**

Property Class Bought **New**

Click in the “Transaction Date” field and the “Calendar” Form appears.

Choose the date the asset was placed in service and select the “OK” button.

Mass Additions Summary

Mass Additions

Book **HC_FA_BOOK** Queue **NEW**

Transaction Type **FUTURE ADD** Transaction Date

Invoice Number Line Number []

Category Group Asset

Employee Name Employee Number

Expense Account Location

Date in Service Depreciate Cost

Source Asset Details

Asset Number Description

Tag Number Asset Key

Serial Number Units

Asset Type **Capitalized** Parent Asset

Manufacturer Model Number

Lease Number Warranty Number

Lessor In Use In Physical Inventory

Property Type Ownership **Owned**

Property Class Bought **New**

Calendar

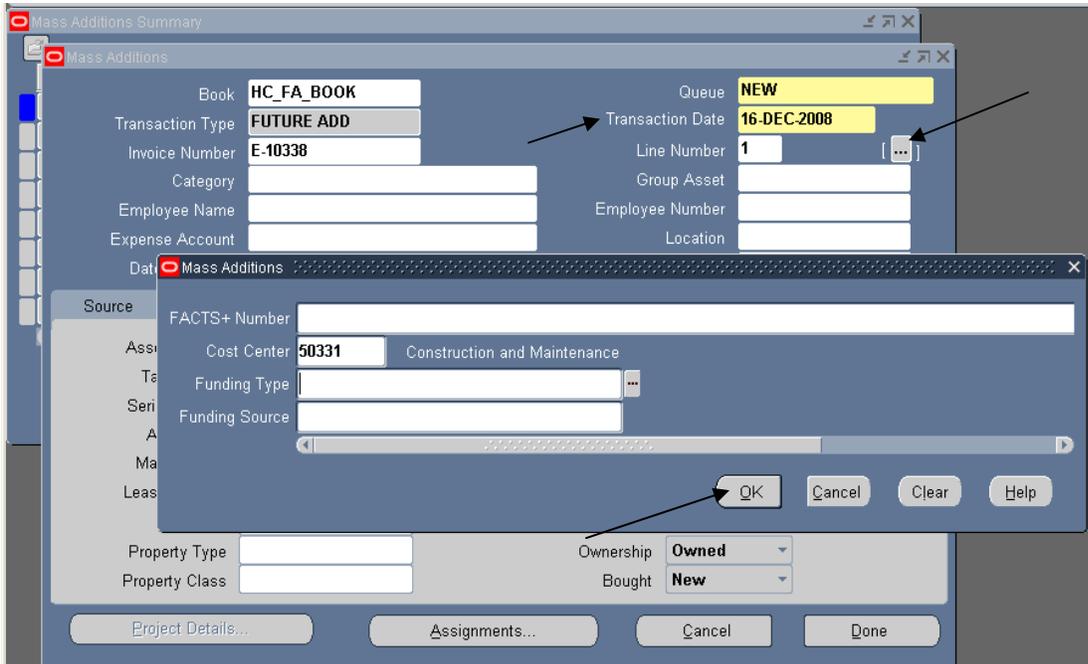
December 2008

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

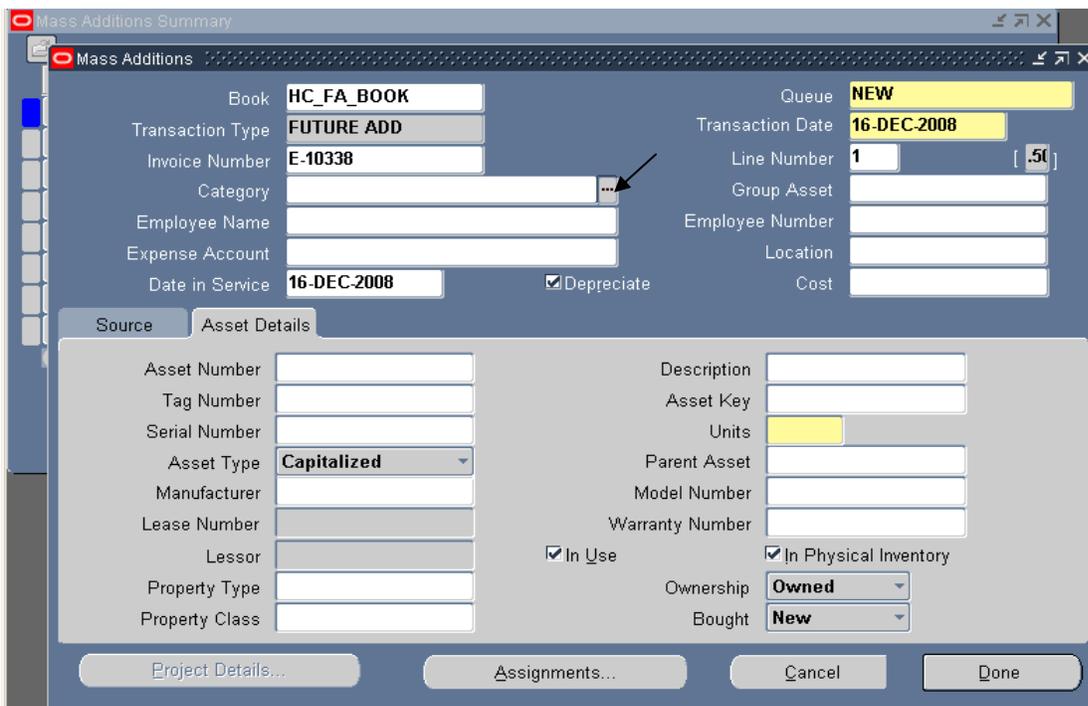
30-MAR-2009

The date from the “Calendar” Form is entered for “Transaction Date” as well as the “Date in Service”.

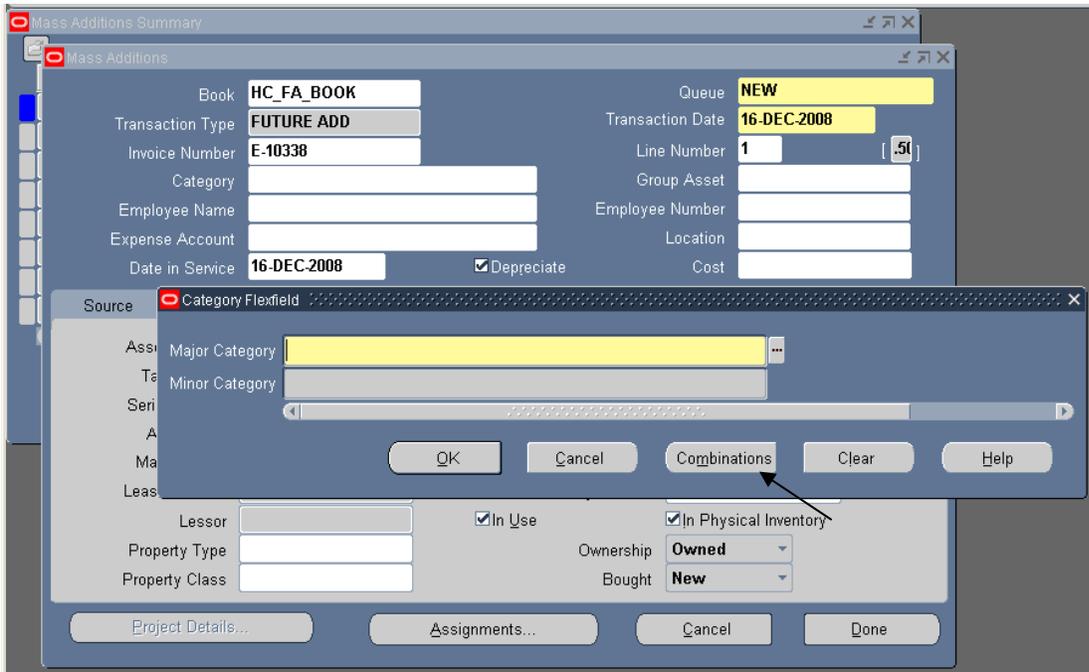
Click on the [] and the “Mass Additions” sub-form appears. Enter the “Cost Center” and click the “OK” button.



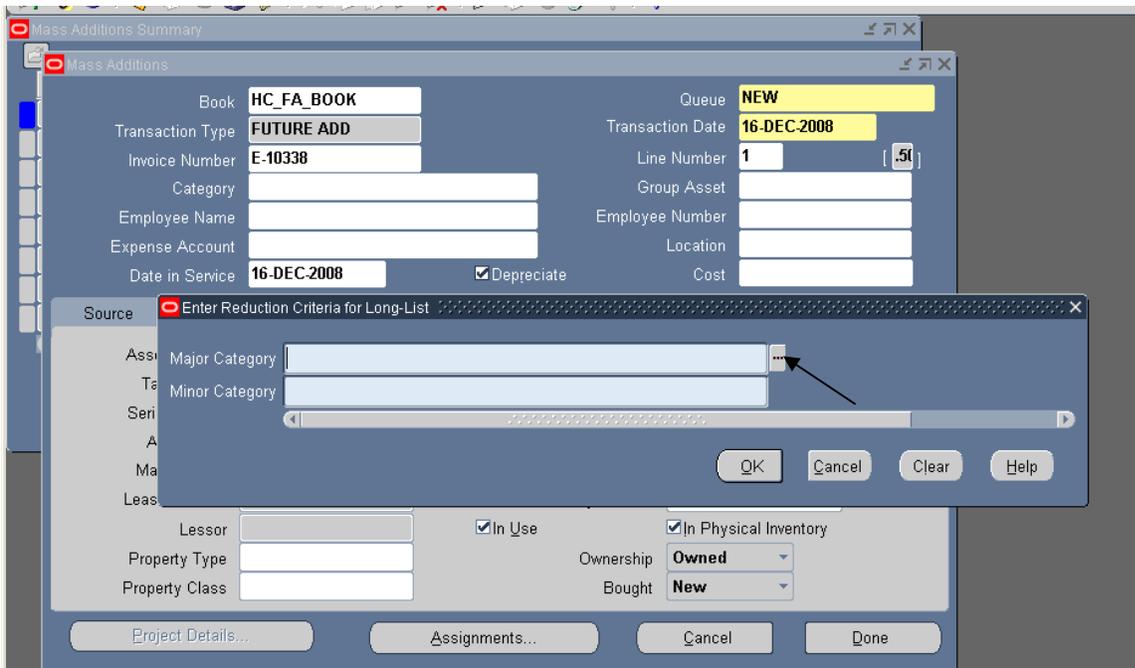
Click on the “List of Values” button in the “Category” field.



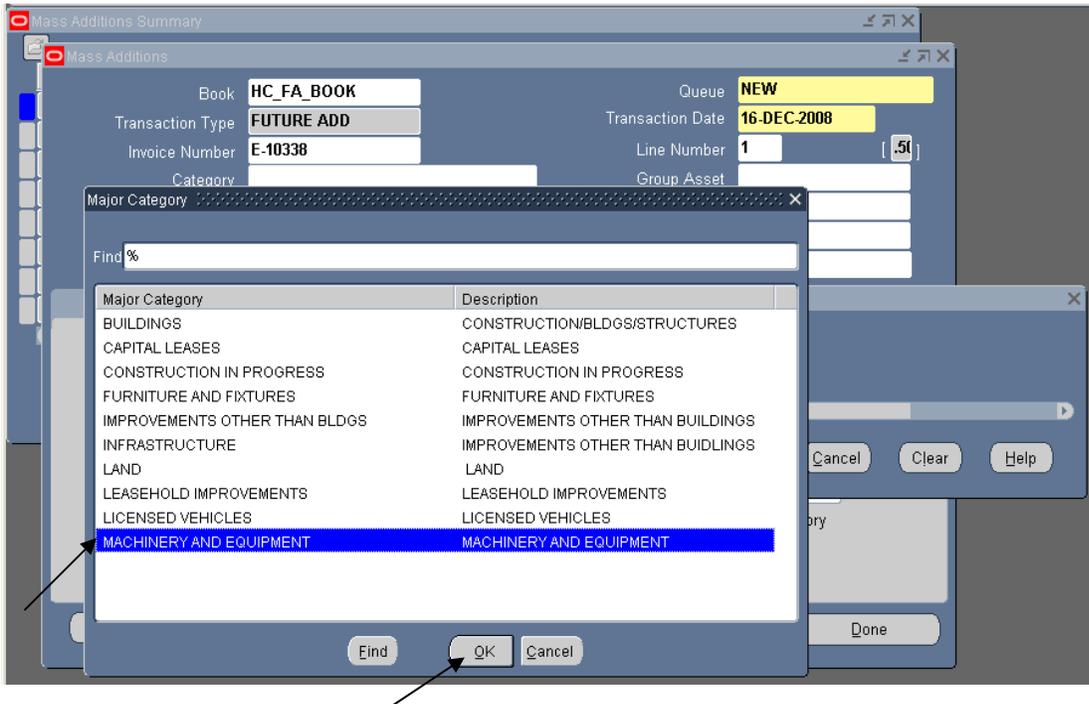
The “Category Flexfield” Form appears. Select the “Combinations” button.



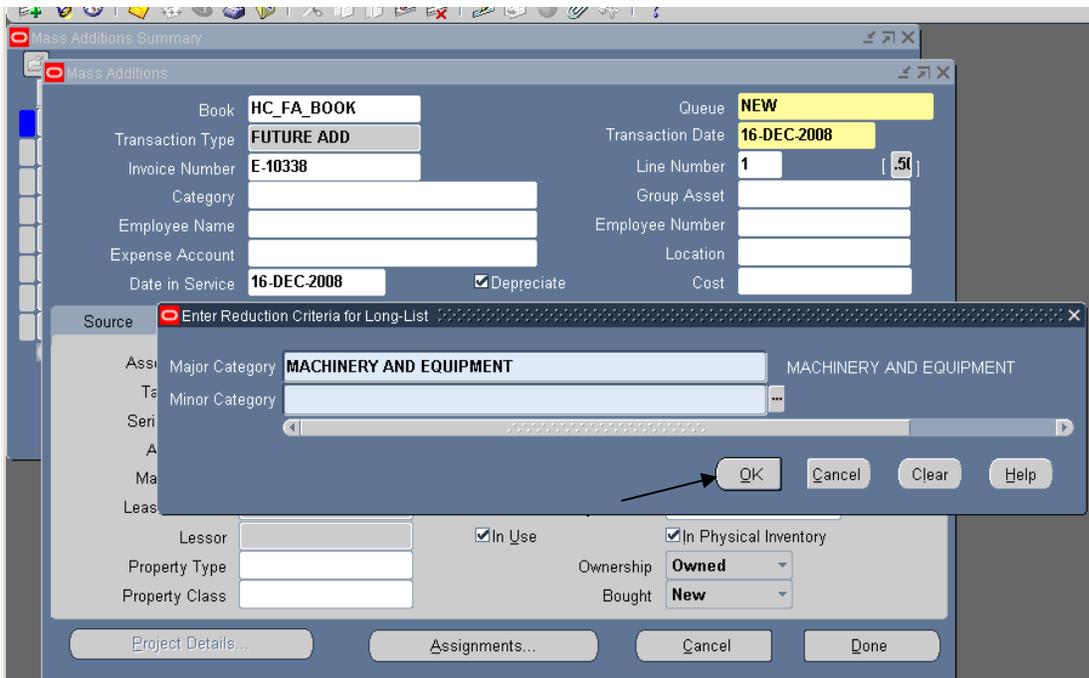
The “Enter Reduction Criteria for Long-List” Form appears. Click on the “List of Values” button in the “Major Category” field to activate the list of available Major Categories.



Select the most appropriate “Major Category” from the list of available categories and click the “OK” button.

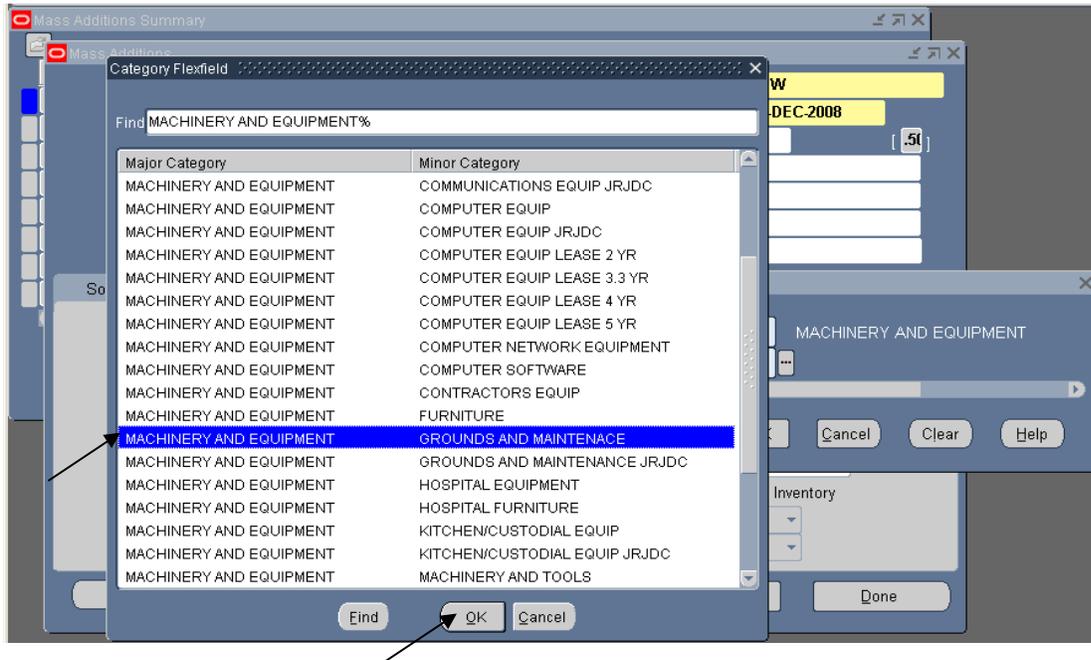


The selection is posted in the “Major Category” Field.



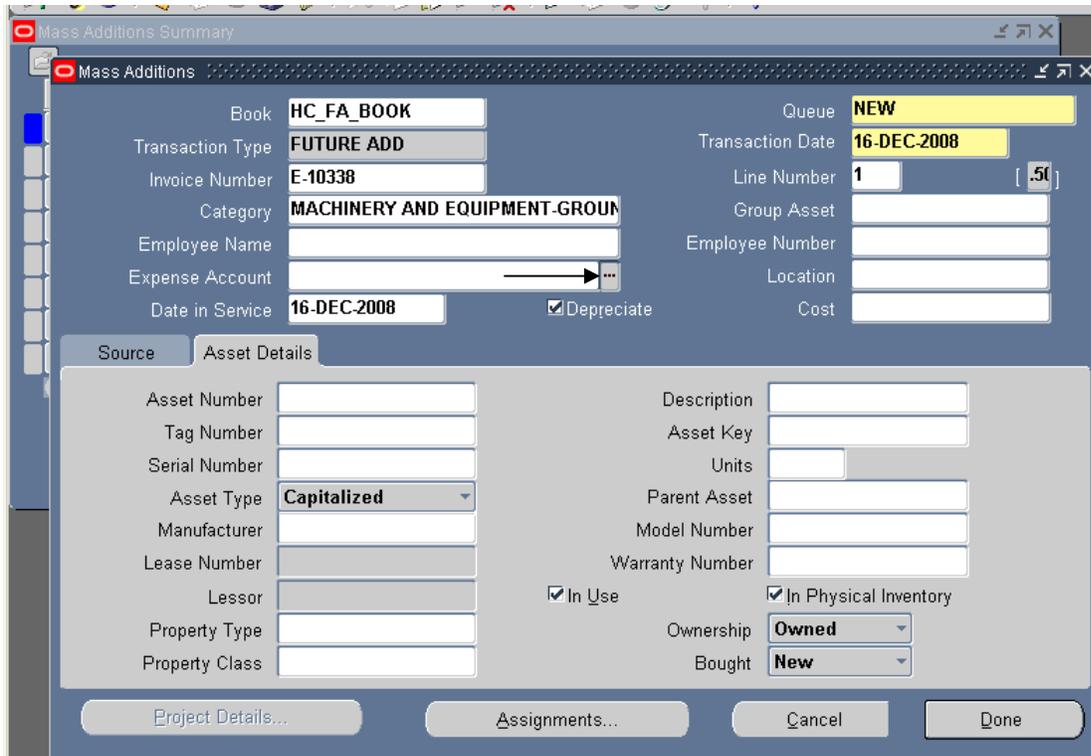
Click on “OK” to determine available valid combinations for the Minor Category.

Choose a “Major Category” and a “Minor Category” combination from the List of Values and select the “OK” button.

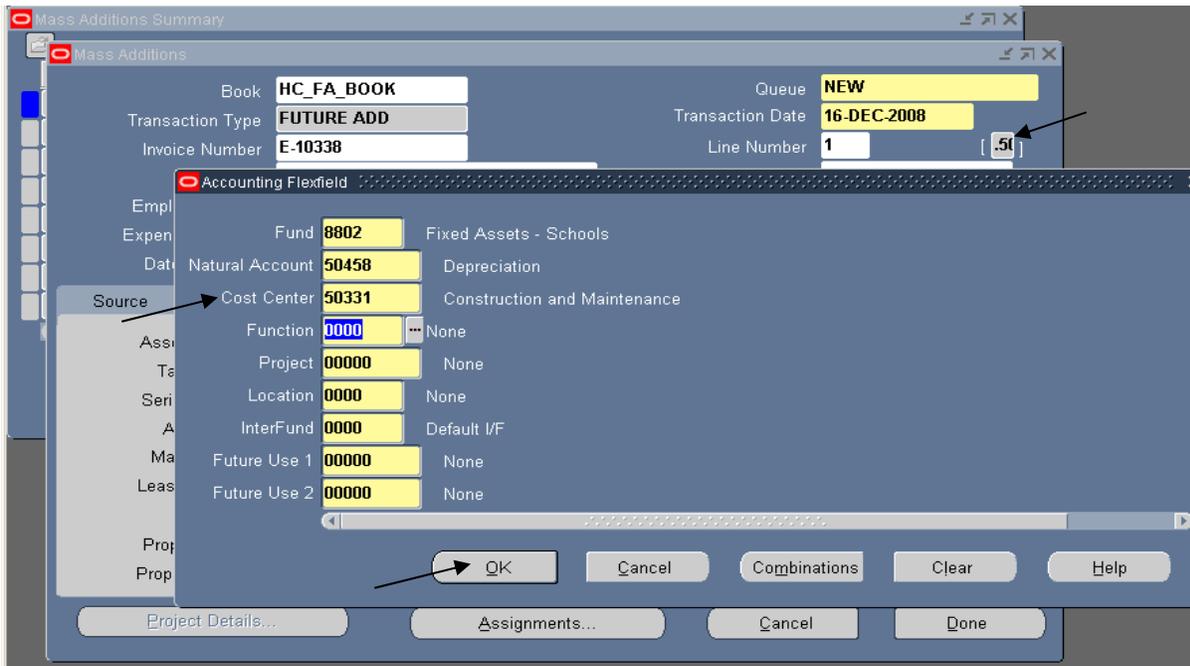


The selected combination is entered as the “Category” on the “Mass Additions” Form.

Click on the “List of Values” button in the “Expense Account” field.

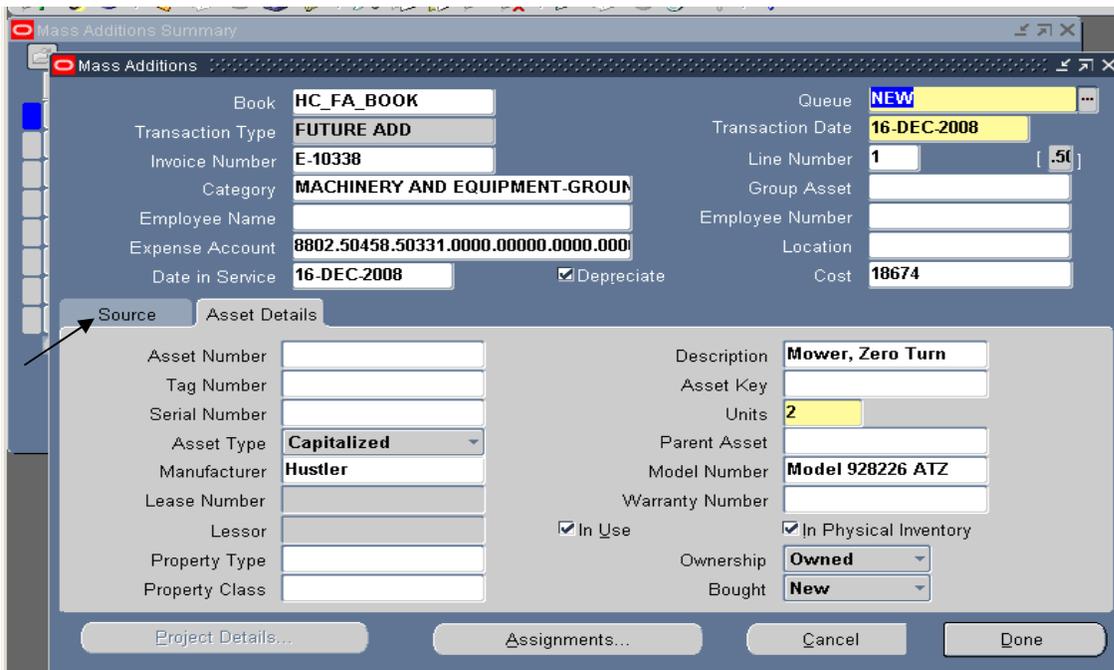


The “Accounting Flexfield” Form appears. The “Natural Account” must remain 50458. The “Cost Center” should agree with the “Cost Center” entered on the “Mass Additions” Form.



Select the “OK” button to record the “Expense Account” on the “Mass Additions” Form.

Enter information related to “Cost”, “Manufacturer”, “Model Number” and the number of “Units” in the appropriate fields.



Click the “Source” Tab.

Enter information related the “Supplier”, “PO Number” and “Invoice Date” in the appropriate fields.

The screenshot shows the 'Mass Additions' form with the following data entered:

Book	HC_FA_BOOK	Queue	NEW
Transaction Type	FUTURE ADD	Transaction Date	16-DEC-2008
Invoice Number	E-10338	Line Number	1 [.50]
Category	MACHINERY AND EQUIPMENT-GROUP	Group Asset	
Employee Name		Employee Number	
Expense Account	8802.50458.50331.0000.00000.0000.0000	Location	
Date in Service	16-DEC-2008	Cost	18674
	<input checked="" type="checkbox"/> Depreciate		

The 'Source' tab is selected, showing the following information:

Supplier Name	OLD DOMINION TRACTOR & E	Supplier Number	7845
PO Number	126457	Source Batch	
Project Number		Task Number	
Create Batch		Create Date	
Source System		Invoice Date	03-DEC-2008
Clearing Account			
Comments			

Buttons at the bottom: Project Details..., Assignments..., Cancel, Done

Once all of the information has been entered on the “Mass Additions” Form select “Done”.

The screenshot shows the 'Mass Additions' form with the following data entered:

Book	HC_FA_BOOK	Queue	NEW
Transaction Type	FUTURE ADD	Transaction Date	16-DEC-2008
Invoice Number	E-10338	Line Number	1 [.50]
Category	MACHINERY AND EQUIPMENT-GROUP	Group Asset	
Employee Name		Employee Number	
Expense Account	8802.50458.50331.0000.00000.0000.0000	Location	
Date in Service	16-DEC-2008	Cost	18674
	<input checked="" type="checkbox"/> Depreciate		

The 'Asset Details' tab is selected, showing the following information:

Asset Number		Description	Mower, Zero Turn
Tag Number		Asset Key	
Serial Number		Units	2
Asset Type	Capitalized	Parent Asset	
Manufacturer	Hustler	Model Number	Model 928226 ATZ
Lease Number		Warranty Number	
Lessor		<input checked="" type="checkbox"/> In Use	<input checked="" type="checkbox"/> In Physical Inventory
Property Type		Ownership	Owned
Property Class		Bought	New

Buttons at the bottom: Project Details..., Assignments..., Cancel, Done (with an arrow pointing to it)

Because the payment involved two assets, the Mass Addition will have to be retrieved and split.

Enter the "Invoice Number" in the "Find Mass Additions" Form.

The screenshot shows a software window titled "Find Mass Additions". It contains a grid of input fields for various data points. The "Invoice Number" field is populated with "E-10338". An arrow points from the left towards this field. At the bottom right, another arrow points to the "Find" button.

Book		Queue	
Transaction Date		Transaction Type	
Invoice Number	E-10338	Line Number	
Description		Asset Key	
Asset Number		Category	
Supplier Name		Supplier Number	
PO Number		Source Batch	
Project Number		Task Number	
Create Batch		Create Date	
Source System		Invoice Date	
Comments			
Group Asset			
Employee Name		Employee Number	
Expense Account		Location	

Buttons: Clear, New, Find

Select the "Find" button to proceed.

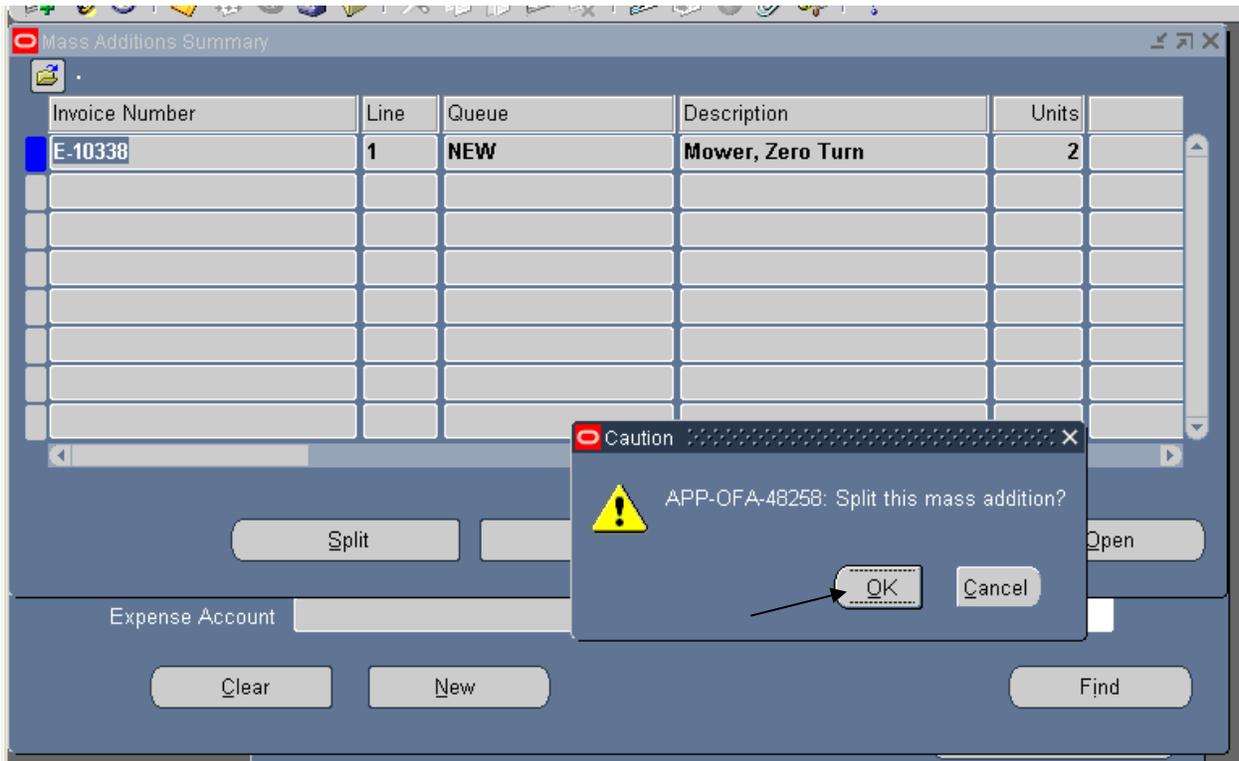
The "Mass Additions Summary" Form appears. Select the "Split" button to divide the transaction into two Mass Additions.

The screenshot shows a software window titled "Mass Additions Summary". It features a table with the following data:

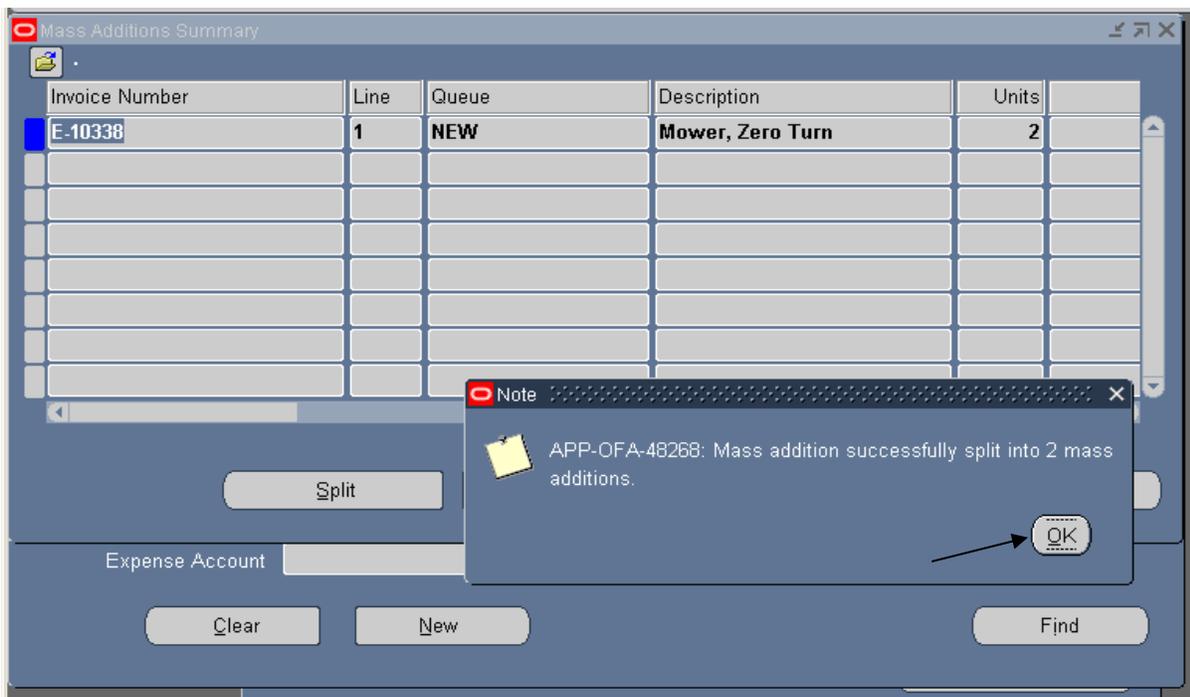
Invoice Number	Line	Queue	Description	Units
E-10338	1	NEW	Mower, Zero Turn	2

Below the table are buttons for "Split", "Add to Asset...", "Merge...", and "Open". An arrow points to the "Split" button. At the bottom, there are fields for "Expense Account" and "Location", and buttons for "Clear", "New", and "Find".

A "Caution" Message appears to verify the decision to split the transaction. Select the "OK" button to proceed.

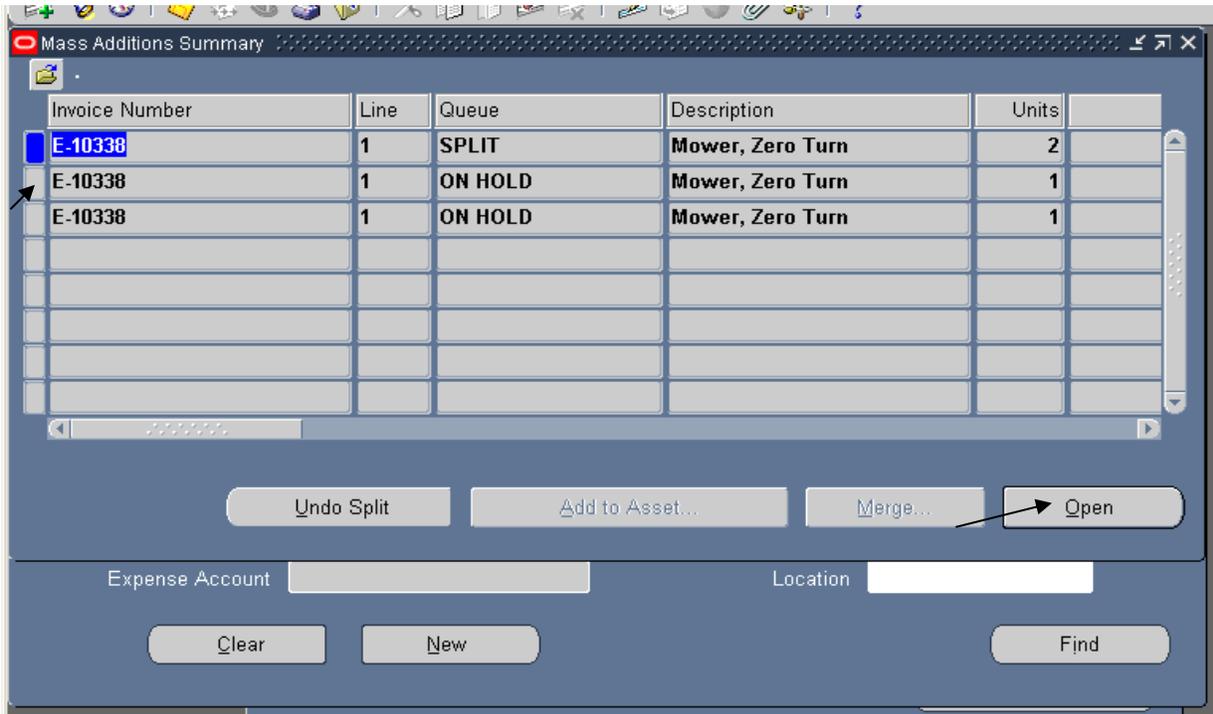


A "Note" appears to acknowledge the split. Select the "OK" button to proceed.



The “Mass Additions Summary” Form now displays two Mass Additions in the “On Hold” Queue.

Move the cursor to either “Invoice Number” and select the “Open” button to complete processing the Mass Additions.



Complete processing the transaction as outlined in the Mass Additions section.

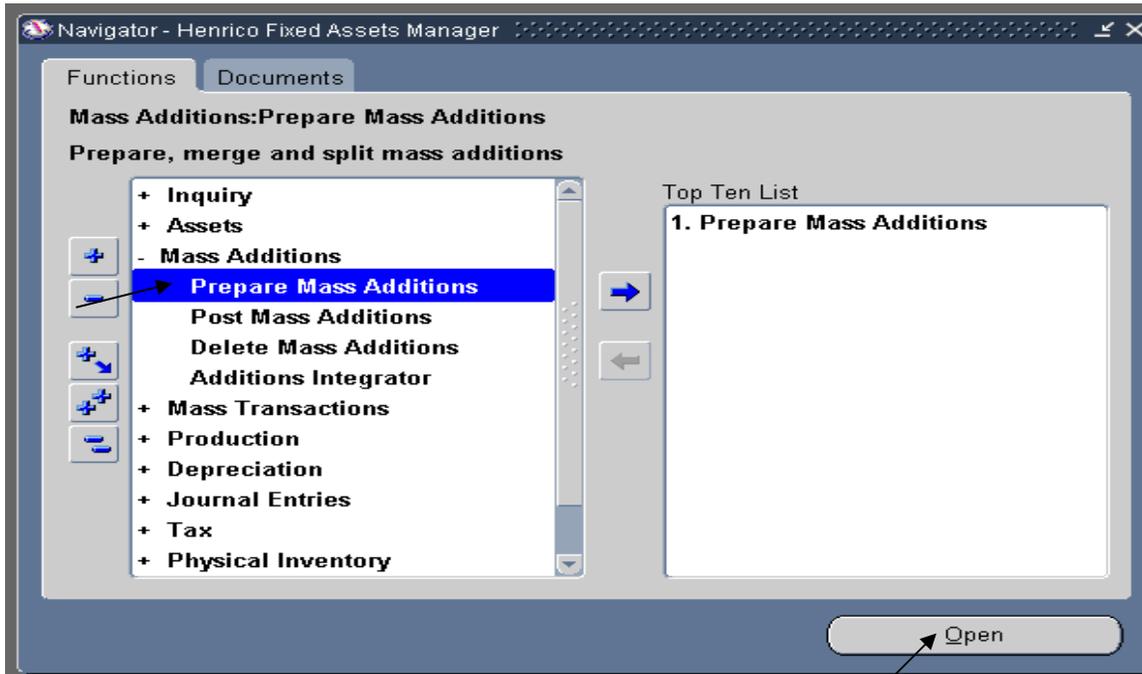
Information that both assets shared, such as the “Category”, “Cost Center”, “Manufacturer”, “Model Number” and “Expense Account” has already been entered in the “Mass Additions” Form.

To complete the transaction:

- Enter the Serial Number
- Enter the Tag Number (where applicable)
- Select a valid Location (Site, Building, Room)
- Place the completed transaction in the “Review” Queue

Adding Costs to an Existing Asset

Highlight “Prepare Mass Additions” and select “Open”.



The “Find Mass Additions” Form will appear.

Complete the “Book” field from the List of Values button. *The “HC_FA_BOOK” will automatically default into the field when the List of Values button is selected.*

Query the Mass Addition line to be processed by entering the Queue, Invoice or Purchase Order Number. Select the “Find” button.

The screenshot shows a dialog box titled "Find Mass Additions" with various input fields. The "Invoice Number" field contains the value "5T1005398". Other fields include "Book" (HC_FA_BOOK), "Queue", "Transaction Date", "Transaction Type", "Line Number", "Asset Key", "Category", "Supplier Number", "Source Batch", "Task Number", "Create Date", "Invoice Date", "Group Asset", "Employee Name", "Employee Number", and "Expense Account". At the bottom, there are "Clear", "New", and "Find" buttons. An arrow points to the "Find" button.

The “Mass Additions Summary” Form will appear.

The screenshot shows a table titled "Mass Additions Summary" with the following data:

Invoice Number	Line	Queue	Description	Units	Cost	Comments
5T1005398	1	16	#9249	1	494.99	6102.50824.16303.0000.0000

At the bottom of the table, there are four buttons: "Split", "Add to Asset...", "Merge...", and "Open". An arrow points to the "Add to Asset..." button.

Select the “Add to Asset...” button to post Invoice Number 5T1005398 to an existing asset.

TIP: To facilitate processing, determine the existing Asset Number prior to selecting the “Add to Asset...” button.

The "Find Assets" Form appears.

Enter the "Asset Number" in the "Find Assets" Form and click on the "Find" button.

Mass Additions Summary

Add to Asset

Find Assets

Find by Asset Detail | Find by Book | Find by Assignment | Find by Source Line | Find by Lease

Asset Number: 135198

Tag Number:

Serial Number:

Description:

Category: []

Asset Key:

Clear Find

Amortize Adjustment

New Category and Description

Cancel Done

The "Add to Asset" Form appears. Select "Done" to add the invoice line to the specified Asset.

Mass Additions Summary

Add to Asset

Asset Number	Asset Key	Description	Units	Asset Type	Cost	Date in
135198	00000	2008 TRUCK	1	CAPITA...	14,746.82	05-JUN

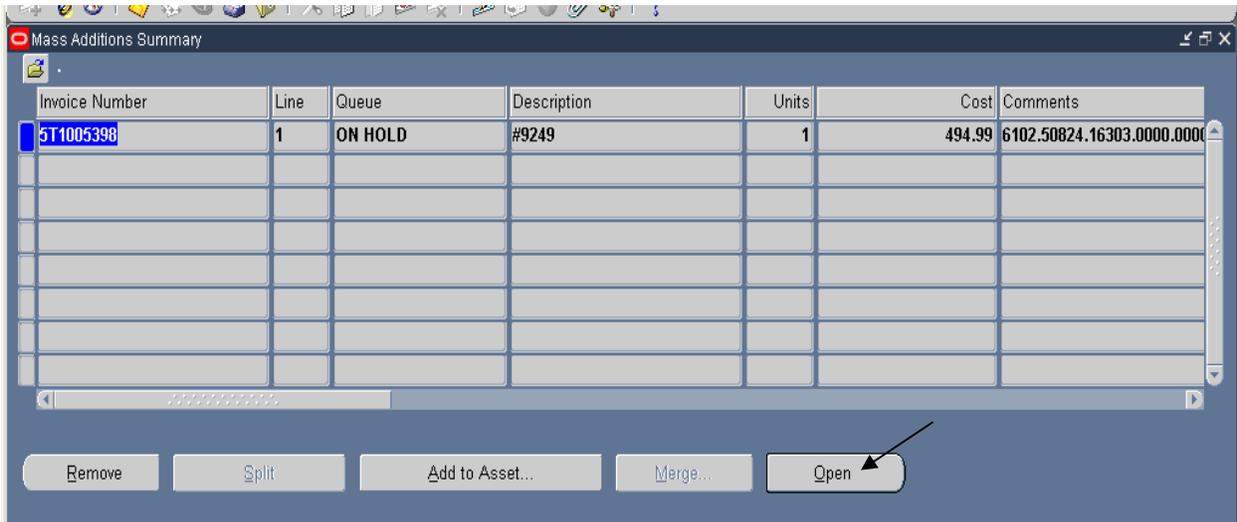
Amortize Adjustment

New Category and Description

Cancel Done

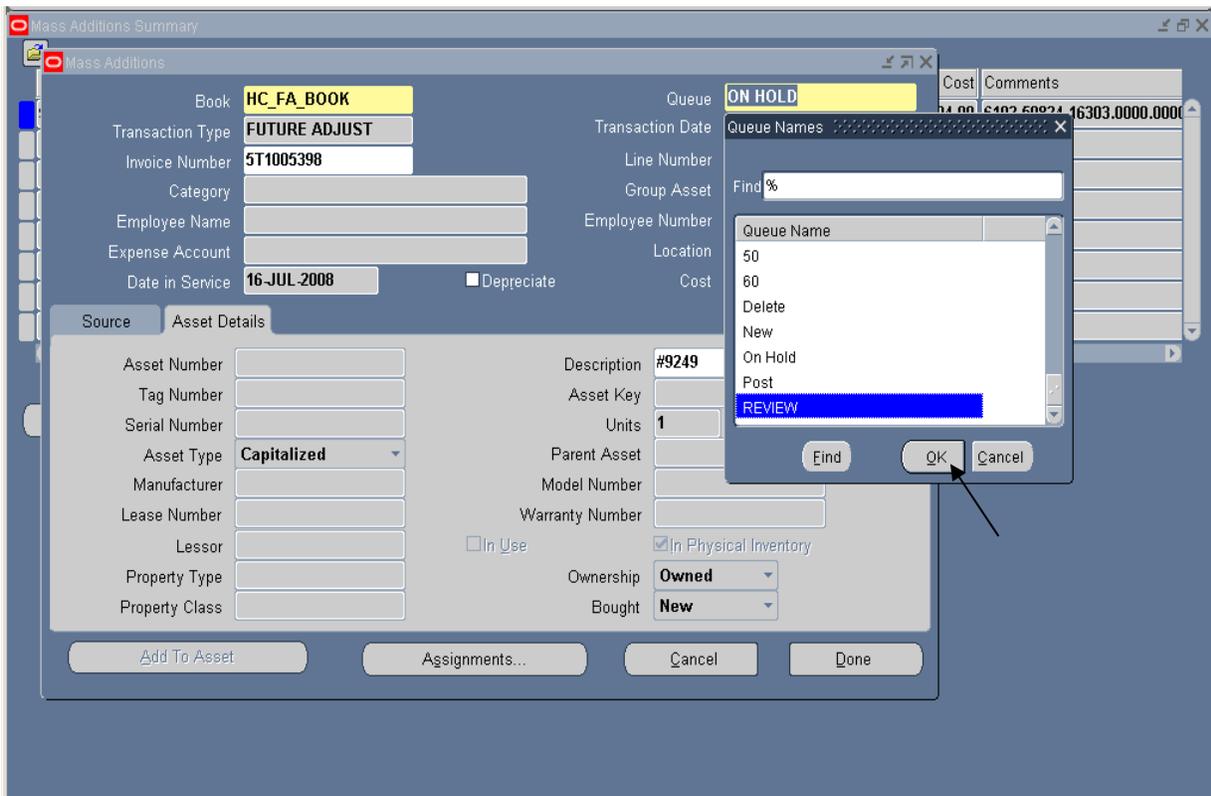
The “Mass Additions Summary” Form appears.

The “Queue” has been automatically changed to “ON HOLD”. Select “Open” to complete the transaction.



Click the List of Values button to change the “Queue” name to “REVIEW”.

Select the “OK” button in the “Queue Names” Form.



Select "Done" to return to the "Mass Additions Summary" Form.

Mass Additions Summary

Book **HC_FA_BOOK** Queue **REVIEW**

Transaction Type **FUTURE ADJUST** Transaction Date **16-JUL-2008**

Invoice Number **5T1005398** Line Number **1** [.1]

Category Group Asset

Employee Name Employee Number

Expense Account Location

Date in Service **16-JUL-2008** Depreciate Cost **494.99**

Source Asset Details

Asset Number Description **#9249**

Tag Number Asset Key

Serial Number Units **1**

Asset Type **Capitalized** Parent Asset

Manufacturer Model Number

Lease Number Warranty Number

Lessor In Use In Physical Inventory

Property Type Ownership **Owned**

Property Class Bought **New**

Add To Asset Assignments... Cancel Done

Close the "Mass Additions Summary" Form by clicking on the "X" in the upper right hand corner of the Form.

Mass Additions Summary

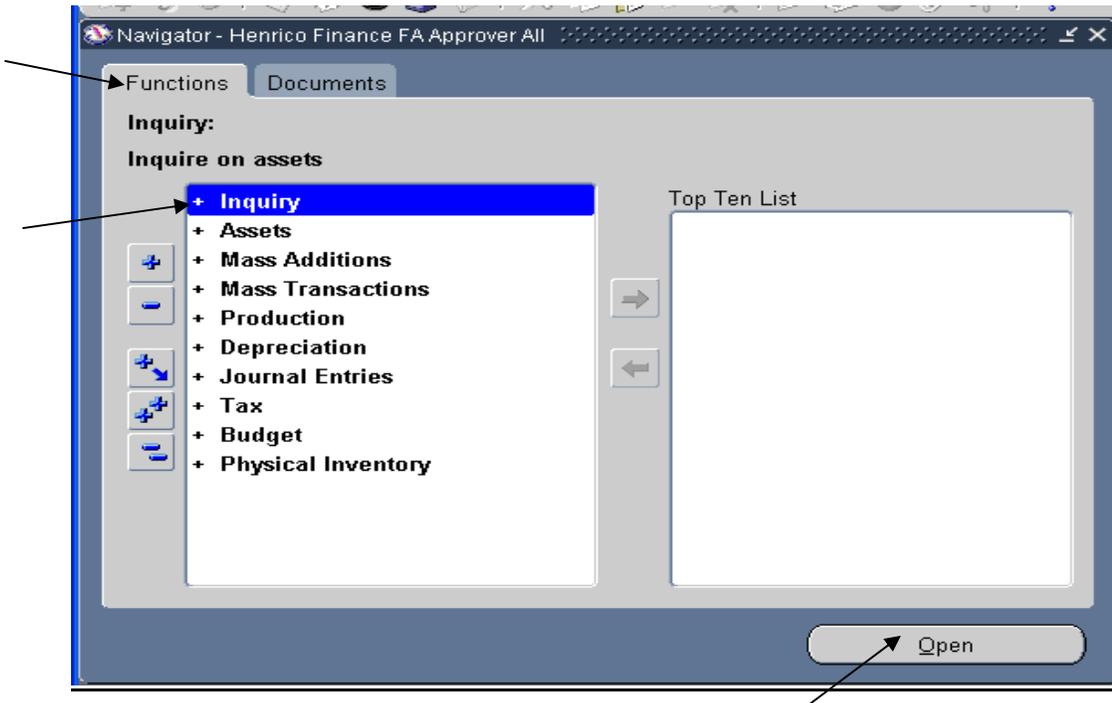
Invoice Number	Line	Queue	Description	Units	Cost	Comments
5T1005398	1	REVIEW	#9249	1	494.99	6102.50824.16303.0000.0000

Remove Split Add to Asset... Merge... Open

Finance-Accounting will post the Mass Addition to the existing asset.

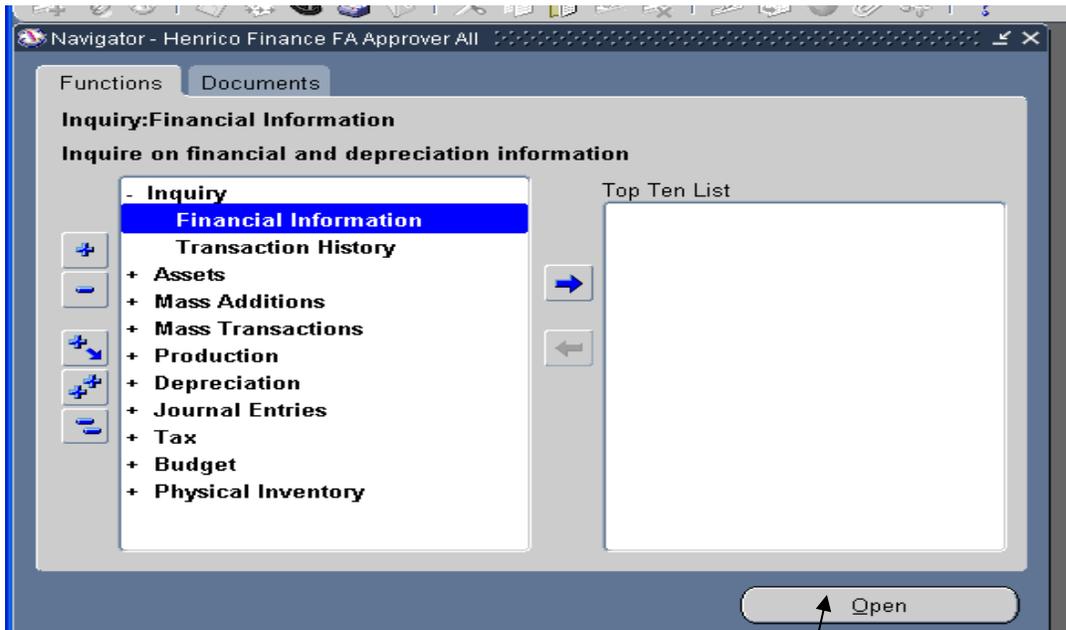
Asset Financial Information Inquiry

From the Navigation Window, select the “Functions” Tab and select Inquiry.



Highlight “Inquiry” and select the “Open” button or double click with your mouse on “Inquiry.”

Select Inquiry → Financial Information



Select the “Open” button at the bottom of the “Functions” Tab.

The "Find Assets" Form appears.

Oracle Applications - Production

File Edit View Folder Tools Window Help

ORACLE

Assets Find Assets

Asset

By Asset Detail

Asset Number Description

Tag Number Category

Serial Number Asset Key

Warranty Number Asset Type

Status

By Book

Book Group Asset

Dates in Service - Show Disabled Groups

By Assignment

Employee Name Employee Number

Expense Account Location

By Source Line

Supplier Name Supplier Number

Invoice Number Line Number

PO Number Source Batch

Project Number Task Number

By Lease

Lease Number Lessor

Description

Clear Additions QuickAdditions Find

You may search for an asset by different types of asset information:

- **Asset Detail** – Asset Number, Tag or Serial Number
- **Book** – Date placed in Service
- **Assignment** – Employee or Location
- **Source Line** – Purchase Order Number, Invoice or Supplier
- **Lease** – Information related to lease agreements

Find an asset “By Book” – Enter “Dates in Service” and select “Find”.

The screenshot shows the 'Find Assets' window in Oracle Applications. The 'By Book' section is selected, and the 'Dates in Service' field is populated with '01-JUL-2008' and '31-JUL-2008'. The 'Find' button at the bottom right is highlighted with an arrow.

A list of all assets meeting the criteria will appear.

The screenshot shows the 'Assets' window displaying a list of assets. The first row is highlighted in blue. The table below contains the data from the screenshot.

Asset Number	Description	Tag Number	Category	Serial Number	Asset Key
135548	2008 FULL SIZE FORD CVPI		LICENSED VEHICLES-LICENSE	2FAHP71V88X136588	00000
135549	2008 FULL SIZE FORD CVPI		LICENSED VEHICLES-LICENSE	2FAHP71V68X130093	00000
136167	2008 FORD F550 DRW Reg C		LICENSED VEHICLES-LICENSE	1FDAF57R88EA15747	00000
136187	2008 FORD F550 DRW		LICENSED VEHICLES-LICENSE	1FDAF57R38ED86945	00000
136469	CEDAR MANOR PL		INFRASTRUCTURE-STREETS//	CEDAR FORK RD	
136472	ROW-CEDAR MANOR RD		LAND-ROAD RIGHT OF WAY	0.848 Acre	00000
136473	ROW-LEIGHWOOD CT		LAND-ROAD RIGHT OF WAY	0.242 Acre	00000
136474	ROW-JALBERT DR		LAND-ROAD RIGHT OF WAY	1.09 Acres	00000
136483	CEDAR COLONY RD		INFRASTRUCTURE-STREETS//	CEDAR PARK RD	
136484	ALLENBEND RD		INFRASTRUCTURE-STREETS//	0.22N DUBLIN RD	
136485	BROOKEMERE DR		INFRASTRUCTURE-STREETS//	GREENBROOKE DR	
136495	CEDAR HAVEN RD		INFRASTRUCTURE-STREETS//	0.07S CEDAR MANOF	
136498	ROW-CEDAR PARK RD		LAND-ROAD RIGHT OF WAY	0.788 Acre	00000
136499	ROW-DUBLIN RD		LAND-ROAD RIGHT OF WAY	0.848 Acre	00000
136500	ROW-OSCAR PLACE		LAND-ROAD RIGHT OF WAY	0.424 Acre	00000
136509	ALLENBEND RD		INFRASTRUCTURE-STREETS//	0.09S DUBLIN RD	

Close the “Assets” Form by clicking in the upper right hand corner of the Form.

Find an asset “By Assignment” – Enter the “Employee Name” and select “Find”.

The screenshot shows the Oracle Applications - Production interface for finding assets. The 'By Assignment' section is selected, and the following fields are filled:

- Employee Name: Mitchell, Ms. Kim F
- Employee Number: 20015626

The 'Find' button at the bottom right is highlighted with an arrow.

A list of all assets meeting the criteria will appear.

The screenshot shows the Oracle Applications - Production interface displaying a list of assets. The 'Assets' form is open, and the following table is visible:

Asset Number	Description	Tag Number	Category	Serial Number	Asset Key
128922	2005 NISSAN ALTIMA, GRAY		LICENSED VEHICLES-LICENSE	1N4AL11D65C276861	.
128923	2005 CHEVROLET TRAILBLA		LICENSED VEHICLES-LICENSE	1GNNT13S952186992	.
128924	2005 CHEVROLET TRAILBLA		LICENSED VEHICLES-LICENSE	1GNNT13S25222662	.
128925	2005 CHEVROLET TRAILBLA		LICENSED VEHICLES-LICENSE	1GNNT13S552172460	.
128926	2005 CHEVROLET TRAILBLA		LICENSED VEHICLES-LICENSE	1GNNT13S352231117	.
128927	2005 MAZDA 6, BLUE, VIN 1Y		LICENSED VEHICLES-LICENSE	1YVHP80D455M16945	.
128928	2005 PONTIAC BONNEVILLE		LICENSED VEHICLES-LICENSE	1G2HX52KX5U132956	.
128929	2005 DODGE DAKOTA QUAD		LICENSED VEHICLES-LICENSE	1D7HW48NX5S11016	.
128930	2005 DODGE MAGNUM SE SI		LICENSED VEHICLES-LICENSE	2D4FV48T25H621909	.
128931	2005 CHRYSLER 4 DR SDN, V		LICENSED VEHICLES-LICENSE	2C3JA43R65H583121	.
128988	DELL SERVER	006920	MACHINERY AND EQUIPMENT	44M5S81	.
128989	DELL SERVER	006921	MACHINERY AND EQUIPMENT	24M5S81	.
129067	2006 CHEVROLET TAHOES, S		LICENSED VEHICLES-LICENSE	1GNEK13Z56J163673	.
129068	2006 CHEVROLET TAHOES, S		LICENSED VEHICLES-LICENSE	1GNEK13Z66J164864	.
129069	2006 CHEVROLET TAHOES, S		LICENSED VEHICLES-LICENSE	1GNEK13ZX6J164348	.
129070	2006 CHEVROLET TAHOES, S		LICENSED VEHICLES-LICENSE	1GNEK13Z96J141465	.

The 'Assets' form is open, and the 'Find' button is highlighted with an arrow.

Close the “Assets” Form by clicking in the upper right hand corner of the Form.

Find an asset “By Source Line” – Enter “Supplier Name” and select “Find”.

The screenshot shows the Oracle Applications 'Find Assets' form. The 'By Source Line' section is selected, and the 'Supplier Name' field contains 'COLONIAL POWERLIFT INC' and the 'Supplier Number' field contains '2933'. The 'Find' button is highlighted with an arrow.

A list of all assets meeting the criteria will appear.

The screenshot shows the Oracle Applications 'Assets' form displaying a list of assets. The first row is highlighted.

Asset Number	Description	Tag Number	Category	Serial Number	Asset Key
128515	Deep Run HS (2107 Northwe		BUILDINGS-BUILDING	.5C	00697
128518	2108 NW Area HS Constructi		CONSTRUCTION IN PROGRES	.5C	00697
128698	Arial Platform		MACHINERY AND EQUIPMENT	.2: AWP06-51509	00706
130184	WORK PLATFORM, AERIAL,		MACHINERY AND EQUIPMENT	.5C 3800-16010	
134591	Work platform, aerial		MACHINERY AND EQUIPMENT	.5C	01129
134698	WORK PLATFORM, Aerial f		MACHINERY AND EQUIPMENT	.5C AWP07-57648	
136595	Aerial Work Platform	143953	MACHINERY AND EQUIPMENT	.5C AWP09-64297	

Close the “Assets” Form by clicking in the upper right hand corner of the Form.

Find an asset “By Asset Detail” – Enter the “Asset Number” and select “Find”.

The screenshot shows the Oracle Applications 'Find Assets' form. The 'By Asset Detail' section is selected, and the 'Asset Number' field contains the value '135198'. Other fields in this section include Description, Tag Number, Category, Serial Number, Asset Key, Warranty Number, and Asset Type. Below this are sections for 'By Book', 'By Assignment', 'By Source Line', and 'By Lease'. At the bottom right, the 'Find' button is highlighted with an arrow.

The selected asset appears within the “Assets” Form.

The screenshot shows the Oracle Applications 'Assets' form. The table below contains one row of data for the selected asset. The 'Books' button at the bottom is highlighted with an arrow.

Asset Number	Description	Tag Number	Category	Serial Number	Asset Key
135198	2008 TRUCK, PICKUP, 1/2-TON		LICENSED VEHICLES-LICENSE	1FTRF12W68KE70708	00000

Select the “Books” button.

The “View Financial Information” Form shows the various financial information including “Original Cost”, “Net Book Value”, “Accumulated Depreciation” and “Remaining Useful Life”.

Additional financial information can be viewed by selecting one of the three tabs – “Depreciation”, “Cost History” or “Impairment” as well as the “Transaction” button at the bottom of the Form.

The screenshot shows the Oracle Applications interface for 'View Financial Information - 135198'. The main data table is as follows:

Book	Cost	Recoverable Cost	Net Book Value	YTD Depreciation	Accumulated Depreciation
HC FA BOOK	15,241.81	15,241.81	13,971.65	1,116.55	1,270.16

Below the table, various parameters are displayed:

- Original Cost: 14,746.82
- Salvage Value: 0.00
- Date in Service: 05-JUN-2008
- Prorate Convention: MID-MONTH
- Prorate Date: 01-JUN-2008
- Method: STL
- Life Years: 8, Months: 0
- Remaining Life Years: 7, Months: 4
- Basic Rate: %
- Adjusted Rate: %
- Bonus Rule: %
- Capacity: %
- YTD Production: %
- LTD Production: %
- Depr Ceiling: %
- Revaluation Ceiling: %
- Revaluation Reserve: 0.00
- YTD Bonus Depreciation: 0.00
- LTD Bonus Depreciation: 0.00

At the bottom, there are three tabs: 'Depreciation', 'Cost History', and 'Impairment'. An arrow points to the 'Cost History' tab. Below the tabs is a table showing monthly depreciation amounts:

Period	Expense Account	Depreciation Amount	Bonus Depreciation Amount	Revaluation Amortization
FEB-09-FY09	6102.50458.16303.0000.00000.0000.0000.00	41.28	0	0.00
JAN-09-FY09	6102.50458.16303.0000.00000.0000.0000.00	153.61	0	0.00
DEC-08-FY09	6102.50458.16303.0000.00000.0000.0000.00	153.61	0	0.00
NOV-08-FY09	6102.50458.16303.0000.00000.0000.0000.00	153.61	0	0.00
OCT-08-FY09	6102.50458.16303.0000.00000.0000.0000.00	153.61	0	0.00
SEP-08-FY09	6102.50458.16303.0000.00000.0000.0000.00	153.61	0	0.00

A 'Transactions' button is located at the bottom right of the form.

The “Depreciation” tab displays the monthly depreciation amounts for all periods since the asset was placed in service.

Select the “Cost History” tab to display the “Cost History” Form.

The Cost History Form displays detailed information related to changes in asset “Cost”.

Oracle Applications - Production

Assets

View Financial Information - 135198

Book	Cost	Recoverable Cost	Net Book Value	YTD Depreciation	Accumulated Depreciation
HC_FA_BOOK	15,241.81	15,241.81	13,971.65	1,116.55	1,270.16

Original Cost: 14,746.82
 Salvage Value: 0.00
 Date in Service: 05-JUN-2008
 Prorate Convention: MID-MONTH
 Prorate Date: 01-JUN-2008
 Depreciate
 Investment Tax Credit

Method: STL
 Life Years: 8 Months: 0
 Remaining Life Years: 7 Months: 4
 Life End Date:
 Basic Rate: %
 Adjusted Rate: %
 Bonus Rule:
 Capacity:
 YTD Production:
 LTD Production:
 Depr Ceiling:
 Revaluation Ceiling:
 Revaluation Reserve: 0.00
 YTD Bonus Depreciation: 0.00
 LTD Bonus Depreciation: 0.00

Depreciation Cost History Impairment

Reference Number	Transaction Type	Transaction Date	Periods Effective	Periods Entered	Fiscal Year	Cost
233066	ADJUSTMENT	28-FEB-2009	FEB-09-FY09	FEB-09-FY09	2009	15,241.81
204153	ADDITION	05-JUN-2008	JUN-08-FY08	JUN-08-FY08	2008	14,746.82

Transactions

Click on the “Transactions” button to display the “Transaction History” Form.

Oracle Applications - Production

Assets

View Financial Information - 135198

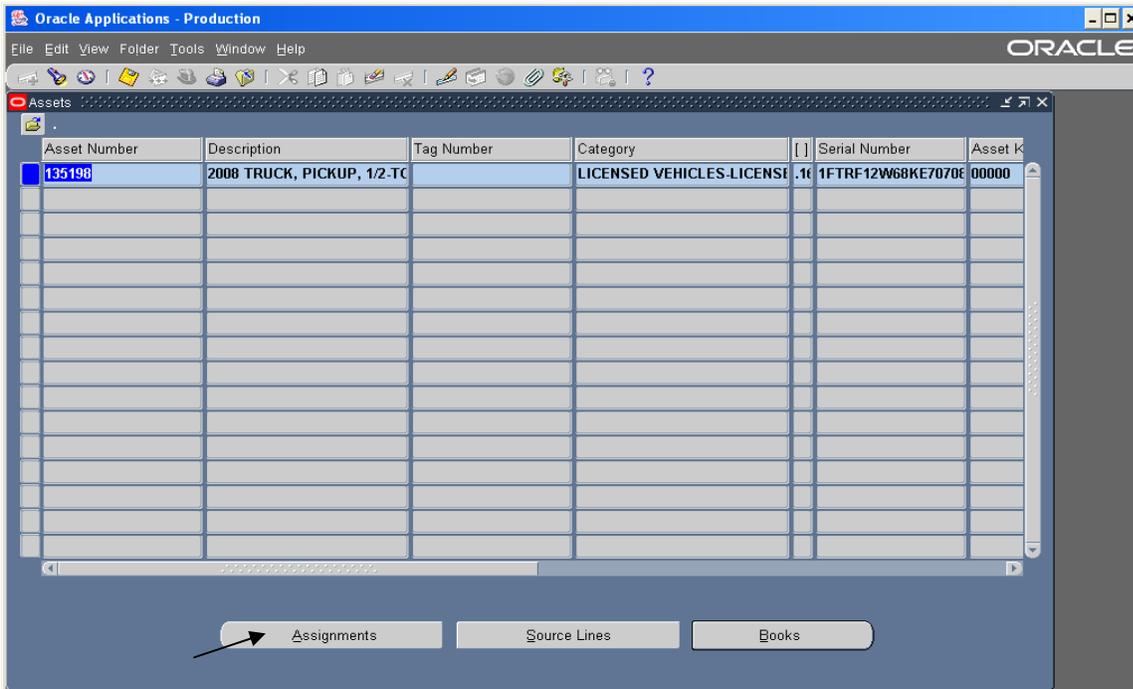
Transaction History

Reference Number	Transaction Type	Asset Number - Description	Periods Effective	Periods Entered
204153	ADDITION	135198 - 2008 TRUCK, PICKUP, 1/2-TON, 4X2, REG C	JUN-08-FY08	JUN-08-FY08
204154	TRANSFER IN	135198 - 2008 TRUCK, PICKUP, 1/2-TON, 4X2, REG C	JUN-08-FY08	JUN-08-FY08
233066	ADJUSTMENT	135198 - 2008 TRUCK, PICKUP, 1/2-TON, 4X2, REG C	FEB-09-FY09	FEB-09-FY09

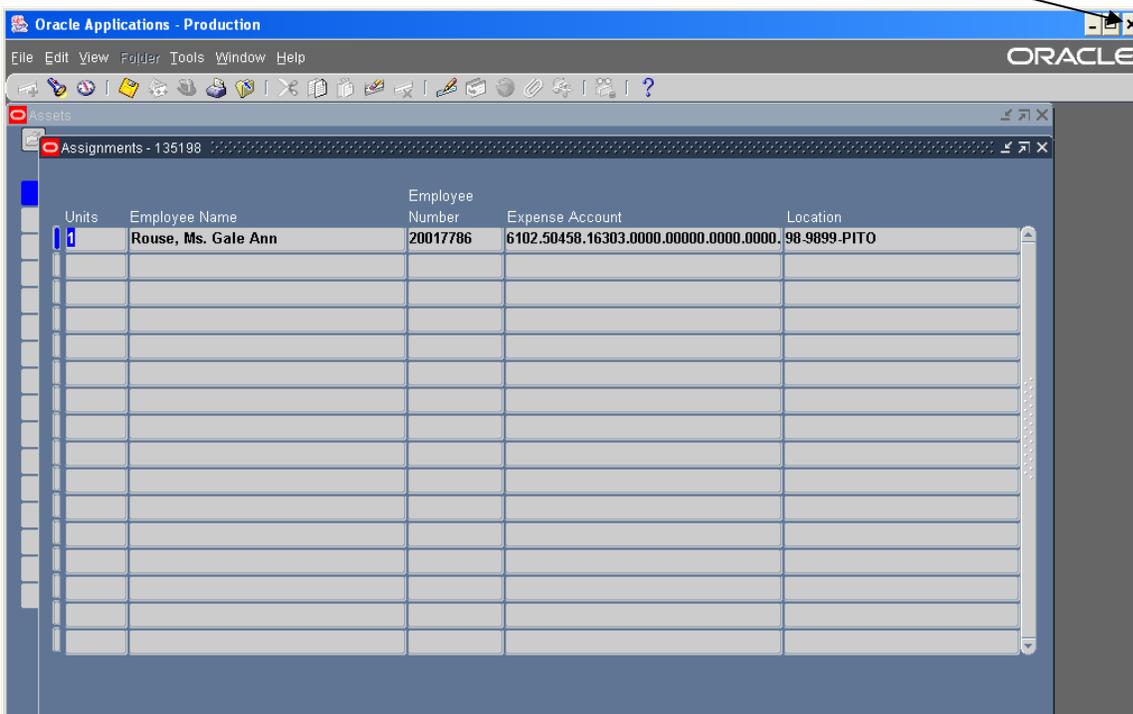
Book: HC_FA_BOOK
 Amortized Adjustment
 Comments:
 Details

Close the “Transaction History” Form and the “View Financial Information” Form.

From the "Assets" Form, select the "Assignments" Button.

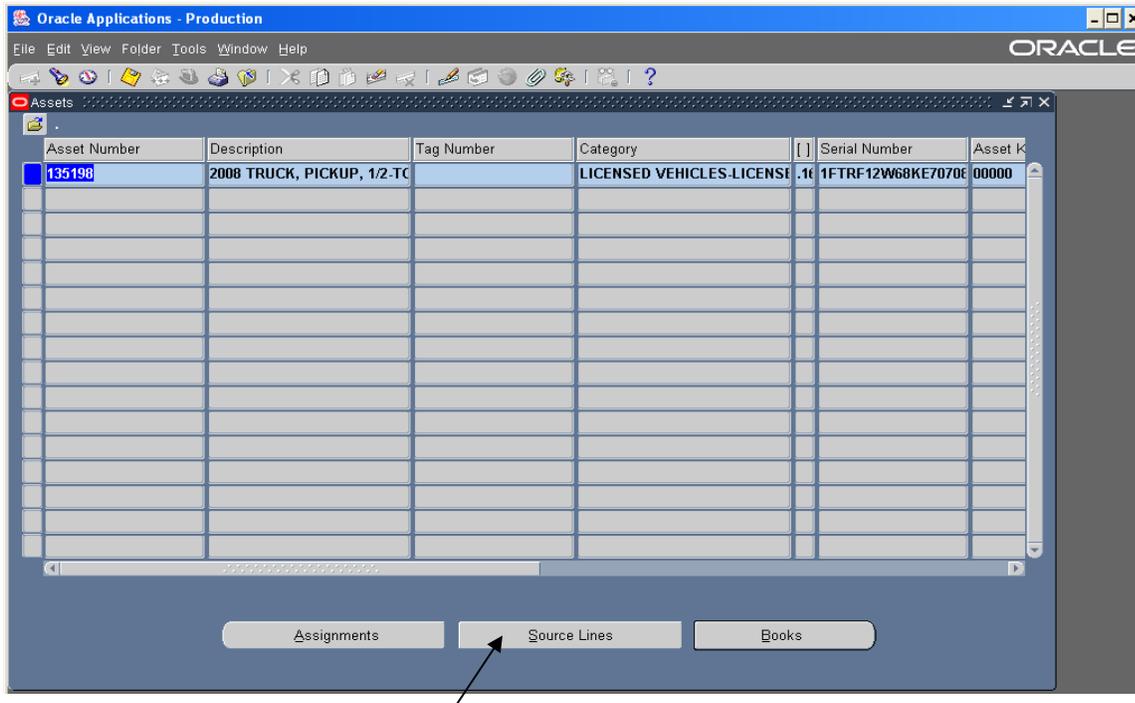


The "Assignments" Form appears showing the employee assignment for the asset selected.

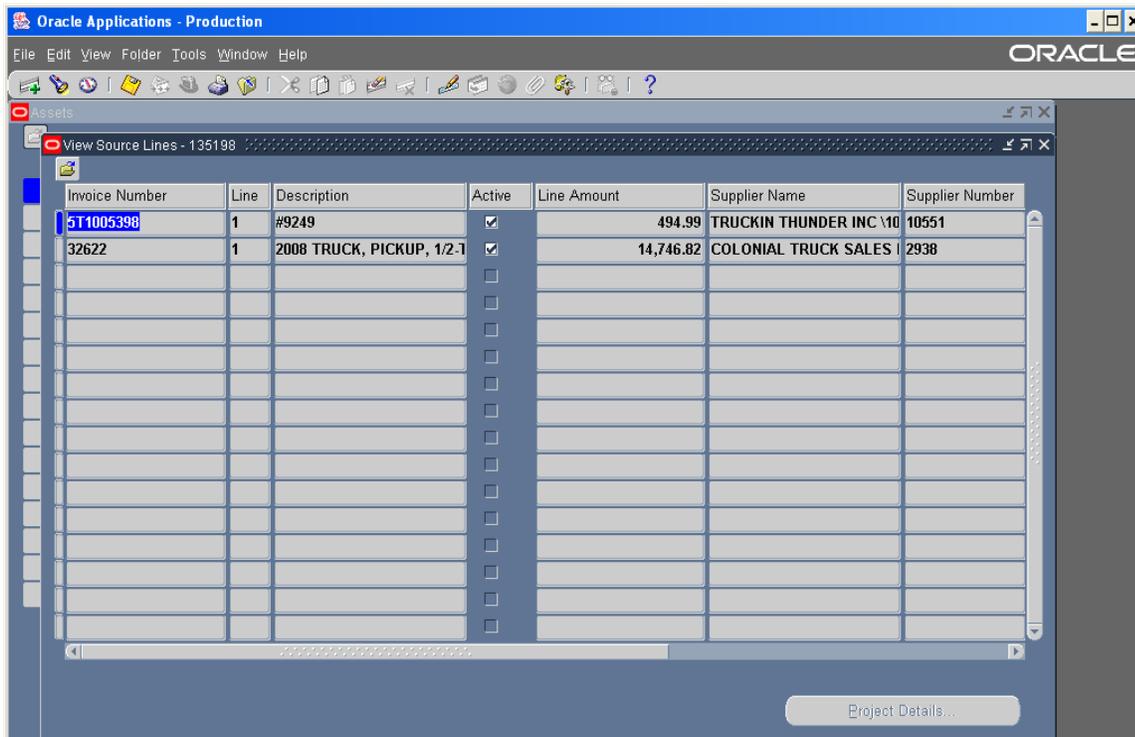


Close the "Assignments" Form by clicking in the upper right hand corner of the "Assignments" Form.

From the "Assets" Form select the "Source Lines" button.



The "View Source Lines" Form appears displaying information related to Supplier(s), Invoice Number(s) and Amount(s) for the selected asset.



Close all remaining forms.



CAPITAL ASSET INFORMATION FORM

Effective Date:
April 15, 2009

Action: Purchased Constructed Capital Lease Donation Seized Transfer Surplus

Section 1- Asset Information

Date:	Oracle Asset Number:	Department Name:	
Description:			
Fund #:	Department #:	Estimated Value: \$	Tag #:
Site #:	Building #:	Room #:	Cost Center:
Manufacturer:		Model #:	
Serial #:		FACTS+ #:	Acquisition Date:
Original Cost: \$		Asset Type:	Invoice #:
Major Category:		Minor Category:	
Condition: <input type="checkbox"/> New <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Broken/Damaged			

Section 2- Asset Transfer Inter-Departmental Intra-Departmental

Transfer From →	Fund #:	Department #:	Department Head Signature:	
	Site #:	Building #:	Room #:	Date:
Transfer To →	Fund #:	Department #:	Department Head Signature:	
	Site #:	Building #:	Room #:	Date:
Accounting →	<input type="checkbox"/> Received <input type="checkbox"/> Updated		Signature:	Date:
General Services →	<input type="checkbox"/> Received <input type="checkbox"/> Updated		Signature:	Date:

Section 3- Asset Surplus – The Above Asset Is No Longer Useful For The Department

The above asset is no longer of use to my Department and I am declaring the asset "surplus."
 The above asset has been Traded Lost Stolen Abandoned Donated Destroyed
 Computer hard drive has been removed (if applicable).

If sold deposit funds into Fund - - - - Revenue - - - - - Cost Center - - - - -

Department Head Signature _____ Date ____/____/____
 Destroyed Traded (Requires signature of General Services Purchasing in addition to Department Head)

General Services Purchasing Signature _____ Date ____/____/____

Section 4 – Receiving Surplus Assets (REQUIRED)

General Services Purchasing →	<input type="checkbox"/> Received Item	Signature:	Date:
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Section 5- Disposal of Surplus Assets

<input type="checkbox"/> Sold, <input type="checkbox"/> Salvage/scrap or <input type="checkbox"/> Disposed	Amount: \$	PIV #:	PIV Date:
	Amount: \$	PIV #:	PIV Date:
Signature:	Date:	Cashiers Validation Date:	

Comments:

Section 6- Completed by Department

Prepared By:	Title:	Telephone:
Signature:	Date:	
Entered Into Oracle Fixed Assets By:	Date:	

Instructions to Complete the Capital Assets Information Form (AIF)

General

There are six sections on the Capital Asset Information Form (AIF):

Section 1- Asset information - should be filled in to some extent for all “Actions” as this section identifies the asset in detail.

Date: Today’s Date.

Department Name: Department name.

Description: Example: Truck, Computer, Server

Fund#: The fund number from which the asset was purchased.

Department #: Department number.

Tag #: The Capital Asset Tag number affixed to the Asset, if any.

Site #: The site where the asset will be used or located.

Building #: The building where the asset will be used or located.

Room #: The room where the asset will be used or located.

Cost Center: The Cost Center that will use the asset.

Manufacturer: The supplier that made the asset.

Model#: The Model Number noted on the asset or invoice, also CAM Equipment number, if any.

Serial #: The serial number on the Asset (the Service Tag # on Dell Computers).

Acquisition Date: The date the department received the asset in working condition.

Original Cost: The total cost of the asset; shipping & receiving, installing, wiring to get the asset in working condition.

Asset Type: Capitalize or Construction in Progress (CIP)

Invoice #: The invoice number used to purchase the asset.

Major Category: The Major Asset Category that fits the asset.

Minor Category: The Minor Asset Category that fits the asset.

Condition: Choose one of the types listed.

Section 2- Asset Transfer - should be completed when the “Transfer” action is chosen for Inter-Department, between Departments, Transfers and Intra-Department, within a Department, Transfers.

Inter-Departmental Transfer

If a Department transfers an asset from one Departmental location to another Departmental location and gives up all rights to that asset, then “Inter-Departmental” box should be checked. The Capital Asset Coordinator for the “From” Department can obtain information in Section 1 that is needed to complete their section of the “Information Blocks.” The Department Head needs to sign the AIF, indicating approval of the transfer. The signed AIF is sent from the “From” Department to the “To” Department. The “To” Department’s Capital Asset Coordinator completes the “Information Blocks” on the AIF. The “To” Department Head signs the AIF, indicating agreement to accept the asset. The AIF Form is sent from the “To” Department to Finance/Accounting where Accounting changes the asset’s location in Oracle Fixed Assets. Accounting will forward the AIF Form to General Services-Purchasing for signature.

Intra-Departmental Transfer

If the Department is transferring an asset from one location within the Department to another location within the Department, the "Intra-Departmental" box it should be checked. The "Transfer From" information will come from "Section 1" and the "Transfer To" information will come from the new location. The Department Head needs to sign in one place as approving the transfer. Once the Department Head has signed the AIF, forward the AIF to Finance/Accounting so the location can be changed in Oracle Fixed Assets. Accounting will forward the AIF Form to General Services-Purchasing for signature.

Transfer From:

Fund#: The fund number from **Section 1-Asset Information.**
Department #: The Department number from **Section 1-Asset Information.**
Site#: The site number from **Section 1- Asset Information.**
Building#: The building number from **Section 1- Asset Information.**
Room#: The room number from **Section 1-Asset Information.**

Transfer To:

Fund#: The fund number that will use the asset.
Department #: The Department number that will use the asset.
Site#: The site where the asset will be used or located.
Building#: The building where the asset will be used or located.
Room#: The room where the asset will be used or located.

Section 3- Asset Surplus - should be completed when the "Surplus" Action is chosen.

If the asset is no longer useful and it is to be declared "Surplus," then check the first box and obtain the Department Head signature on the AIF. If the asset was traded, lost, stolen or etc., check the second box and have the Department Head sign and date the AIF. Please note that "Destroyed" or "Traded" items need to be approved by General Services /Purchasing. If the asset is a computer, your technology staff will need to remove the hard drive prior to declaring surplus.

Section 4- Receiving Surplus Assets - will only be completed by General Services/Purchasing.

Section 5-Disposal of Surplus Assets - will only be completed by General Services/Purchasing.

Section 6- Completed by Department - will be completed by the Department for each action chosen.

Prepared By: Your name
Title: Your title
Telephone: Your telephone number
Signature: Your signature
Date: Date you completed CAIF

Action: Purchased (Complete Sections 1 & 6)

If the Department purchases Land, Houses or Equipment from Capital Natural Accounts or other Natural Accounts that meets the threshold for that Capital Asset Category then the Department Capital Asset Coordinator or designee should send a completed AIF to Finance/Accounting noting the asset purchased.

Action: Constructed (Complete Sections 1 & 6)

If the Department built a building, road, shelter or made a piece of equipment that meets the threshold for that Capital Asset Category, then the Department Capital Asset Coordinator or designee should send a AIF to Finance/Accounting noting the asset built or constructed.

Action: Leased Fixed Assets (Complete Sections 1 & 6)

Departments that lease a copier or other equipment that meets the threshold for that Capital Asset Category have either an operating or capital Lease. Finance/Accounting reviews all equipment leases in accordance with applicable lease accounting standards and determines if a lease is an operating or capital lease. If Finance/Accounting determines that the lease is a capital lease, then Finance/Accounting will enter the leased assets into Oracle Fixed Assets. If Finance/Accounting determines that the lease is an operating lease, then the leased assets are not required to be entered into Oracle Fixed Assets. Finance/Accounting will notify your Department of the type of lease that you have. If you have a capital leased asset, then when the lease ends and/or your Department returns the leased asset to the supplier, the Department Capital Asset Coordinator or designee should send an AIF to Finance/Accounting to notify us that you no longer have the asset.

Action: Donation (Complete Sections 1 & 6)

Departments may receive donated roads, sewer lines, water lines, land, buildings or equipment that meets the threshold for that Capital Asset Category. The Department Capital Asset Coordinator or designee should send a AIF to Finance/Accounting as notification of the received asset.

Action: Seized (Complete Sections 1 & 6)

Departments may receive seized assets, which meet the threshold for that Capital Asset Category. The Department Capital Asset Coordinator or designee should send an AIF to Finance/Accounting as notification of the received asset.

Action: Transfer (Complete Sections 1, 2 & 6)

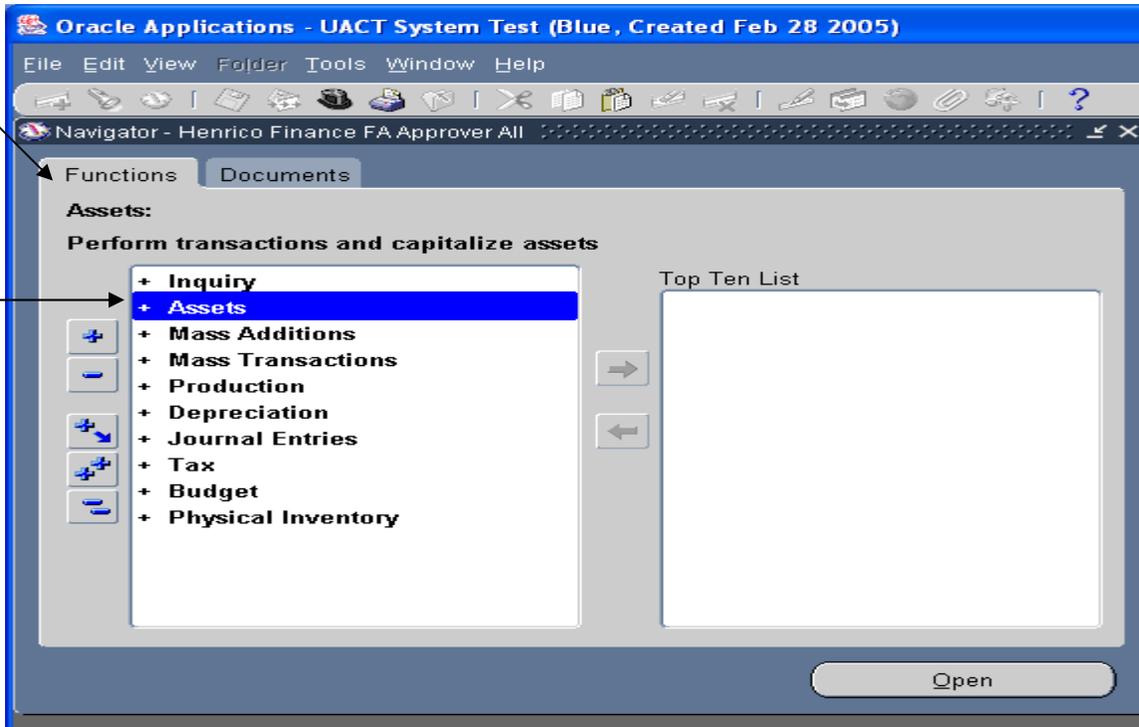
Departments may need to transfer assets from one site to another site or from one Department to another Department.

Action: Surplus (Complete Sections 1, 3 & 6)

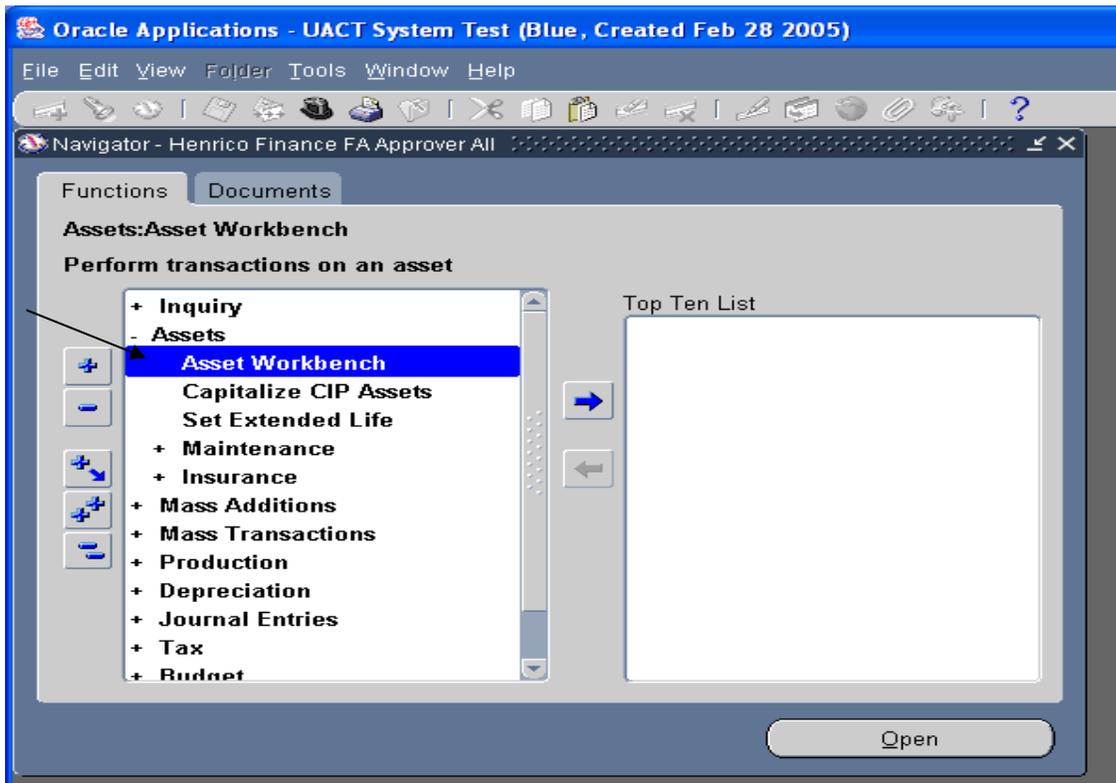
If a Department has an asset that is no longer useful in their operations, it should be declared "Surplus." The Department Capital Asset Coordinator or designee should complete an AIF and send the AIF to Department Head for signature and approval. Please send a copy of the signed AIF to Finance/Accounting to notify us of the status of the asset. The Department should send the signed original AIF to General Services/Purchasing to "Surplus" the asset.

Enter a Fixed Asset Manually (performed by Accounting Only)

From the Navigation Window, select the Functions tab and select Assets.



Select Assets → Asset Workbench



The “Find Assets” Form appears.

The screenshot shows a software window titled "Find Assets" with a dark blue header. The form is organized into several sections, each with a title and a set of input fields:

- By Asset Detail:** Includes fields for Asset Number, Tag Number, Serial Number, Warranty Number, Status, Description, Category, Asset Key, and Asset Type (a dropdown menu).
- By Book:** Includes fields for Book, Dates in Service (with a date range selector), Group Asset, and a checkbox for "Show Disabled Groups".
- By Assignment:** Includes fields for Employee Name, Expense Account, Employee Number, and Location.
- By Source Line:** Includes fields for Supplier Name, Invoice Number, PO Number, Project Number, Supplier Number, Line Number, Source Batch, and Task Number.
- By Lease:** Includes fields for Lease Number and Description, and a field for Lessor.

At the bottom of the form, there are four buttons: "Clear", "Additions", "QuickAdditions", and "Find". Two arrows point from the text below to the "Additions" and "QuickAdditions" buttons.

Assets may be entered using the “Additions” button or the “Quick Additions” button.

Select the button titled ‘Additions’ at the bottom of the “Find Assets” Form.

Note:

The “Quick Additions” process is used when new assets need to be added to the system with a minimum number of fields to be updated.

The "Asset Details Form" appears.

Oracle Applications - UACT System Test (Blue, Created Feb 28 2005)

File Edit View Folder Tools Window Help

Assets

Asset Details

Asset Number	<input type="text"/>	Description	Ford Explorer
Tag Number	<input type="text"/>	Category	<input type="text"/>
Serial Number	<input type="text"/>	Asset Key	<input type="text"/>
Asset Type	Capitalized	Units	1
Parent Asset	<input type="text"/>	Description	<input type="text"/>
Manufacturer	<input type="text"/>	Model	<input type="text"/>
Warranty Number	<input type="text"/>	Description	<input type="text"/>
Lease Number	<input type="text"/>	<input checked="" type="checkbox"/> In Use	
Lessor	<input type="text"/>	<input checked="" type="checkbox"/> In Physical Inventory	
Property Type	<input type="text"/>	Ownership	Owned
Property Class	<input type="text"/>	Bought	New

Source Lines Continue Cancel

Type all fields that are highlighted in yellow. These are mandatory fields. You may also complete the remaining fields shaded white as needed.

Note:

The System will assign the Asset Number automatically.

Complete the "Category" field by selecting the List of Values (LOV).

Oracle Applications - UACT System Test (Blue, Created Feb 28 2005)

File Edit View Folder Tools Window Help

Assets

Asset Details

Asset Number	<input type="text"/>	Description	Ford Explorer
Tag Number	<input type="text"/>	Category	<input type="text"/>
Serial Number	<input type="text"/>	Asset Key	<input type="text"/>
Asset Type	Capitalized	Units	1
Parent Asset	<input type="text"/>	Description	<input type="text"/>

Category Flexfield

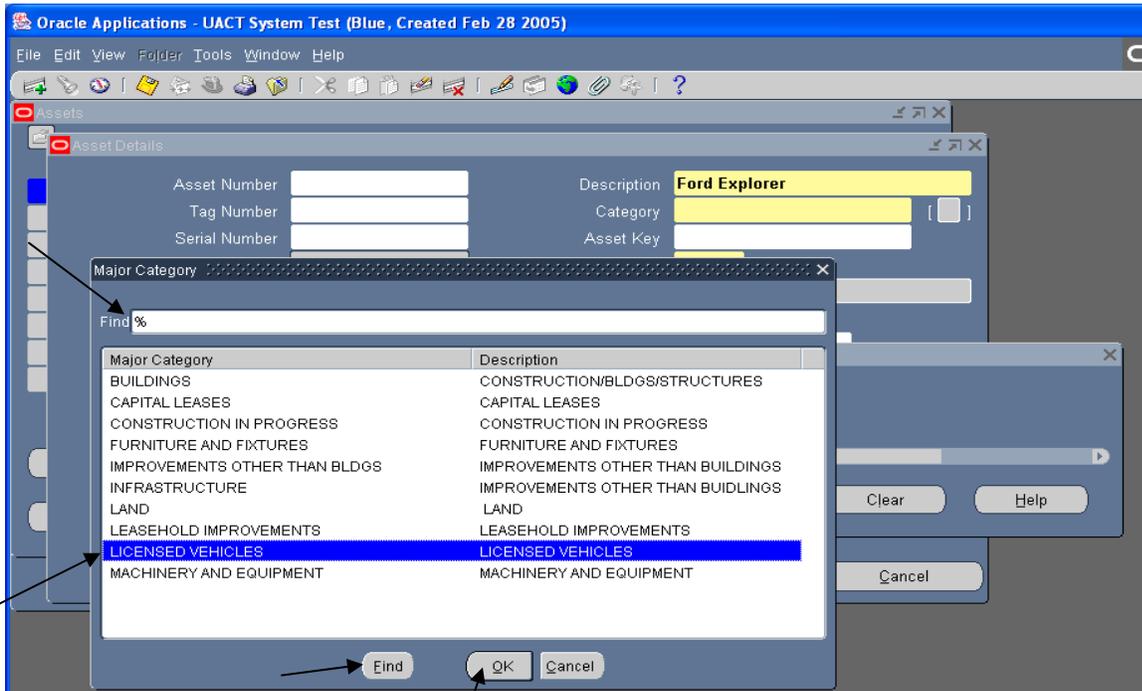
Major Category	<input type="text"/>
Minor Category	<input type="text"/>

OK Cancel Combinations Clear Help

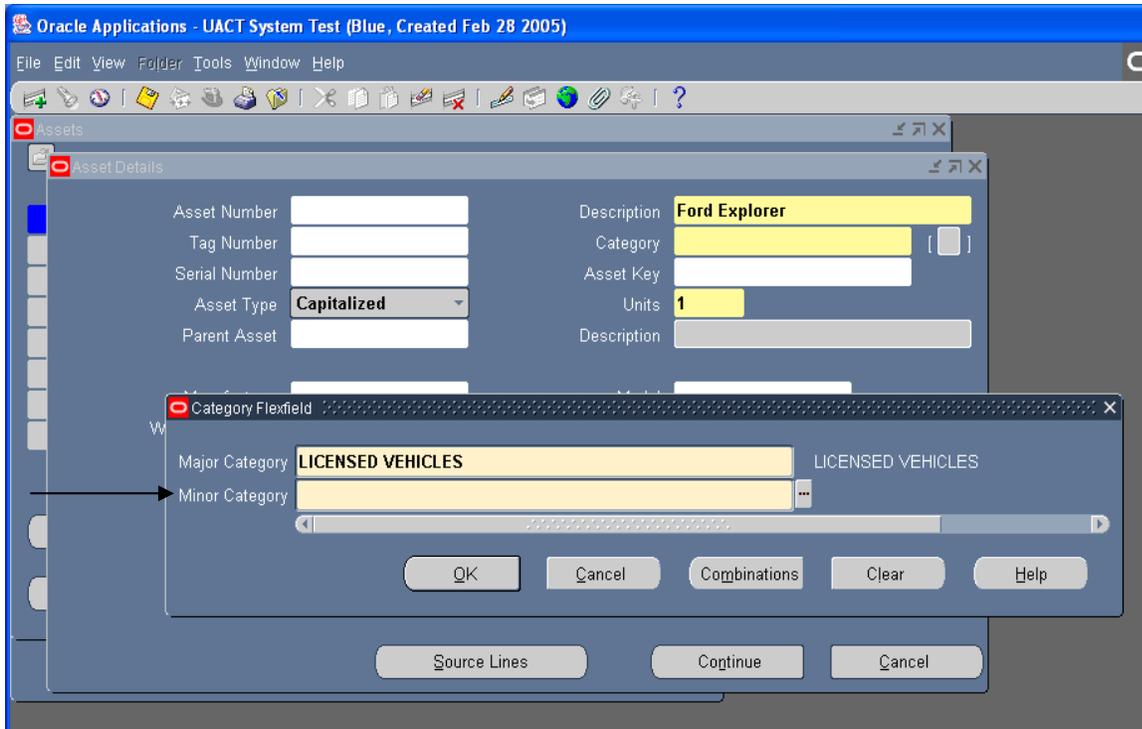
Source Lines Continue Cancel

The "Category Flexfield" Form appears with fields for both "Major" and "Minor" Categories. Both of these fields must be completed. Use the list of values to select the "Major" Category. The list of values button is located to the far right of the field.

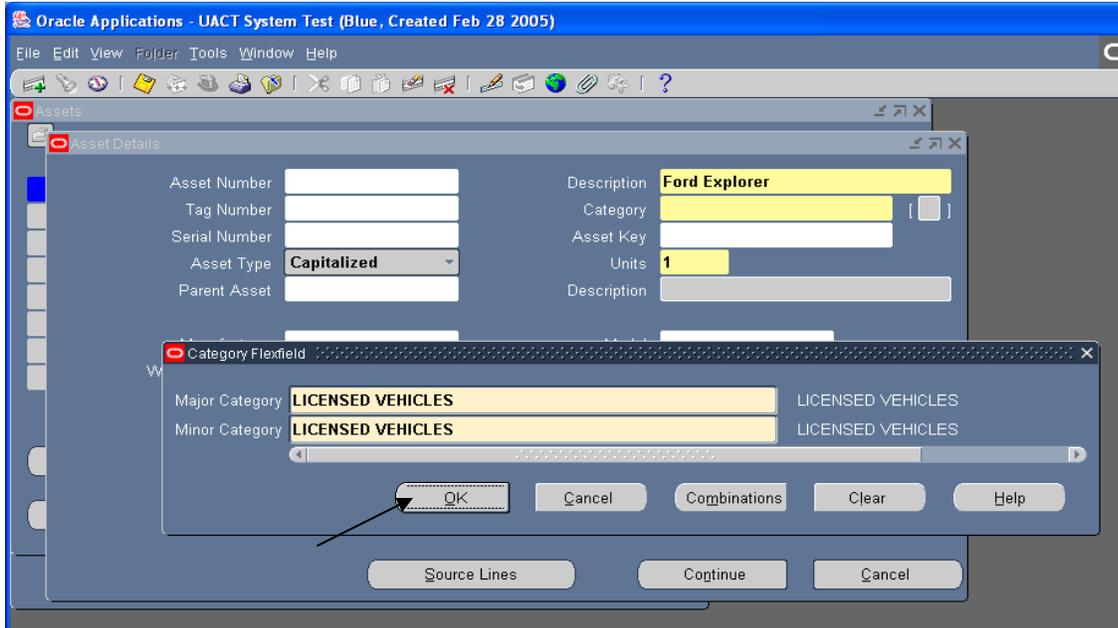
Type % in the “Find” field and select tab titled “Find.” The list of values selections will appear. Select the appropriate asset category from the LOV and then select the button titled “OK.”



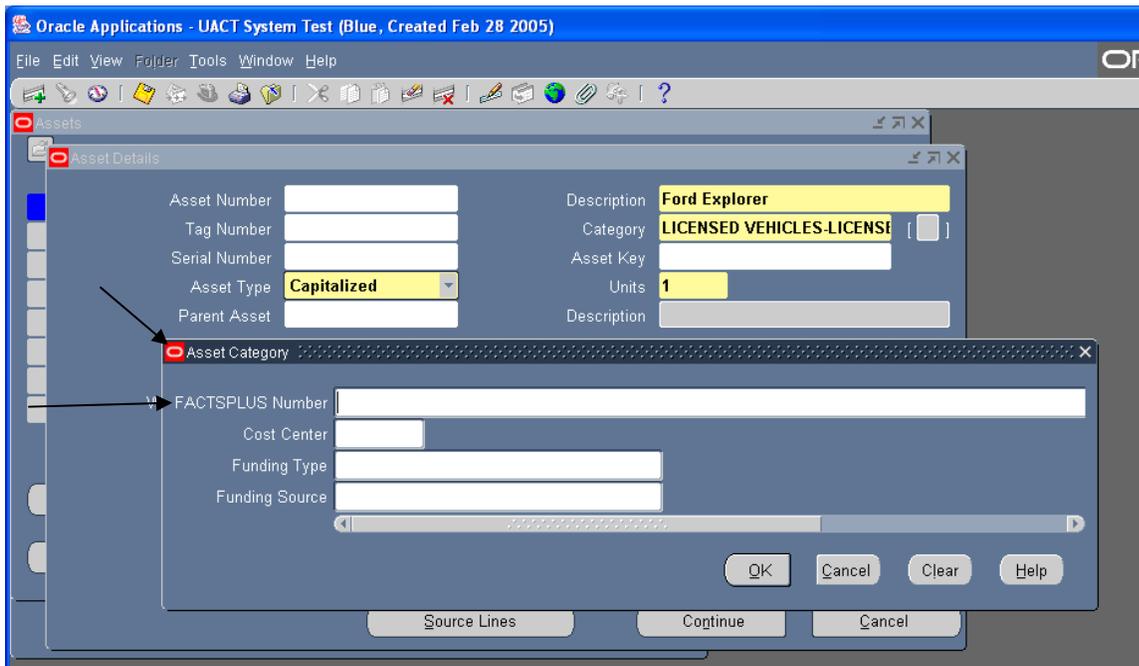
Perform the same procedures to select the “Minor” Category.



Select the button titled “OK” at the bottom of the “Category Flexfield” Form.



The “Asset Category” Form will appear.

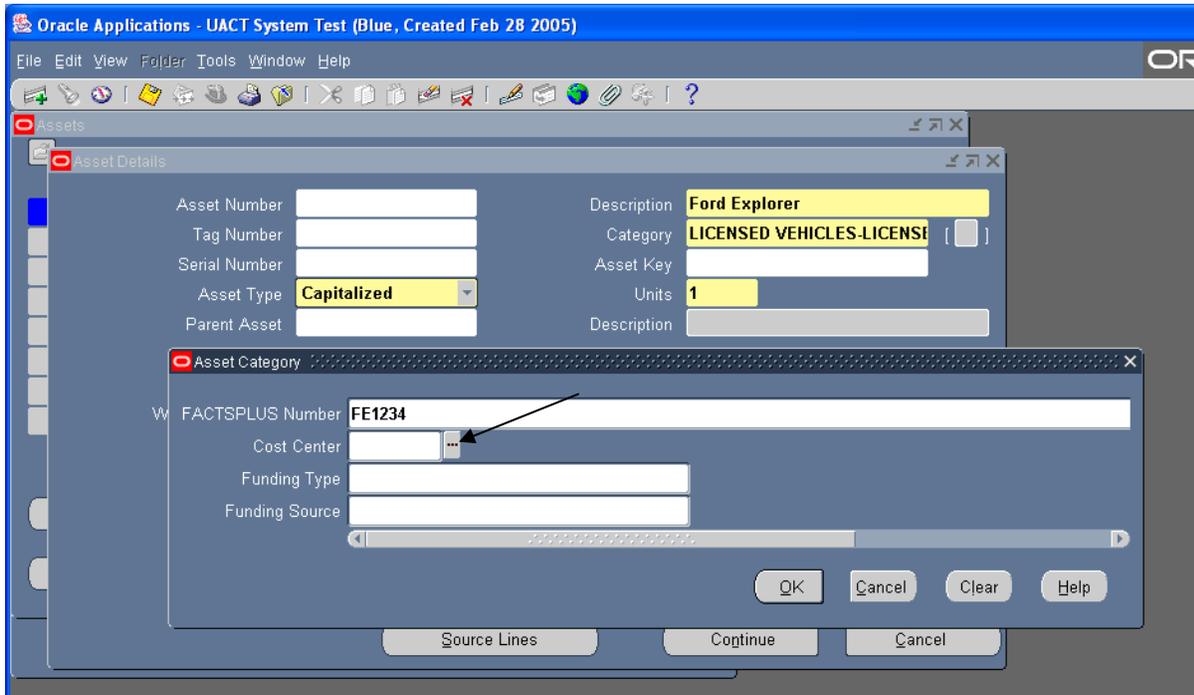


Complete the optional fields on the “Asset Category” Form as needed.

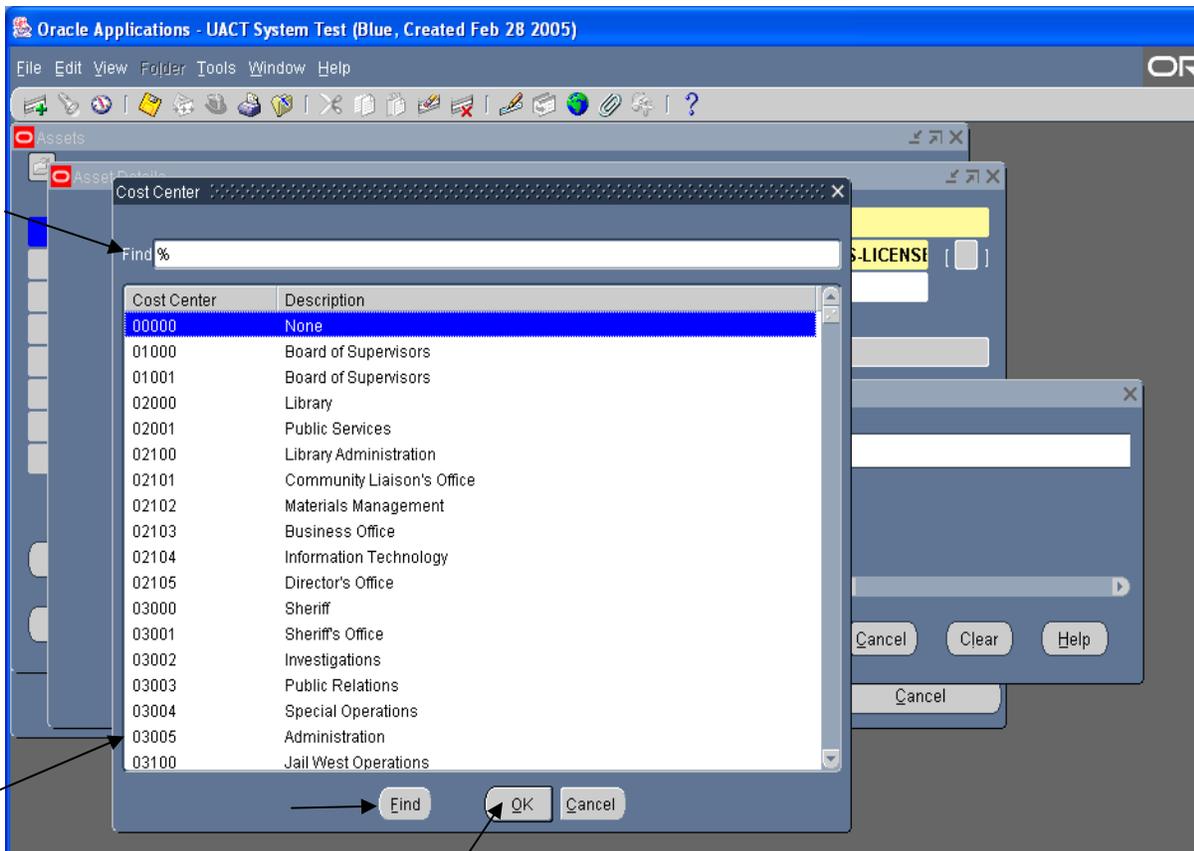
Note:

The FACTSPLUS Number is only for use for an asset already recorded in FACTSPLUS. Leave this field blank for new asset acquisitions.

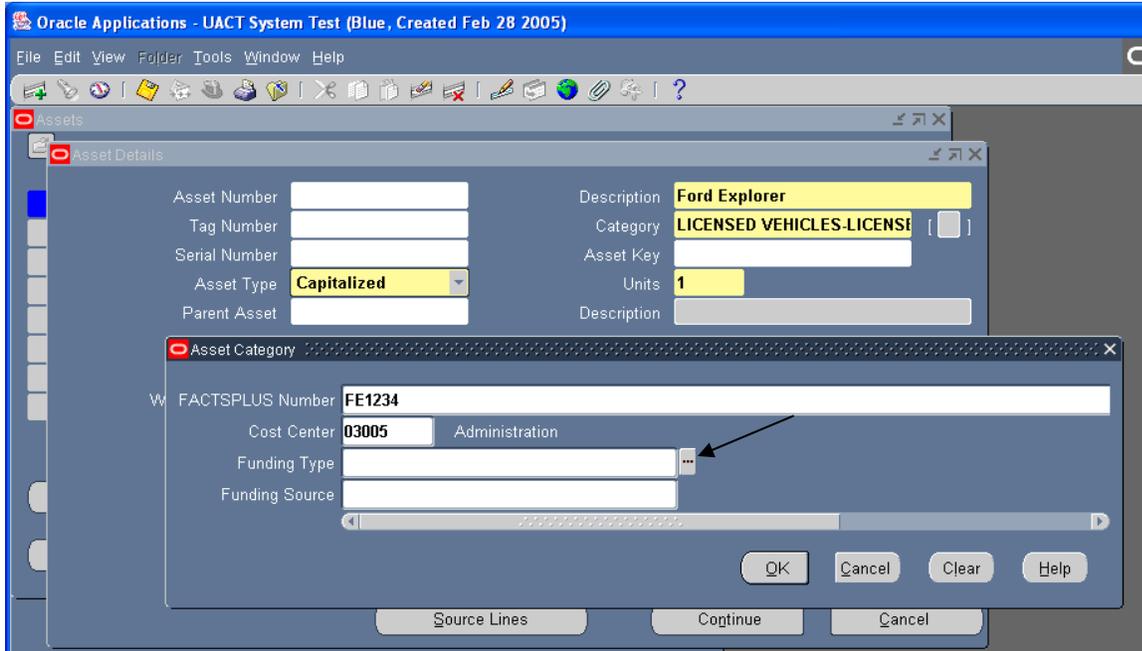
Complete the "Cost Center" field by selecting the list of values button to the right of the field.



Type % in "Find" field and select the button titled "Find." The list of value selections appears. Select the appropriate "Cost Center" and select the button titled "OK."

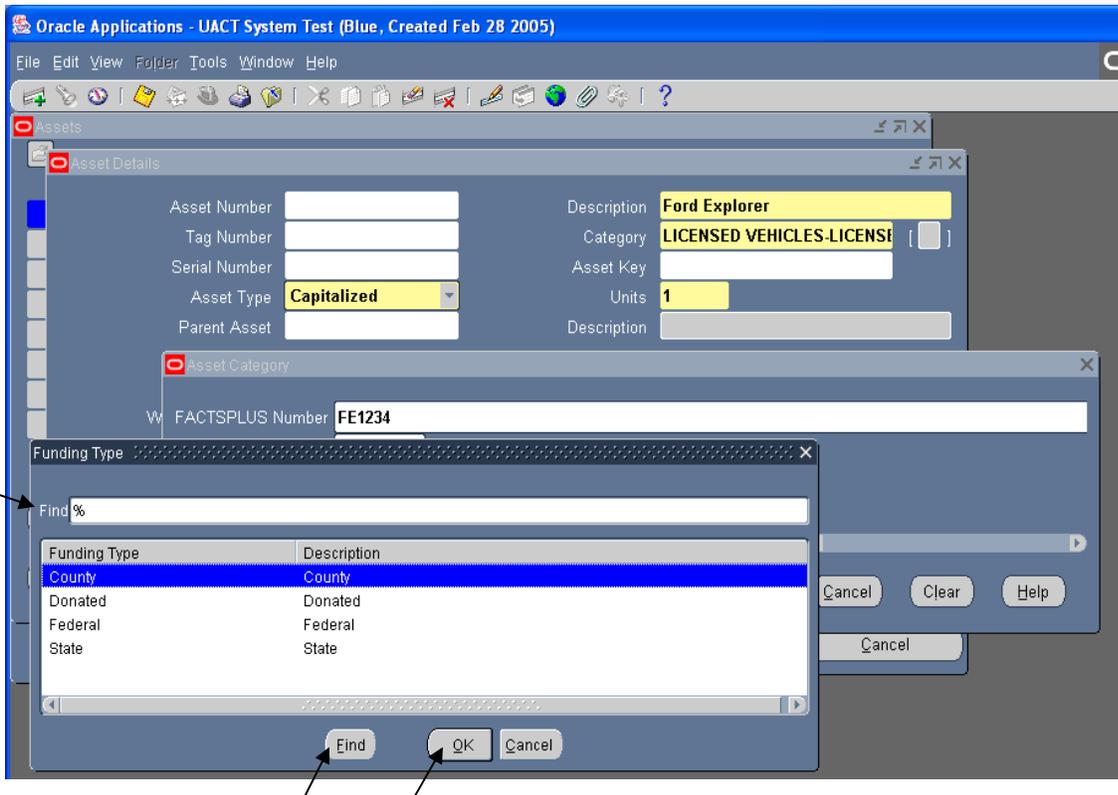


Complete the "Funding Type" field using the list of values.

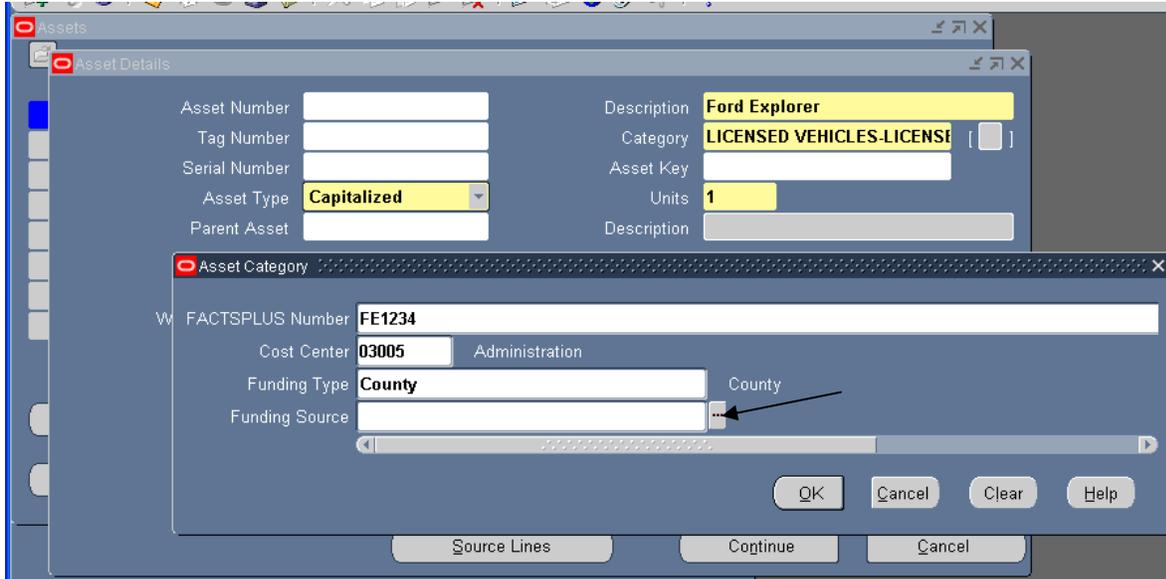


The "Funding Type" Form should appear.

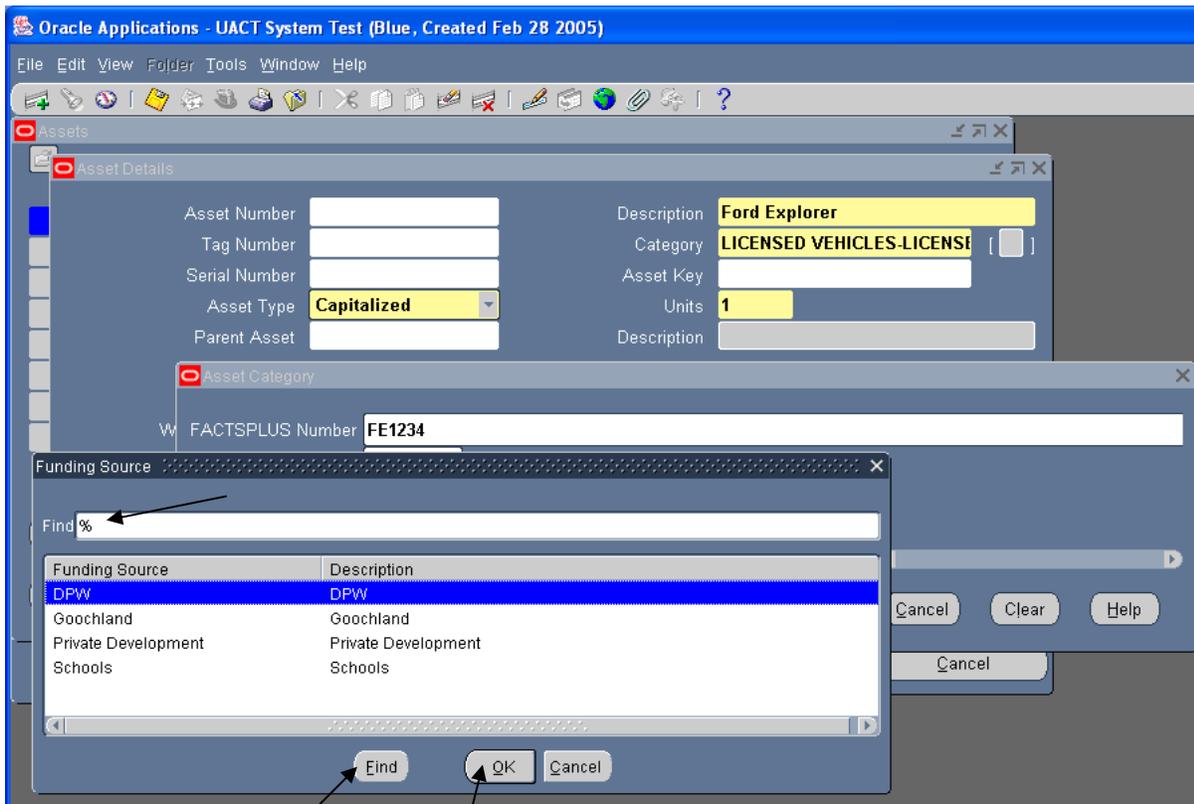
Type % in the "Find" field and select the "Find" button. Select the "Funding Type" from the list of values and then select OK.



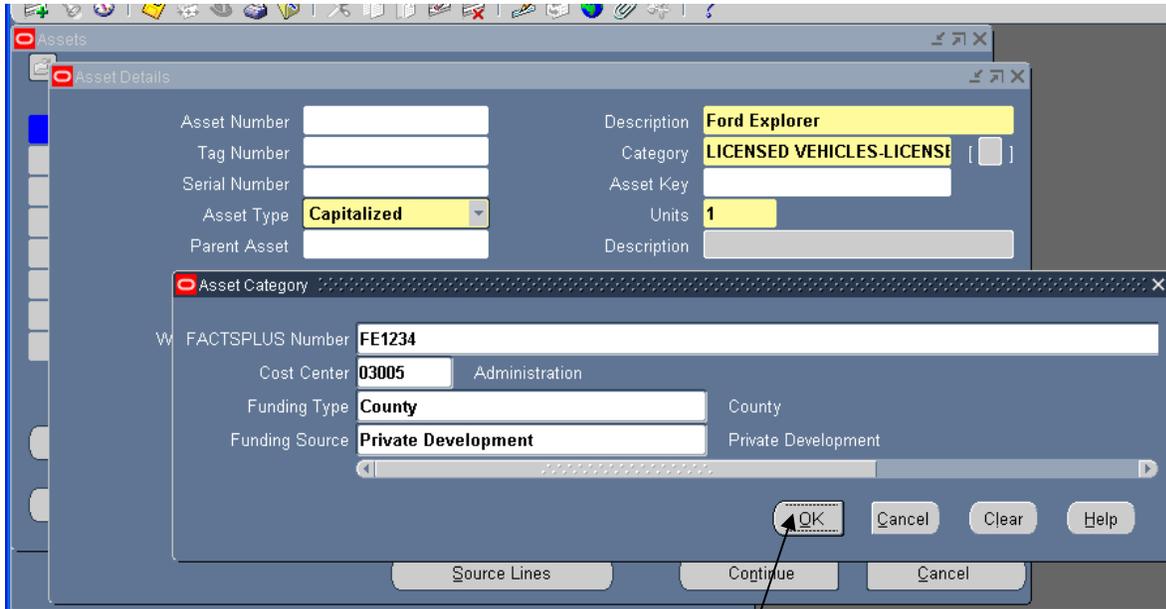
Complete the "Funding Source" field using the list of values.



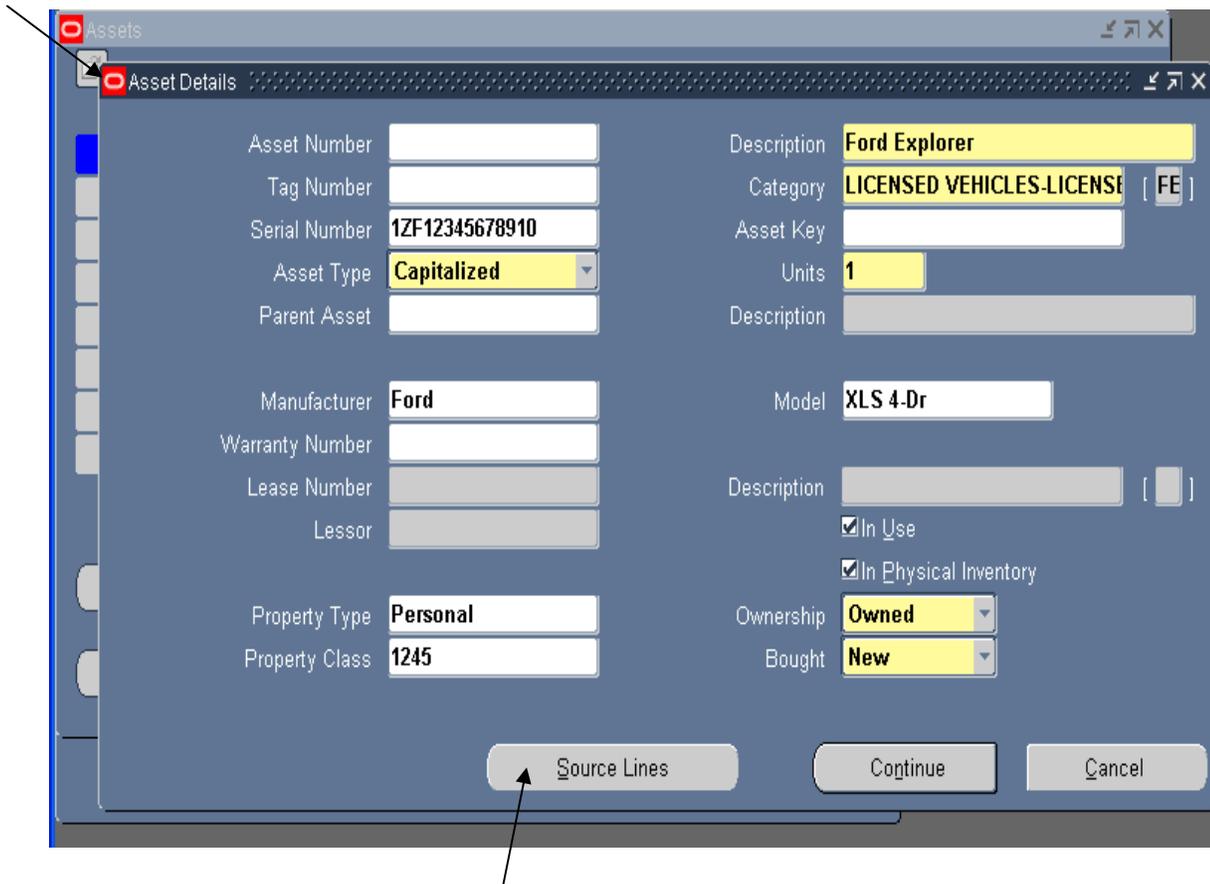
Type % in the "Find" field and select the "Find" button. Select the "Funding Source" from the list of values and then select OK.



Select "OK" to complete the form.



Select the "Source Lines" button at the bottom of the "Asset Details" Form.



The "Source Lines" Form should appear.

Asset Number Asset Type
Cost New Cost
Status

Invoice Number	Line	Description	Active	Supplier Name	Number	Line Amount	Transfer Amount []
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PO Number Source Batch
Project Number Task Number
 Material Indicator

Continue Cancel

Enter "Invoice Number", "Line" and "Description" in the "Source Lines" Form.

Select the supplier from the list of values in the "Supplier Name" field.

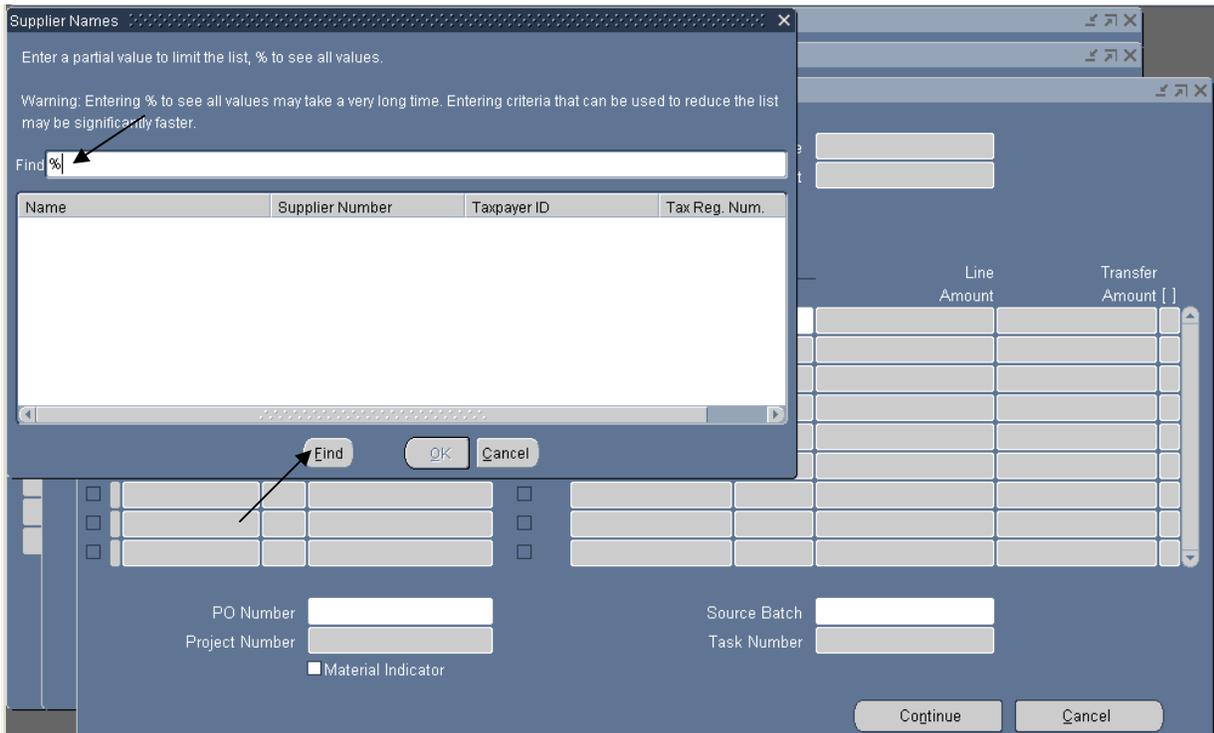
Asset Number Asset Type
Cost New Cost
Status

Invoice Number	Line	Description	Active	Supplier Name	Number	Line Amount	Transfer Amount []
JA4567987	1	SUV, Vehicle	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PO Number Source Batch
Project Number Task Number
 Material Indicator

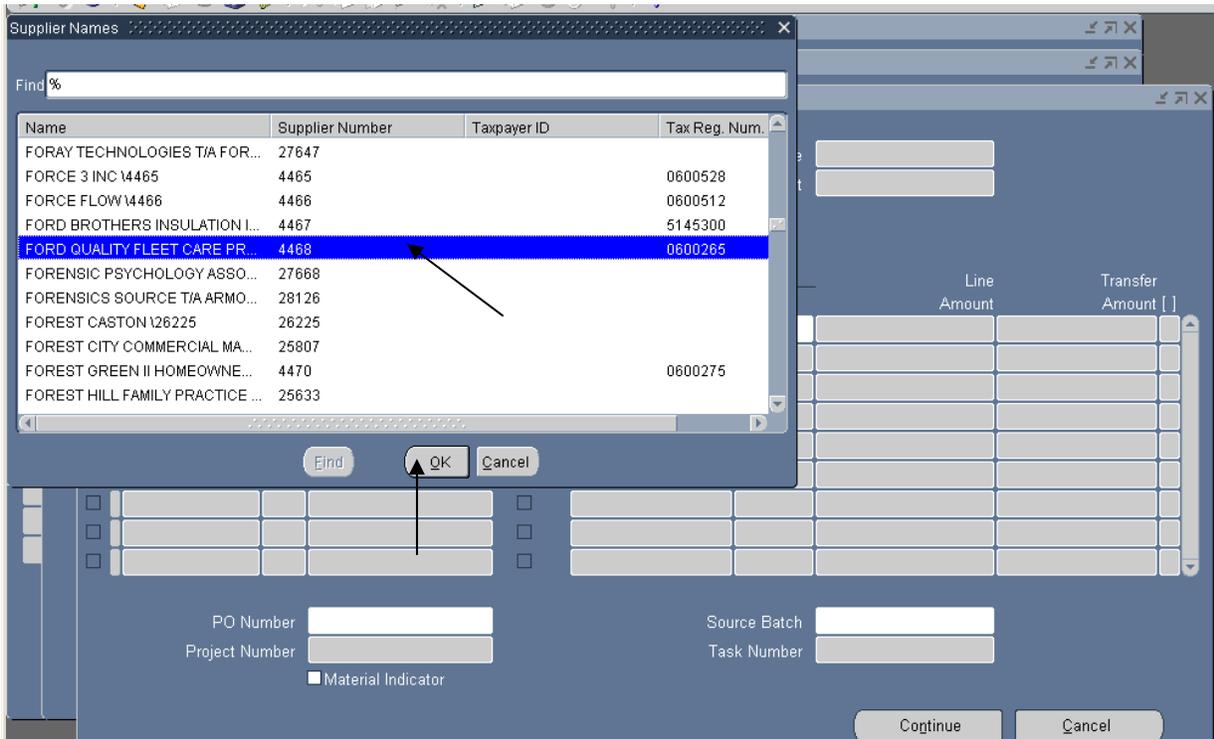
Continue Cancel

Type % in the "Find" field and select the "Find" button.



The "Supplier Names" list of values appears.

Select the supplier from the list of values and then select "OK".



The "Supplier Name" and "Supplier Number" should automatically fill in the appropriate fields.

Select the "Continue" button at the bottom of the "Source Lines" Form.

Invoice Number	Line	Description	Active	Supplier Name	Supplier Number	Line Amount	Transfer Amount []
JA4567987	1	SUV, Vehicle	<input checked="" type="checkbox"/>	FORD QUALITY FLEE	4468		
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				

The "Books" Form should appear.

Complete the "Book" field from the list of values.

Asset Number	Reference Number	Book	Comments

Financial Information

Current Cost		YTD Depreciation	0.00
Original Cost		Accumulated Depreciation	0.00
Salvage Value Type		Salvage Value Percent	0 %
Salvage Value	0.00	Revaluation Ceiling	
Recoverable Cost		Revaluation Reserve	
Net Book Value			

Method

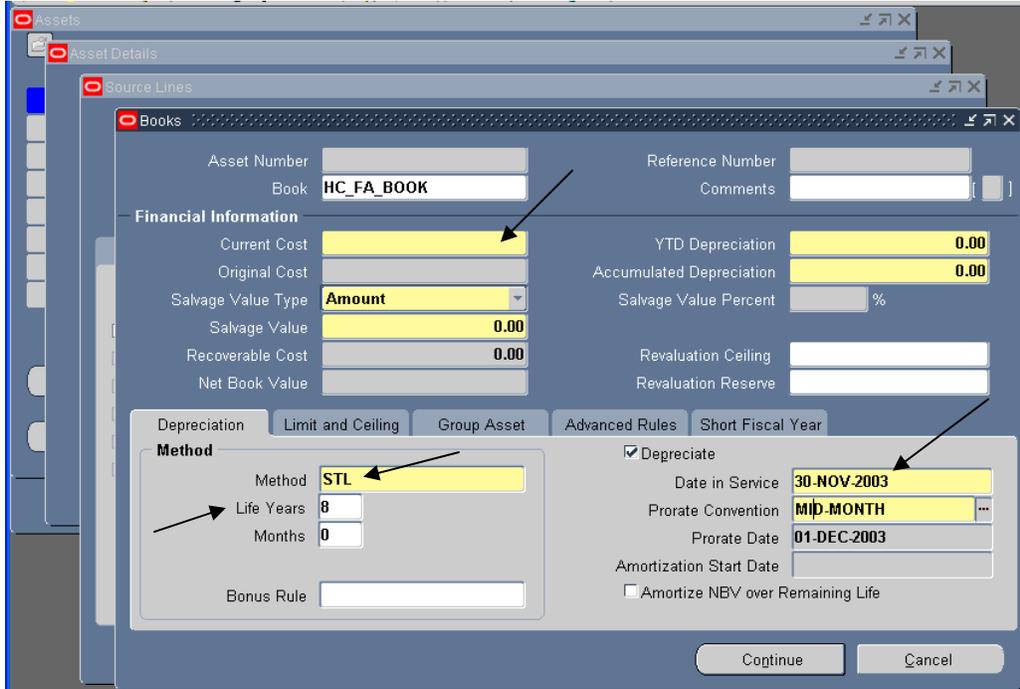
Method		<input type="checkbox"/> Depreciate	Date in Service	
Life Years			Prorate Convention	
Months			Prorate Date	
Bonus Rule		<input type="checkbox"/> Amortize NBV over Remaining Life	Amortization Start Date	

Note:

The "HC_FA_Book" will automatically default into the field when you select from the list of values button.

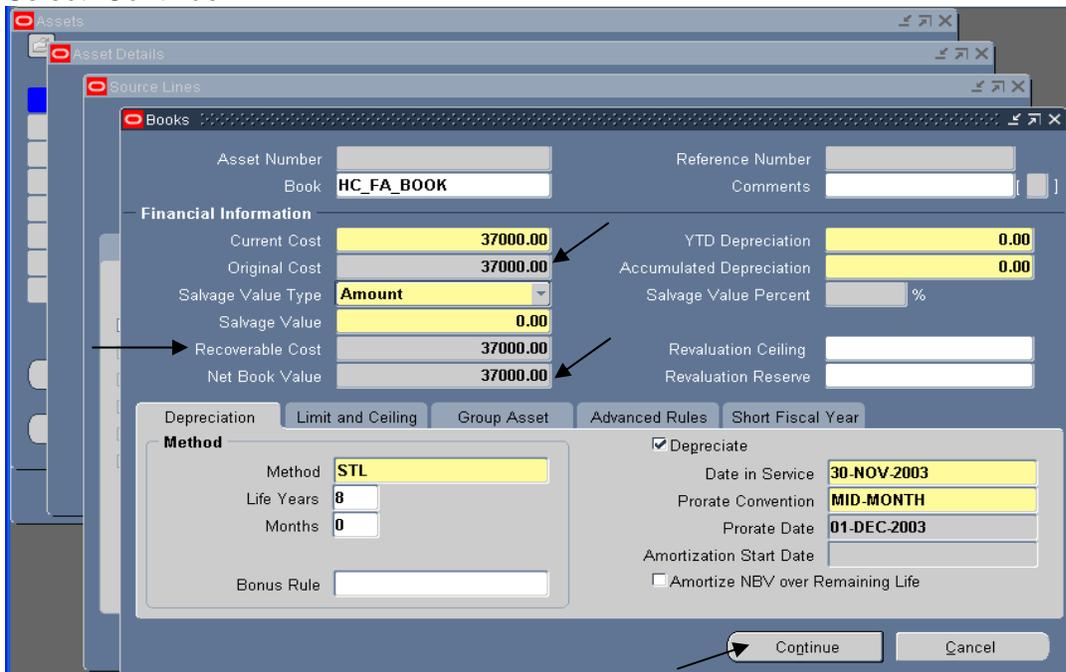
The Depreciation “Method”, “Life”, “Date in Service”, “Prorate Convention” and “Prorate Date” will automatically fill in when selecting HC_FA_BOOK. The default for “Date in Service” is the last day of the month for the current period in Oracle Assets. Revise the “Date in Service” and the “Prorate Date” will automatically be revised.

Enter the “Current Cost” of the asset and expected “Salvage Value” (if any).



The “Original Cost”, “Recoverable Cost” and “Net Book Value” fields are automatically completed.

Select “Continue”.



The "Assignments" Form should appear.

Asset Number Reference Number
Book **HC_FA_BOOK** Transfer Date **30-NOV-2003**
Comments
Distribution Set Unit of Measure
Total Units **1** Units to Assign **1** []

Employee

Unit Change	Units	Name	Number	Expense Account	Location
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					

Done Cancel

Enter "1" in the "Unit Change" Field. Select the employee assignment from the list of values in the "Name" field. Select the appropriate accounting flexfield from the list of values in the "Expense Account" field.

Asset Number Reference Number
Book **HC_FA_BOOK** Transfer Date **30-NOV-2003**
Comments **Employee Vehicle Assignment**
Distribution Set Unit of Measure
Total Units **1** Units to Assign **0** []

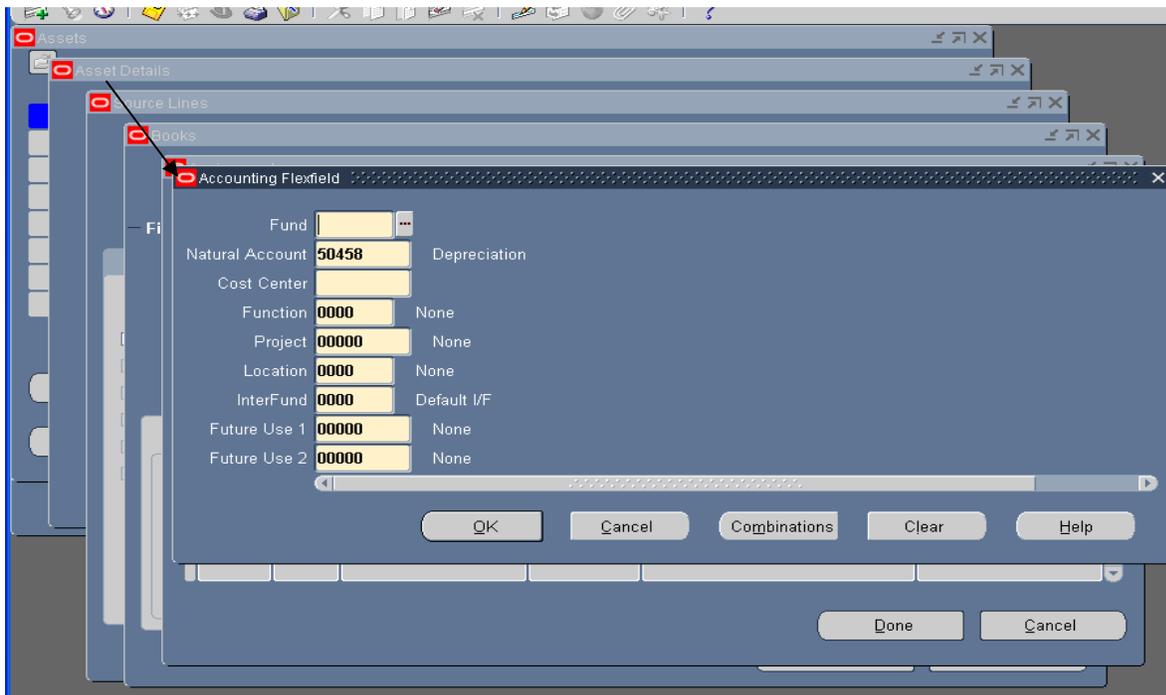
Employee

Unit Change	Units	Name	Number	Expense Account	Location
1	1	RAMSAY, CHARLES EI	28568
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Done Cancel

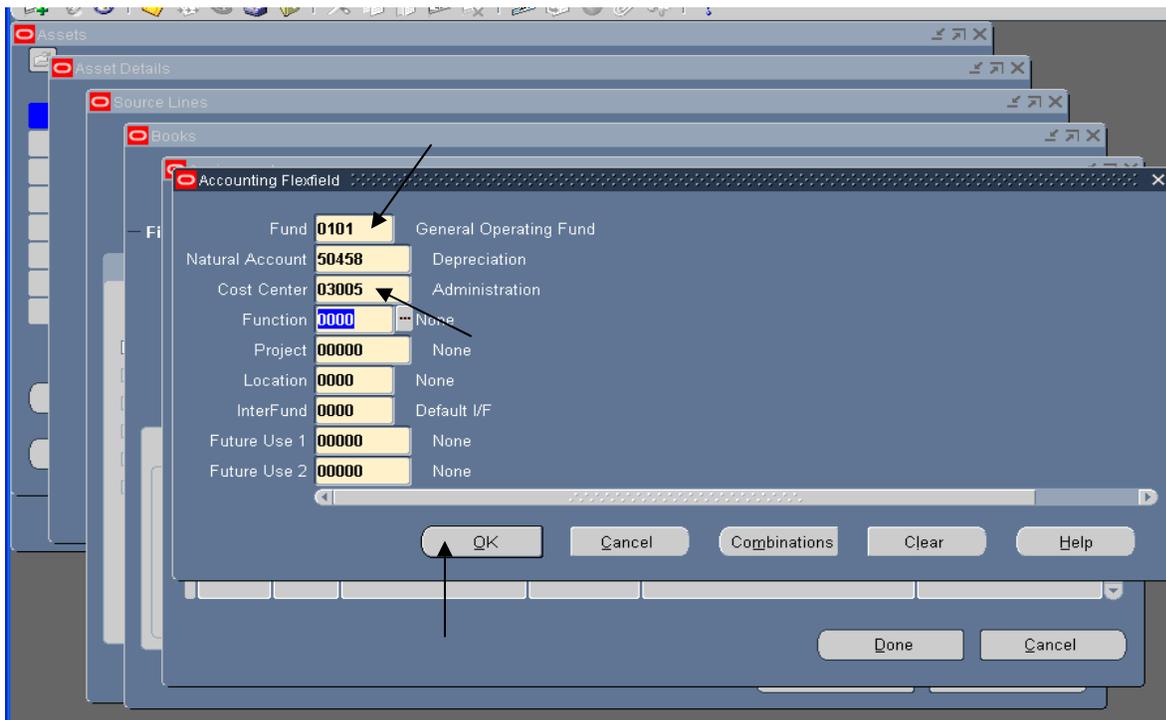
The "Accounting Flexfield" Form should appear.

The Accounting Flexfield consists of nine segments. The segments consist of Fund, Natural Account, Cost Center, Function, Project, Location, InterFund, Future Use 1 and Future Use 2.

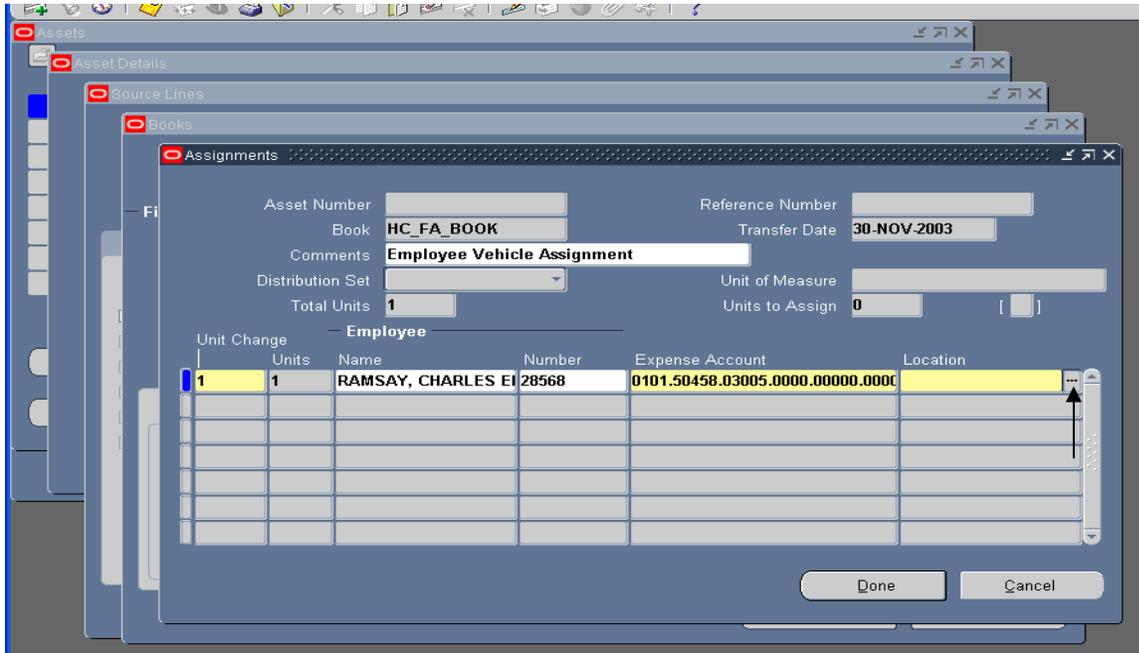


Complete the appropriate fields for Fund, Natural Account, and Cost Center.

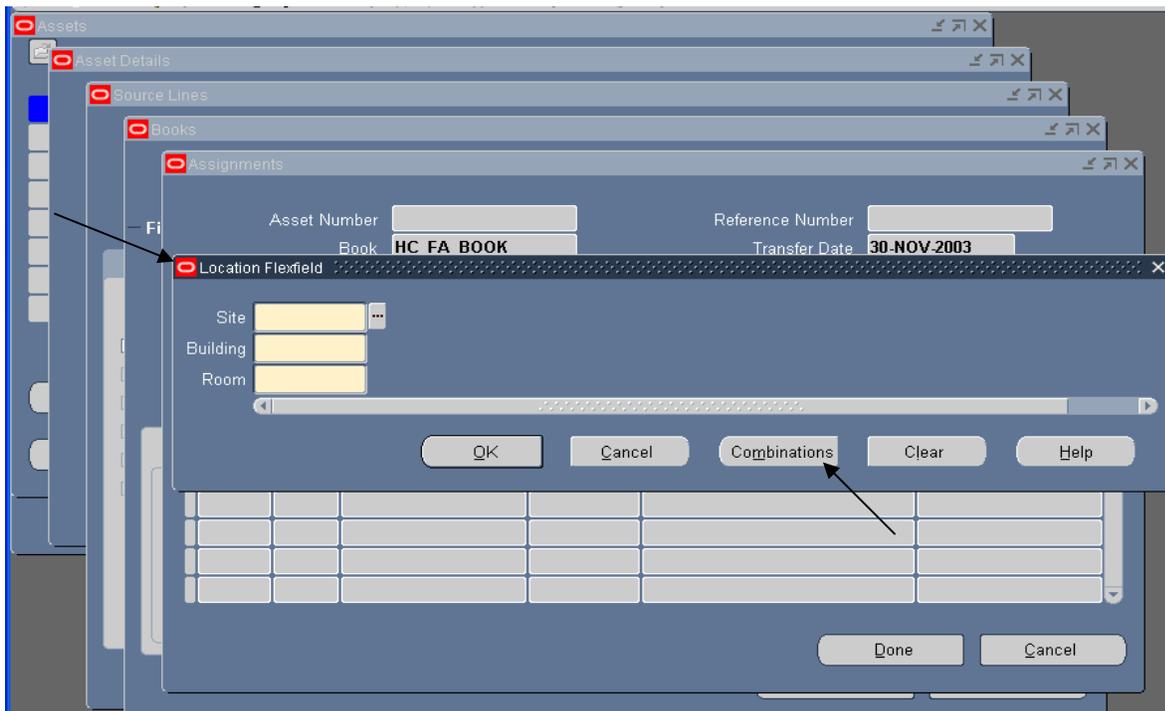
Select OK.



Complete the "Location" field using the list of values.



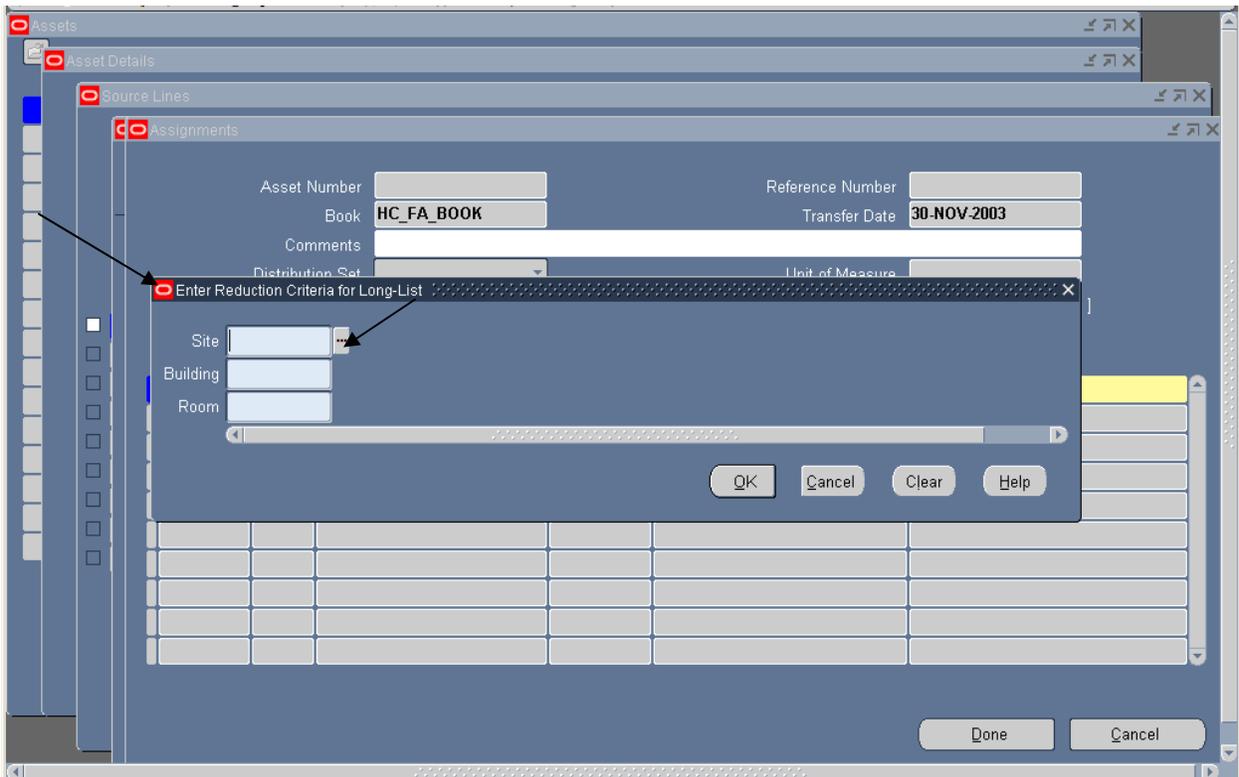
The "Location Flexfield" Form appears. Click on "Combinations" to determine valid locations.



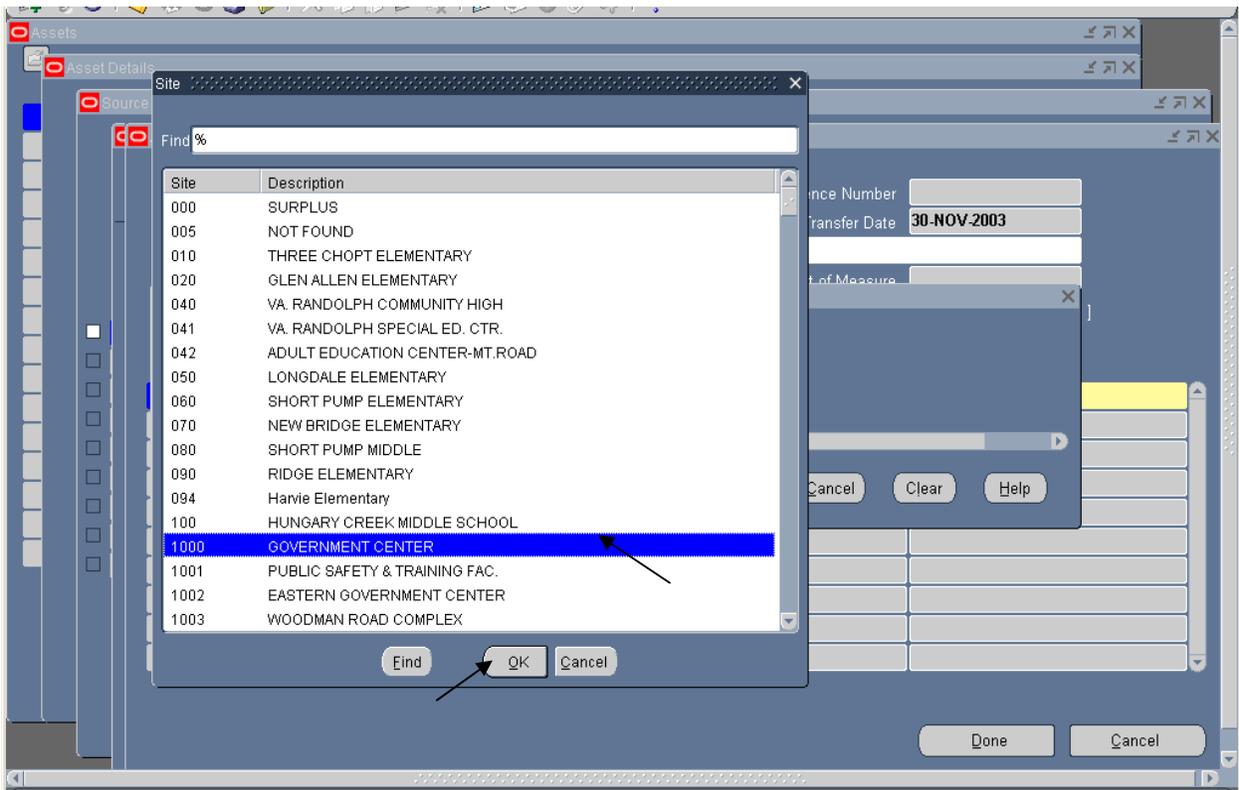
Note:

You must use a valid Site, Building and Room combination. For example, the Finance Department cannot record an asset at the Government Center and at a Fire Building.

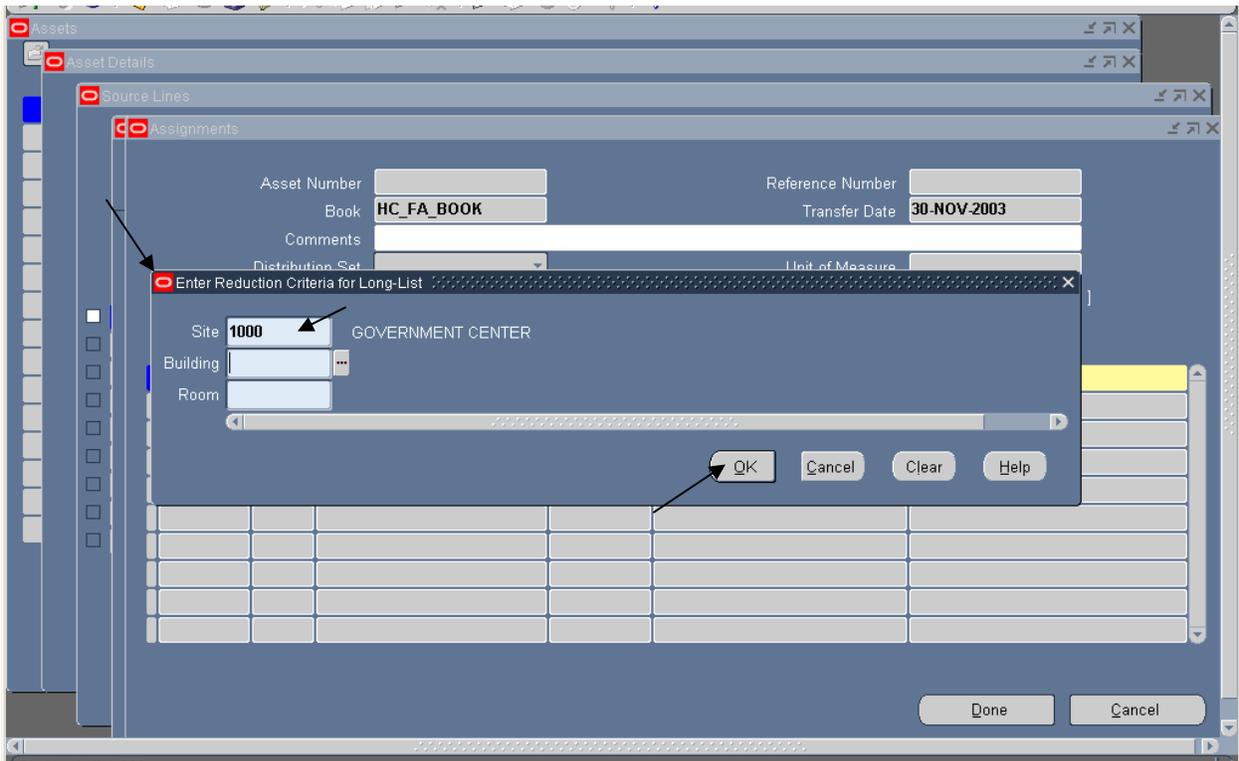
The “Enter Reduction Criteria for Long-List” Form appears. Use the list of values button to select the “Site”.



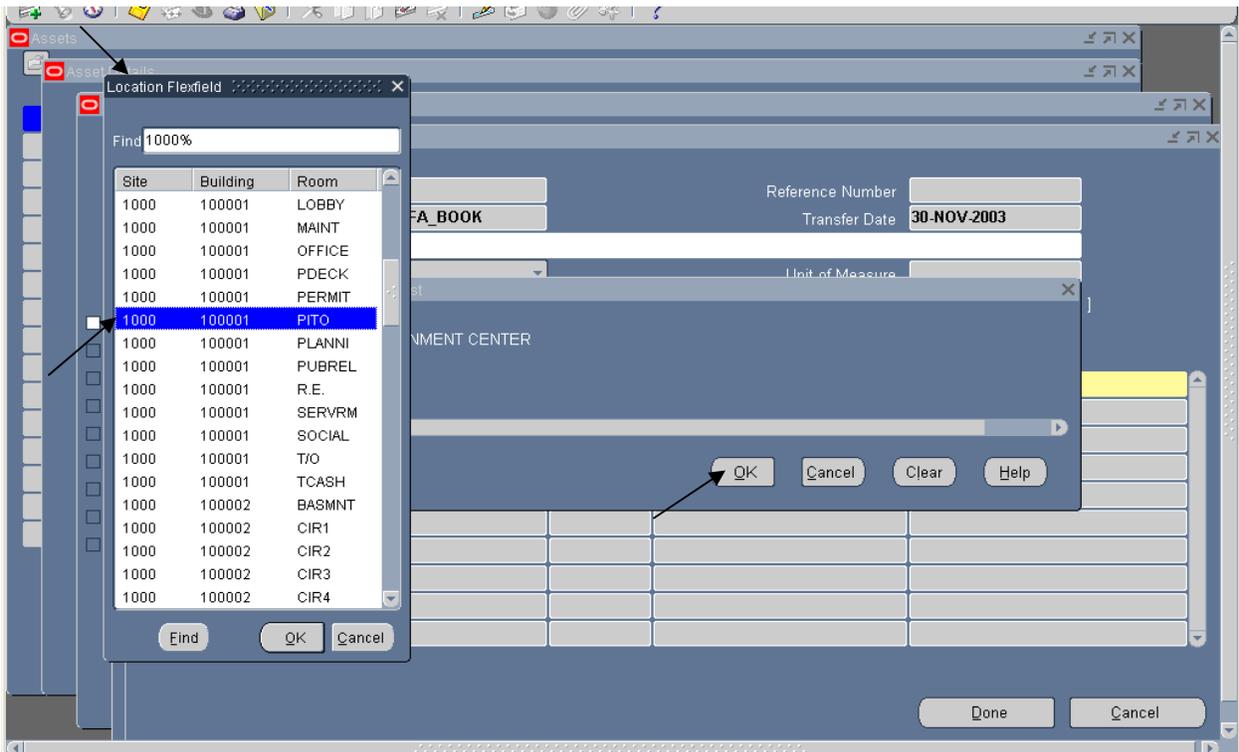
Select the “Site” and then select “OK”.



The “Enter Reduction Criteria for Long-List” Form appears. Select “OK” to determine all of the available valid locations for the chosen “Site”.



The “Location Flexfield” Form appears. Choose the most appropriate “Site/Building/Room” combination and select “OK”.



The selected combination is entered in the "Location" field. Select "Done" to complete the "Assignments" Form.

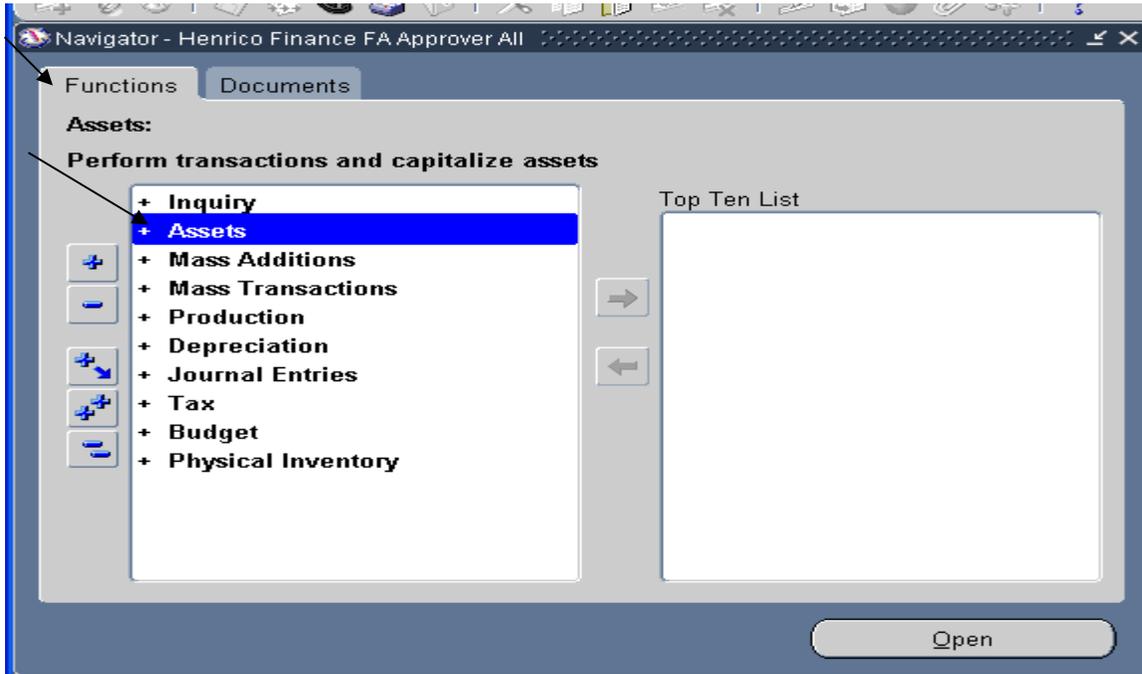
A "Note" will appear stating that the information that you have entered for the new asset has been saved and an asset number has been created. Select the "OK" button.

Write your asset number down _____. You have successfully entered a new asset manually into the Fixed Asset Oracle Module.

Close all remaining forms.

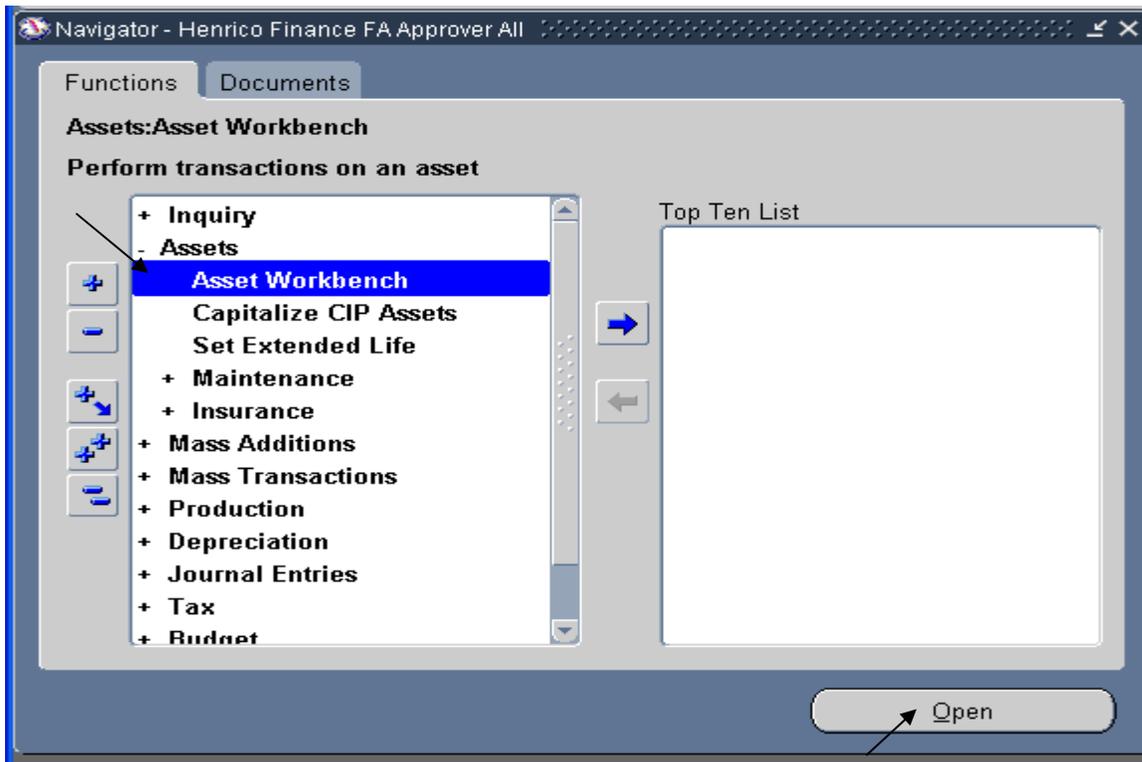
Capital Assets Adjustments (performed by Accounting Only)

From the Navigation Window, select the “Functions” Tab and select Assets.



Assets → Asset Workbench

Click the “Open” button at the bottom of the “Functions” tab.



The "Find Assets" Form appears.

Oracle Applications - Production

File Edit View Folder Tools Window Help

ORACLE

Assets Find Assets

By Asset Detail

Asset Number [] Description []

Tag Number [] Category []

Serial Number [] Asset Key []

Warranty Number [] Asset Type []

Status []

By Book

Book [] Group Asset []

Dates in Service [] - [] Show Disabled Groups

By Assignment

Employee Name [] Employee Number []

Expense Account [] Location []

By Source Line

Supplier Name [] Supplier Number []

Invoice Number [] Line Number []

PO Number [] Source Batch []

Project Number [] Task Number []

By Lease

Lease Number [] Lessor []

Description []

Clear Additions QuickAdditions Find

You may search for an asset by different types of asset information:

- Asset Detail – Asset Number, Tag or Serial Number
- Book – Date placed in Service
- Assignment – Employee or Location
- Source Line – Purchase Order Number, Invoice or Supplier
- Lease

The “Books” Form appears.

Select the “Book” using the list of values button.

The screenshot shows the 'Books' form in the 'Assets' application. The 'Book' field is highlighted in yellow, and an arrow points to the list of values button next to it. The form includes fields for Asset Number (136027), Reference Number, Comments, Financial Information (Current Cost, Original Cost, Salvage Value Type, Salvage Value, Recoverable Cost, Net Book Value), YTD Depreciation, Accumulated Depreciation, Salvage Value Percent, Revaluation Ceiling, Revaluation Reserve, Depreciation Method, Life Years, Months, Bonus Rule, Depreciation Limit (Type, Limit Amount, Percent), and checkboxes for Depreciate, Disable, and Amortize Adjustment. There are 'Done' and 'Cancel' buttons at the bottom right.

The “HC_FA_Book” will automatically default into the field when you select from the list of values button.

Place cursor in the “Original Cost” field.

The screenshot shows the 'Books' form in the 'Assets' application. The 'Book' field is now populated with 'HC_FA_BOOK'. An arrow points to the 'Original Cost' field, which has a cursor inside it. The form includes fields for Asset Number (136027), Reference Number, Comments, Financial Information (Current Cost, Original Cost, Salvage Value Type, Salvage Value, Recoverable Cost, Net Book Value), YTD Depreciation, Accumulated Depreciation, Salvage Value Percent, Revaluation Ceiling, Revaluation Reserve, Depreciation Method, Life Years, Months, Bonus Rule, Depreciation Limit (Type, Limit Amount, Percent), and checkboxes for Depreciate, Disable, and Amortize Adjustment. There are 'Done' and 'Cancel' buttons at the bottom right.

The financial information appears for the selected asset.

Close the “Books” and “Asset” Forms by clicking on red button in the upper left hand corner of the forms.

The screenshot shows the 'Books' form for asset 136027. The form is divided into several sections:

- Asset Information:** Asset Number (136027), Book (HC_FA_BOOK), Reference Number, and Comments.
- Financial Information:** Current Cost (37,000.00), Original Cost (37,000.00), Salvage Value Type (Amount), Salvage Value (0.00), Recoverable Cost (37,000.00), Net Book Value (37,000.00), YTD Depreciation (0.00), Accumulated Depreciation (0.00), Salvage Value Percent, Revaluation Ceiling, and Revaluation Reserve (0.00).
- Depreciation Method:** Method (STL), Life Years (8), Months (0), Bonus Rule, and Depreciation Limit (Type, Limit Amount, Percent).
- Other Settings:** Depreciate, Date in Service (30-NOV-2003), Prorate Convention (MID-MONTH), Prorate Date (01-DEC-2003), Amortization Start Date, Amortize Adjustment, and Ceiling.

A red button in the top-left corner of the 'Books' window is highlighted with an arrow, indicating the close button.

If you do not know the asset number then you will need to perform a search using the asset book information.

Select the “Book” from the list of values button.

The screenshot shows the 'Find Assets' search form. It is organized into several sections for different search criteria:

- By Asset Detail:** Asset Number, Tag Number, Serial Number, Warranty Number, Status, Description, Category, Asset Key, and Asset Type.
- By Book:** Book (with a red button next to it), Dates in Service, Group Asset, and Show Disabled Groups.
- By Assignment:** Employee Name, Expense Account, Employee Number, and Location.
- By Source Line:** Supplier Name, Invoice Number, PO Number, Project Number, Supplier Number, Line Number, Source Batch, and Task Number.
- By Lease:** Lease Number and Description, and Lessor.

A red button next to the 'Book' field is highlighted with an arrow, indicating the list of values button.

The HC_FA_Books selection automatically fills in the “Book” field.

Select the “Find” button at the bottom of the “Find Assets” Form.

The screenshot shows the 'Find Assets' form with several sections for filtering assets:

- By Asset Detail:** Fields for Asset Number, Tag Number, Serial Number, Warranty Number, Status, Description, Category, Asset Key, and Asset Type.
- By Book:** A dropdown menu for 'Book' is set to 'HC_FA_BOOK'. Other fields include Dates in Service, Group Asset, and a checkbox for 'Show Disabled Groups'.
- By Assignment:** Fields for Employee Name, Employee Number, Expense Account, and Location.
- By Source Line:** Fields for Supplier Name, Supplier Number, Invoice Number, Line Number, PO Number, Source Batch, Project Number, and Task Number.
- By Lease:** Fields for Lease Number and Lessor.

At the bottom, there are buttons for 'Clear', 'Additions', 'QuickAdditions', and 'Find'. An arrow points to the 'Find' button.

The “Assets” Form appears with the listing of all assets that are available.

Changes to asset cost and assignment may be made from the “Assets” Form.

Put your cursor in the “Asset Number” field and select the “Books button.”

The screenshot shows the 'Assets' form with a table listing assets. The 'Books' button at the bottom right is highlighted with an arrow.

Asset Number	Description	Tag Number	Category	Serial Number	Asset K
126400	GENERATOR	008388	MACHINERY AND EQUIPMENT	00 EZCQ3010398	
126401	R.O.W. - HEATHERFORD DR		LAND-ROAD RIGHT OF WAY	PV TO: HEATHERFORD I	
126402	COMPUTER,NOTEBOOK	008530	MACHINERY AND EQUIPMENT	00 DF90D31	00000
126403	VEHICLE-POLICE-2003 FORD		LICENSED VEHICLES-LICENSE	TV 2FAHP71WX3X20549	
126404	R.O.W. - CHARTWOOD CT		LAND-ROAD RIGHT OF WAY	PV TO: .07W CHARTWO	
126405	CAMERA-THERMAL IMAGINC		MACHINERY AND EQUIPMENT	20 TI1-4250	00000
126406	VEHICLE-POLICE-2003-CROV		LICENSED VEHICLES-LICENSE	TV 2FAHP71W83X20548	
126407	R.O.W. - HOWARD ST		LAND-ROAD RIGHT OF WAY	PV TO: .08E CREEKDALE	
126408	VEHICLE-2003 BUICK REGAL		LICENSED VEHICLES-LICENSE	20 2G4WB52K031209890	
126409	VEHICLE, 2003 CHEVROLET		LICENSED VEHICLES-LICENSE	VE 1GCGG25V831226689	
126410	R.O.W. - CHADDS CROSSING		LAND-ROAD RIGHT OF WAY	PV TO: VAN AVE	
126411	VEHICLE-2002 FORD E150 V		LICENSED VEHICLES-LICENSE	20 1FTRE14292HB20118	
126412	VEHICLE, 2003 CHEVROLET		LICENSED VEHICLES-LICENSE	VE 1GCGG25V731226352	
126413	R.O.W. - HUNGARY GLEN TE		LAND-ROAD RIGHT OF WAY	PV TO: .12N PINETOP DI	
126414	VEHICLE-BUS, 78 PASSENGI		LICENSED VEHICLES-LICENSE	01 1T7HR3B2321104524	00000
126415	VEHICLE, 1995 VAN		LICENSED VEHICLES-LICENSE	VE 1GBJG31Y1SF247750	

The "Books" Form appears.

Select the "Book" field from the list of values.

Assets

Books

Asset Number 126403 Reference Number

Book [dropdown] Comments []

Financial Information

Current Cost [] YTD Depreciation []

Original Cost [] Accumulated Depreciation []

Salvage Value Type [dropdown] Salvage Value Percent [] %

Salvage Value [] Revaluation Ceiling []

Recoverable Cost [] Revaluation Reserve []

Net Book Value []

Depreciation Group Asset Short Fiscal Year Impairment

Method

Method [] Depreciate Disable

Life Years [] Date in Service []

Months [] Prorate Convention []

Bonus Rule [] Prorate Date []

Depreciation Limit

Type [dropdown] Amortize Adjustment

Limit Amount [] Ceiling []

Percent [] %

Done Cancel

Place cursor in the "Current Cost" field.

Assets

Books

Asset Number 126403 Reference Number

Book HC_FA_BOOK Comments []

Financial Information

Current Cost [] YTD Depreciation []

Original Cost [] Accumulated Depreciation []

Salvage Value Type [dropdown] Salvage Value Percent [] %

Salvage Value [] Revaluation Ceiling []

Recoverable Cost [] Revaluation Reserve []

Net Book Value []

Depreciation Group Asset Short Fiscal Year Impairment

Method

Method [] Depreciate Disable

Life Years [] Date in Service []

Months [] Prorate Convention []

Bonus Rule [] Prorate Date []

Depreciation Limit

Type [dropdown] Amortize Adjustment

Limit Amount [] Ceiling []

Percent [] %

Done Cancel

The asset cost information appears including “YTD Depreciation” and “Accumulated Depreciation”. Depreciation Method information also appears on the “Books” Form.

Note:

Changes to the current cost may be made on this Form.

Assets - Books

Asset Number: 126403
Book: HC_FA_BOOK

Reference Number: []
Comments: []

Financial Information

Current Cost	23,048.25	YTD Depreciation	0.00
Original Cost	23,048.25	Accumulated Depreciation	14,405.15
Salvage Value Type	Amount	Salvage Value Percent	%
Salvage Value	0.00	Revaluation Ceiling	[]
Recoverable Cost	23,048.25	Revaluation Reserve	0.00
Net Book Value	8,643.10		

Depreciation | Group Asset | Short Fiscal Year | Impairment

Method

Method	STL	<input checked="" type="checkbox"/> Depreciate	
Life Years	8	Date in Service	30-JUN-2003
Months	0	Prorate Convention	MID-MONTH
Bonus Rule	[]	Prorate Date	01-JUL-2003
		Amortization Start Date	[]
		<input type="checkbox"/> Amortize Adjustment	
		Ceiling	[]

Depreciation Limit

Type	[]		
Limit Amount	[]		
Percent	[] %		

Buttons: Unplanned Depreciation, Done, Cancel

Change the Current Cost to reflect the actual cost of \$25,000 and select “Done”.

Assets - Books

Asset Number: 126403
Book: HC_FA_BOOK

Reference Number: []
Comments: []

Financial Information

Current Cost	25,000.00	YTD Depreciation	0.00
Original Cost	23,048.25	Accumulated Depreciation	14,405.15
Salvage Value Type	Amount	Salvage Value Percent	%
Salvage Value	0.00	Revaluation Ceiling	[]
Recoverable Cost	23,048.25	Revaluation Reserve	0.00
Net Book Value	8,643.10		

Depreciation | Group Asset | Short Fiscal Year | Impairment

Method

Method	STL	<input checked="" type="checkbox"/> Depreciate	
Life Years	8	Date in Service	30-JUN-2003
Months	0	Prorate Convention	MID-MONTH
Bonus Rule	[]	Prorate Date	01-JUL-2003
		Amortization Start Date	[]
		<input type="checkbox"/> Amortize Adjustment	
		Ceiling	[]

Depreciation Limit

Type	[]		
Limit Amount	[]		
Percent	[] %		

Buttons: Unplanned Depreciation, Done, Cancel

“Current Cost” is now \$25,000.00. The “Original Cost” does not change. However, the “Recoverable Cost” and “Net Book Value” does reflect the new cost. Depreciation is rerun to recalculate the “YTD Depreciation” and “Accumulated Depreciation”.

Assets - Books

Asset Number: 126403
Book: HC_FA_BOOK

Reference Number: []
Comments: []

Financial Information

Current Cost	25,000.00	YTD Depreciation	1,219.89
Original Cost	23,048.25	Accumulated Depreciation	15,625.04
Salvage Value Type	Amount	Salvage Value Percent	%
Salvage Value	0.00	Revaluation Ceiling	[]
Recoverable Cost	25,000.00	Revaluation Reserve	0.00
Net Book Value	9,374.96		

Depreciation

Group Asset: [] Short Fiscal Year: [] Impairment: []

Method

Method: STL
Life Years: 8
Months: 0

Depreciate:
Date in Service: 30-JUN-2003
Prorate Convention: MID-MONTH
Prorate Date: 01-JUL-2003

Depreciation Limit

Type: []
Limit Amount: []
Percent: [] %

Buttons: Unplanned Depreciation, Done, Cancel

Select the “Done” button at the bottom of the “Books” Form and the transaction complete form appears.

Assets - Books

Asset Number: 126403
Book: HC_FA_BOOK

Reference Number: 220524
Comments: []

Financial Information

Current Cost	25,000.00	YTD Depreciation	1,220.01
Original Cost	23,048.25	Accumulated Depreciation	15,625.16
Salvage Value Type	Amount	Salvage Value Percent	%
Salvage Value	0.00	Revaluation Ceiling	[]
Recoverable Cost	25,000.00	Revaluation Reserve	0.00
Net Book Value	[]		

Forms

FRM-40400: Transaction complete: 1 records applied and saved.

Buttons: OK, Done, Cancel

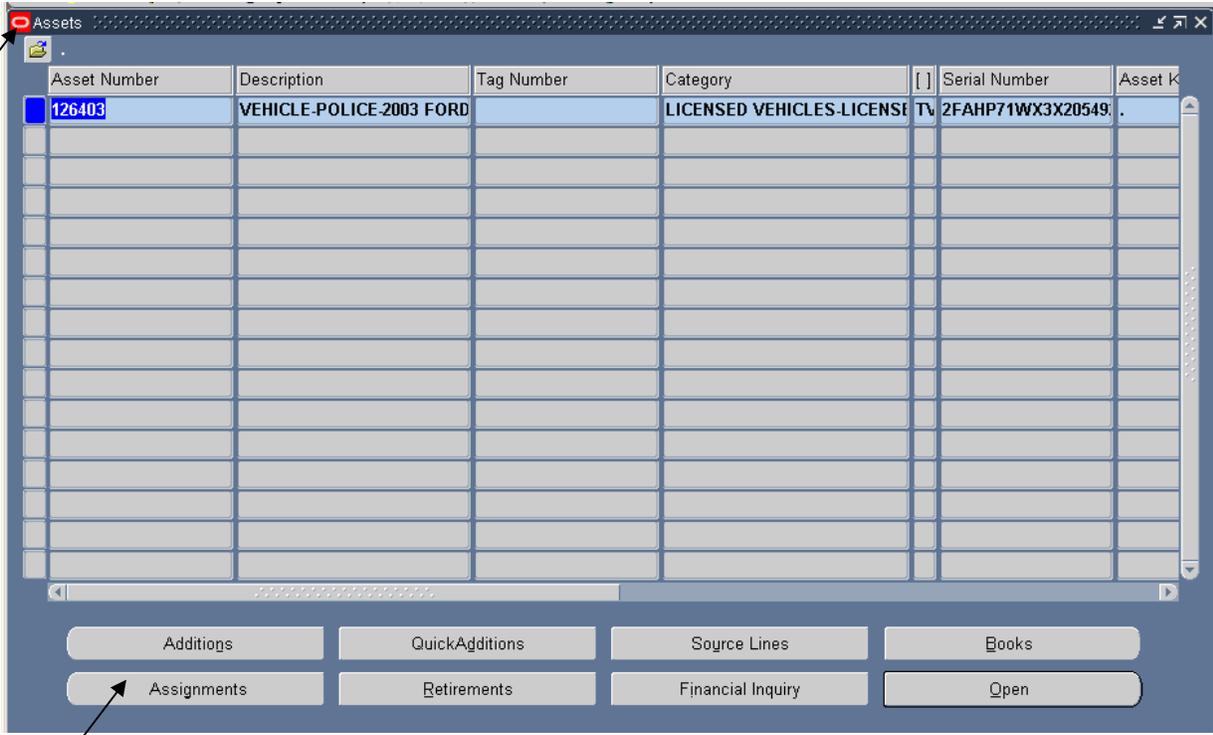
Select “OK.”

Note: Depreciation will only be run by the Accounting Department.

Changing the Employee Assignment for an existing asset

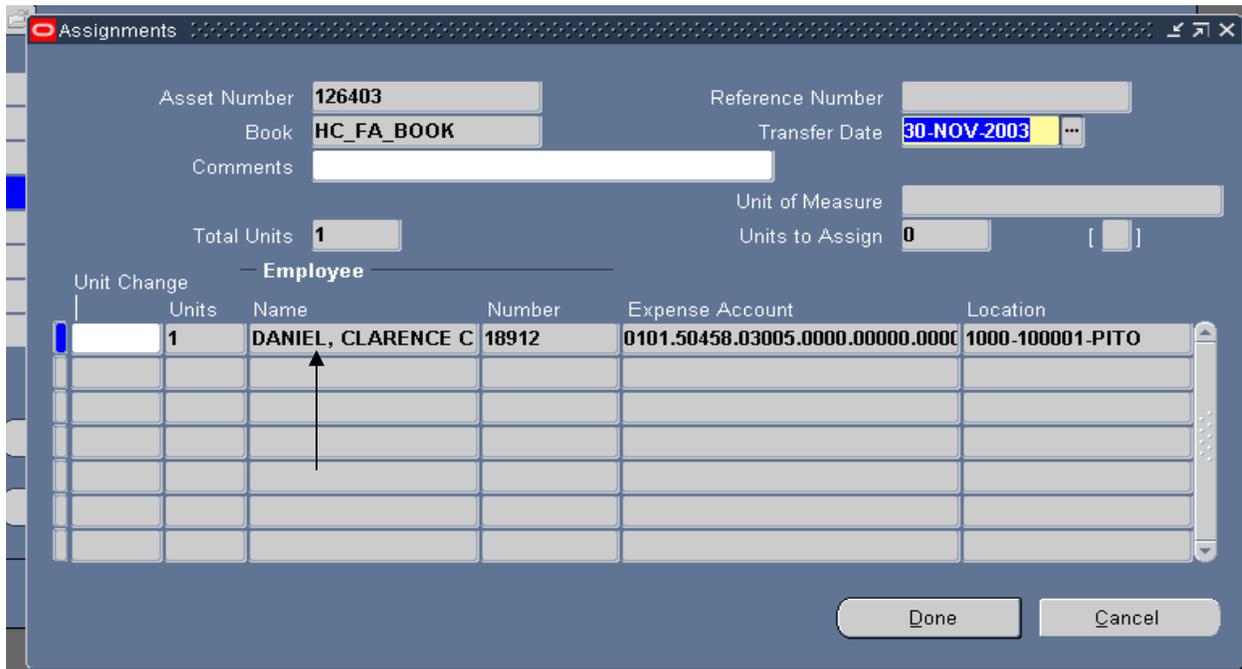
Select the existing asset that you would like to change the employee assignment.

Select the “Assignments” button at the bottom of the “Assets” Form.



The screenshot shows the 'Assets' form window. At the top, there is a table with columns: Asset Number, Description, Tag Number, Category, Serial Number, and Asset K. The first row is selected and contains the following data: Asset Number: 126403, Description: VEHICLE-POLICE-2003 FORD, Tag Number: (empty), Category: LICENSED VEHICLES-LICENSE, Serial Number: 2FAHP71WX3X20549, Asset K: (empty). Below the table, there are several buttons: Additions, QuickAdditions, Source Lines, Books, Assignments, Retirements, Financial Inquiry, and Open. The 'Assignments' button is highlighted with a black arrow.

The current employee assignment appears on the “Assignments” Form.



The screenshot shows the 'Assignments' form window. At the top, there are several input fields: Asset Number (126403), Reference Number (empty), Book (HC_FA_BOOK), Transfer Date (30-NOV-2003), Comments (empty), Unit of Measure (empty), Total Units (1), and Units to Assign (0). Below these fields, there is a section titled 'Employee' with a table. The table has columns: Unit Change, Units, Name, Number, Expense Account, and Location. The first row is selected and contains the following data: Unit Change: (empty), Units: 1, Name: DANIEL, CLARENCE C, Number: 18912, Expense Account: 0101.50458.03005.0000.00000.0000, Location: 1000-100001-PITO. A black arrow points to the 'Name' field in the first row.

In the "Unit Change" Field, make the unit change '-1' as shown below. Select the next line to make the new employee assignment.

The screenshot shows the 'Assignments' window with the following fields filled: Asset Number 126403, Book HC_FA_BOOK, Reference Number, Transfer Date 30-NOV-2003, Total Units 1, and Units to Assign 0. The 'Employee' table has the following data:

Unit Change	Units	Name	Number	Expense Account	Location
-1	1	DANIEL, CLARENCE C	18912	0101.50458.03005.0000.00000.0000	1000-100001-PITO
1	1				

Arrows point to the '-1' in the Unit Change field and the first row of the Employee table. The second row is highlighted in yellow.

Complete the "Unit Change", "Name", "Expense Account" and "Location" Fields as shown below. Select the button titled "Done."

The screenshot shows the 'Assignments' window with the following fields filled: Asset Number 126403, Book HC_FA_BOOK, Reference Number, Transfer Date 30-NOV-2003, Total Units 1, and Units to Assign 0. The 'Employee' table has the following data:

Unit Change	Units	Name	Number	Expense Account	Location
-1	1	DANIEL, CLARENCE C	18912	0101.50458.03005.0000.00000.0000	1000-100001-PITO
1	1	RAMSAY, CHARLES EI	28568	0101.50458.03005.0000.00000.0000	1000-100001-PITO

Arrows point to the '1' in the Unit Change field, the 'RAMSAY, CHARLES EI' name, the '28568' number, the '0101.50458.03005.0000.00000.0000' expense account, and the '1000-100001-PITO' location. The 'Done' button is also highlighted with an arrow.

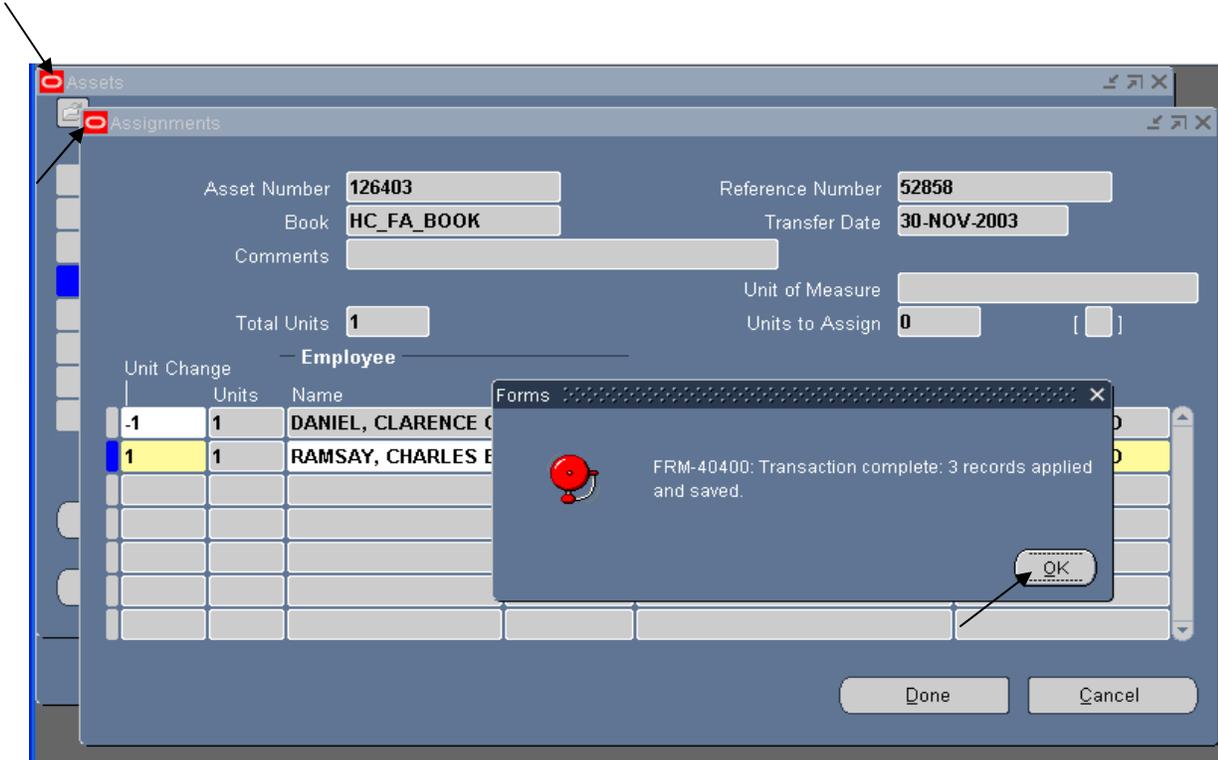
Note:

Use the list of value selections for the "Employee Name", "Expense Account" and "Location" fields.

The "Forms" Window will appear.

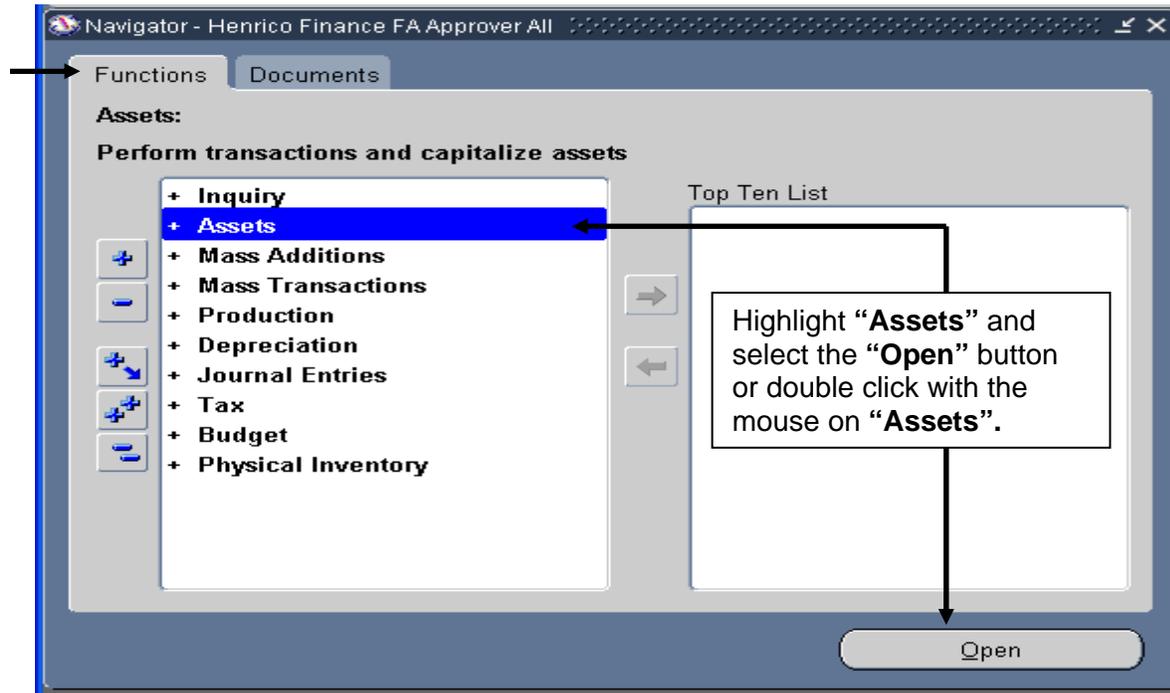
Select "OK" to close the "Form".

Close the "Assignments" and "Assets" Forms by clicking on the red icon in the upper left hand corner.

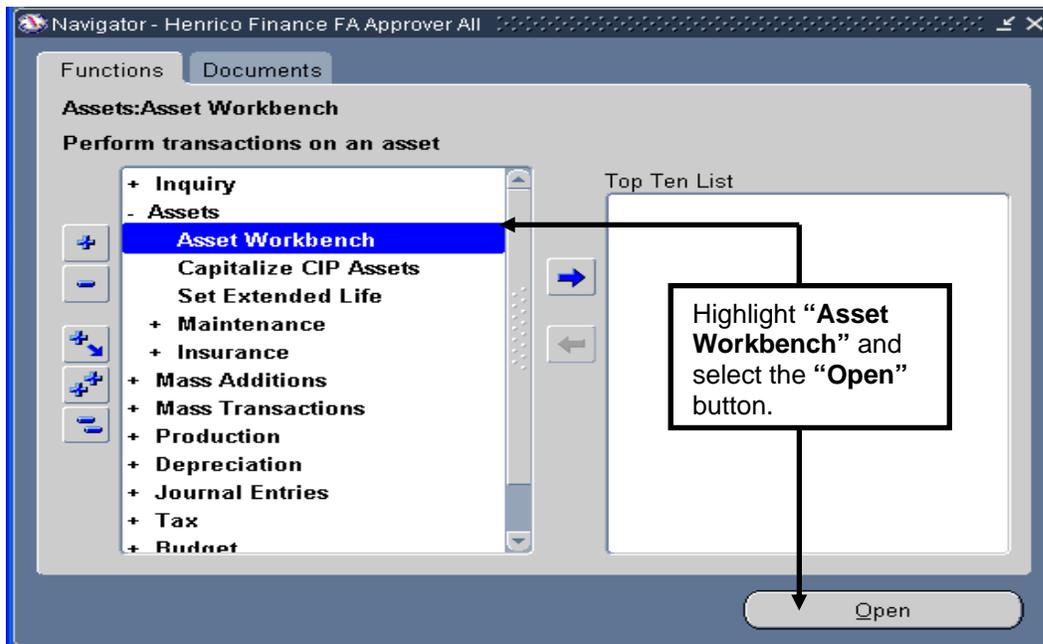


Asset Retirements

From the Navigation Window, select the “Functions” tab and select “Assets”.



Select Assets → Asset Workbench



The "Find Assets" Form appears.

Enter the Asset Number to be retired or search for the Asset Number using any of the *Fields* on the "Find Assets" Form.

The screenshot shows the "Find Assets" form with several sections: "By Asset Detail", "By Book", "By Assignment", "By Source Line", and "By Lease". The "Asset Number" field in the "By Asset Detail" section is circled in black. At the bottom right, an arrow points to the "Find" button.

Type the asset number in the "Asset Number" field and click the "Find" button.

The screenshot shows the "Find Assets" form with the "Asset Number" field containing the value "111526". An arrow at the bottom right points to the "Find" button.

The “Book” automatically defaults to “HC_FA_BOOK” when you select the List of Values button.

Enter the “Retire Date” (must be a date in the current fiscal year and must not be prior to the earliest transaction date for the asset to be retired).

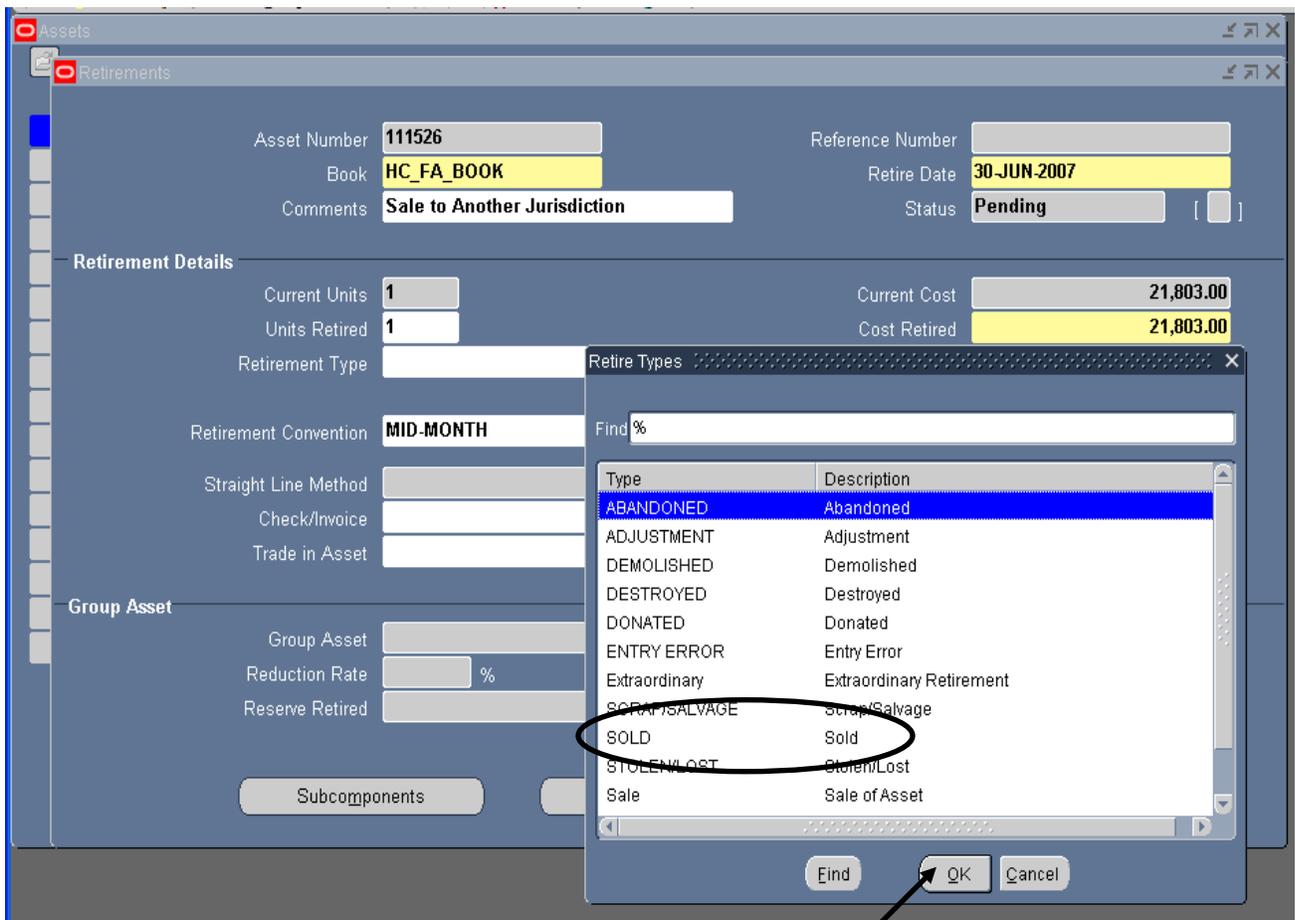
Enter “1” in the “Units Retired” field and the “Cost Retired” is automatically created.

Note:

You may also partially retire an asset by entering a fraction of the “Current Cost” directly in the “Cost Retired” field. Do not enter any number in the “Units Retired” field.

Click on the List of Values button to select the “Retirement Type”.

The “Retire Types” Form appears.



Choose the “Type” that best describes the reason the asset is being retired.

Select “OK” to close the “Retire Types” Form.

Enter the "Proceeds of Sale".
 Enter the Check Number and PIV # in "Check/Invoice" field.
 Enter the appropriate information in the "Sold to" field.

Retirements

Asset Number: 111526
 Book: HC_FA_BOOK
 Comments: Sale to Another Jurisdiction
 Reference Number: [Empty]
 Retire Date: 30-JUN-2007
 Status: Pending

Retirement Details

Current Units: 1
 Units Retired: 1
 Retirement Type: SOLD
 Retirement Convention: MID-MONTH
 Straight Line Method: [Empty]
 Check/Invoice: 018197/42654
 Trade in Asset: [Empty]

Current Cost: 21,803.00
 Cost Retired: 21,803.00
 Proceeds of Sale: 2,000.00
 Cost of Removal: 0.00
 Gain/Loss Amount: [Empty]
 Life Years: [Empty] Months: [Empty]
 Sold To: Town of Farmville
 Description: [Empty]

Group Asset

Group Asset: [Empty]
 Reduction Rate: [Empty] %
 Reserve Retired: [Empty]
 Recognize Gain and Loss: [Empty]
 Prior Year Reserve Retired: [Empty]

Buttons: Subcomponents, Reinststate, Done, Cancel

Select "Done" to close the "Retirements" Form.

Oracle Assets will automatically assign the completed transaction a "Reference Number".

Click on the red icon in the upper left hand corner to close the "Retirements" Form.

Retirements

Asset Number: 111526
 Book: HC_FA_BOOK
 Comments: Sale to Another Jurisdiction
 Reference Number: 190926
 Retire Date: 30-JUN-2007
 Status: Pending

Retirement Details

Current Units: 1
 Units Retired: 1
 Retirement Type: SOLD
 Retirement Convention: MID-MONTH
 Straight Line Method: [Empty]
 Check/Invoice: 018197/42654
 Trade in Asset: [Empty]

Current Cost: 21,803.00
 Cost Retired: 21,803.00
 Proceeds of Sale: 2,000.00
 Cost of Removal: 0.00
 Gain/Loss Amount: [Empty]
 Life Years: [Empty] Months: [Empty]
 Sold To: Town of Farmville
 Description: [Empty]

Group Asset

Group Asset: [Empty]
 Reduction Rate: [Empty] %
 Reserve Retired: [Empty]
 Recognize Gain and Loss: [Empty]
 Prior Year Reserve Retired: [Empty]

Buttons: Subcomponents, Undo Retirement, Done, Cancel

Once a transaction number has been assigned, none of the information contained in the “Retirements” Form can be changed.

To make a correction, you must first click on the “Undo Retirement” button.

Once the retirement has been reversed, you can enter the transaction again from the beginning of the process.

Section 8: Capital Asset Oracle Procedures Appendix

Tip Sheet – Mass Additions

General Suggestions:

1. Export Mass Addition lines from your department **Queue** to Excel.
 - a. Locate vendor invoices for all items listed in the **Queue**.
 - b. Review the invoices to determine if additional information is needed to complete fields such as the **Serial Number**, **Manufacturer** and **Model Number**.
2. Identify cancelled invoices as well as any invoice for an amount that does not meet capitalization criteria. These invoices should be moved to the '**Delete**' Queue.
3. Complete all required fields as well as **Tag Number**, **Serial Number**, **Manufacturer** and **Model Number**.
4. Check the information entered for the asset prior to moving the transaction to the '**Review**' Queue. Incomplete information will delay the asset posting process.

The screenshot shows the Oracle Mass Additions form with the following data and annotations:

- Book:** HC_FA_BOOK
- Queue:** 14
- Transaction Type:** FUTURE ADD
- Transaction Date:** 26-NOV-2006
- Invoice Number:** R97439542
- Line Number:** 1 (Annotation: A)
- Category:** (Empty)
- Group Asset:** (Empty)
- Employee Name:** (Empty)
- Employee Number:** (Empty)
- Expense Account:** (Empty)
- Location:** (Empty)
- Date in Service:** 26-NOV-2006
- Cost:** 2,421.44 (Annotation: F)
- Depreciate:**

Asset Details Section:

- Asset Number:** (Empty)
- Tag Number:** (Empty)
- Serial Number:** (Empty)
- Asset Type:** Capitalized
- Manufacturer:** (Empty)
- Lease Number:** (Empty)
- Lessor:** (Empty)
- Property Type:** (Empty)
- Property Class:** (Empty)
- Description:** E-QUOTE #1001349436; (Annotation: G)
- Asset Key:** (Empty)
- Units:** 1 (Annotation: I)
- Parent Asset:** (Empty)
- Model Number:** (Empty)
- Warranty Number:** (Empty)
- In Use:**
- In Physical Inventory:**
- Ownership:** Owned (Annotation: M)
- Bought:** New (Annotation: N)

Buttons at the bottom: Project Details..., Assignments..., Cancel, Done

The following suggestions are designed to assist with the processing lines in **Prepare Mass Additions**:

REF	Field	Suggested Actions
A	[]	The Cost Center reported in this shaded box should agree to the Cost Center entered for the Expense Account field.
B	Category	Select the best Major-Minor Category combination for your addition. Agencies other than the James River Juvenile Detention Center should be careful not to select a Minor Category with “ JRJDC ” in the description.
C	Employee Name	Carefully select the Employee Name since there are many employees with similar names.
D	Expense Account	Choose the proper Fund . County Agencies must use Fund “8801” as neither “ 01 ” or “ 11 ” are valid Funds in Oracle Assets . Fund “8802” has been assigned to Schools. As previously noted, the Cost Center in the Expense Account field should match the Cost Center in the shaded []. Revise the Cost Center in the [], if necessary.
E	Location	Select a “ Location ” from the numerous valid Site/Building/Room combinations provided in the Location Flexfield . A complete listing of all valid Location combinations is now available to all users with ‘ FA Reports ’ access. “ Asset Location ” is a Discoverer report that can be exported to Excel. Requests for a new Site, Building or Room should be E-mailed to either Larry Seay or Peggy Walsh.
F	Cost	The total Cost should include the asset cost, shipping or freight costs as well as any other cost that makes the asset operational. This may include software, installation and mounting costs.
G	Description	The Description field is automatically populated with payment description information. This information may or may not be suitable for Oracle Assets . For instance, in the example above, “E-QUOTE #1001349436” probably will not provide much assistance with locating this asset during future inventory reviews. The Description field should contain a concise description that will facilitate the inventory process. Ideally, the description should enable anyone to easily identify the asset.
H	Tag Number	Record the Tag Number affixed to all “taggable” assets. The Tag Number field is also used for the “ Radio Number ” assigned to all County radios.

REF	Field	Suggested Actions
I	Units	The number of Units should always be 1 (one). If the invoice represents the purchase of multiple units, use the SPLIT function to change the number of Units to 1.
J	Serial Number	The Serial Number is a critical field, especially when an Agency procures a number of similar assets, such as computers. Agencies should record the Vehicle Identification Number or VIN for all motor vehicles purchased in the Serial Number field.
K	Manufacturer	The Manufacturer should be included in this field, rather than the Description field. For instance, instead of the description " <i>Vehicle, Ford Crown Victoria</i> ", delete 'Ford' from the Description field and enter it into the Manufacturer field.
L	Model Number	Enter the Model Number where applicable. For equipment maintained by Central Automotive Maintenance, the Model Number field should include the CAM Equipment ID. For instance, vehicle 9062 should be recorded as VEH009062 .
M	Ownership	Oracle Assets offers two choices for Ownership – <i>Owned</i> or <i>Leased</i> . In most cases, select " Owned ". Select " Leased " for equipment purchased using a Capital Lease.
N	Bought	Oracle Assets offers two choices for Bought – <i>New</i> or <i>Used</i> . In most cases, " New " is the proper choice. However, Agencies should select " Used " for vehicles procured from vendors such as Avis and Basic Auto.

Exporting Records to a File

Query the records you want to export.

Place your cursor in the multi-row block that contains the records to be exported.

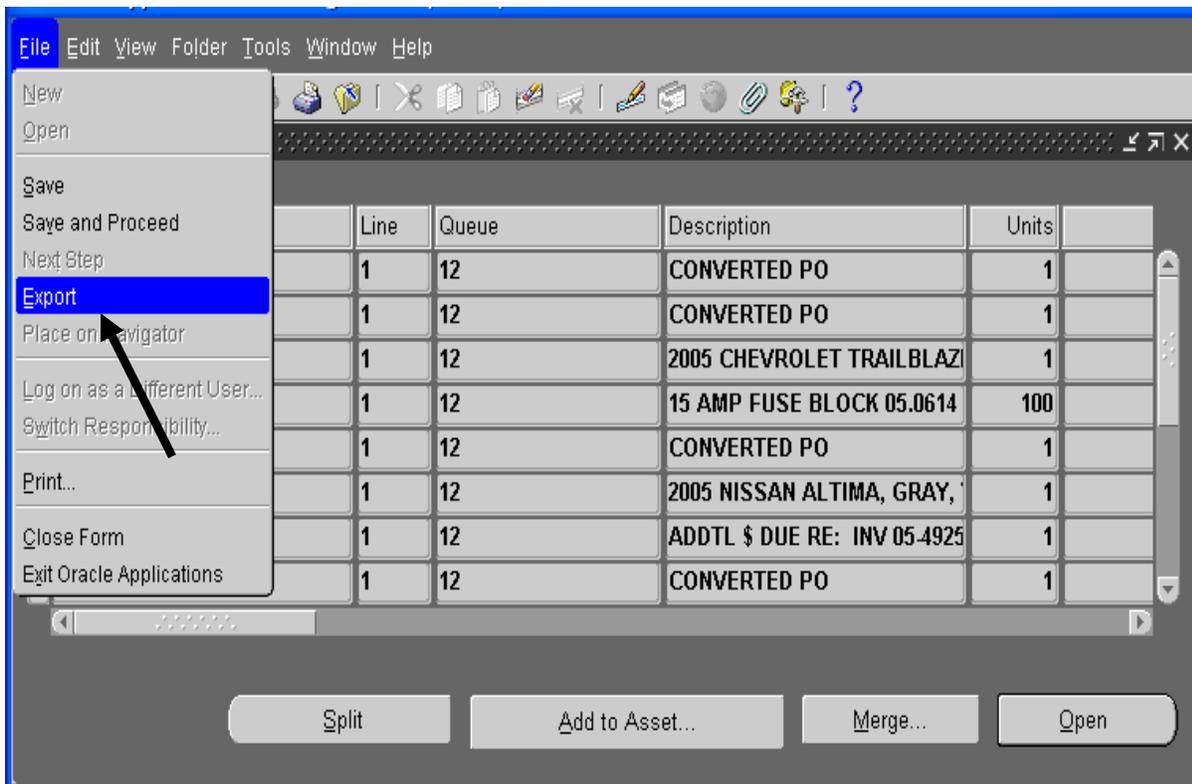


The screenshot shows a window titled "Mass Additions Summary" containing a table with the following data:

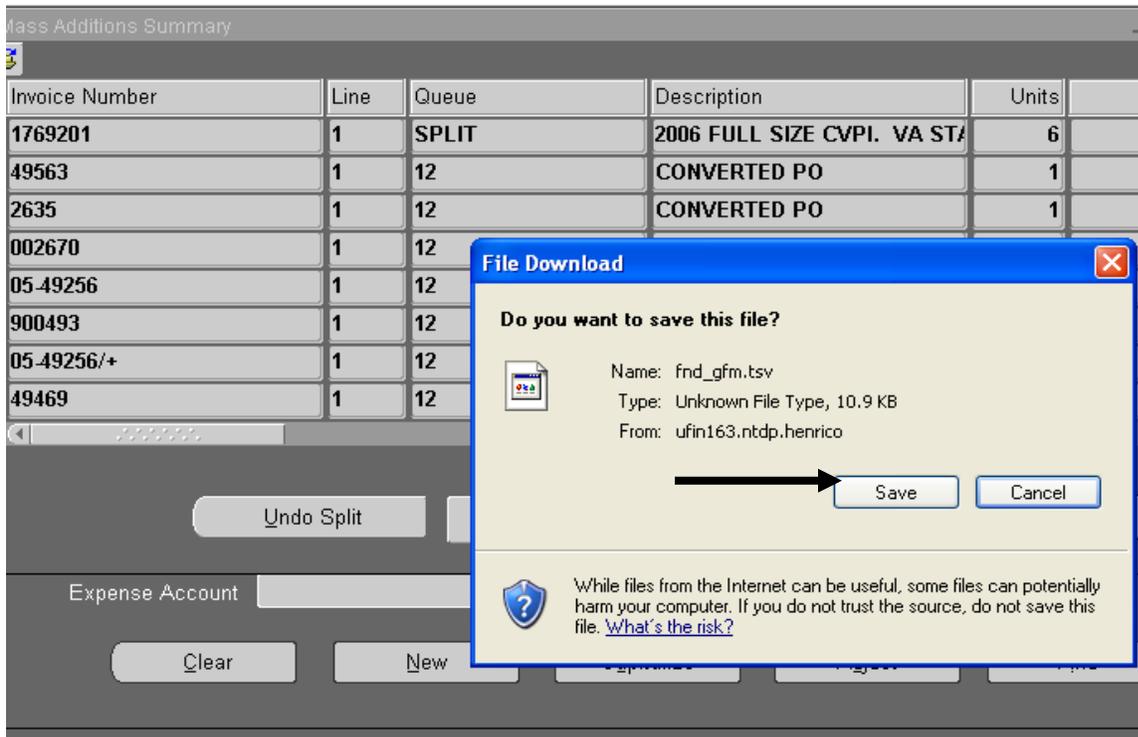
Invoice Number	Line	Queue	Description	Units
49563	1	12	CONVERTED PO	1
2635	1	12	CONVERTED PO	1
900499	1	12	2005 CHEVROLET TRAILBLAZI	1
05-49256	1	12	15 AMP FUSE BLOCK 05.0614	100
002670	1	12	CONVERTED PO	1
900493	1	12	2005 NISSAN ALTIMA, GRAY,	1
05-49256/+	1	12	ADDTL \$ DUE RE: INV 05-4925	1
17536	1	12	CONVERTED PO	1

Below the table are four buttons: "Split", "Add to Asset...", "Merge...", and "Open".

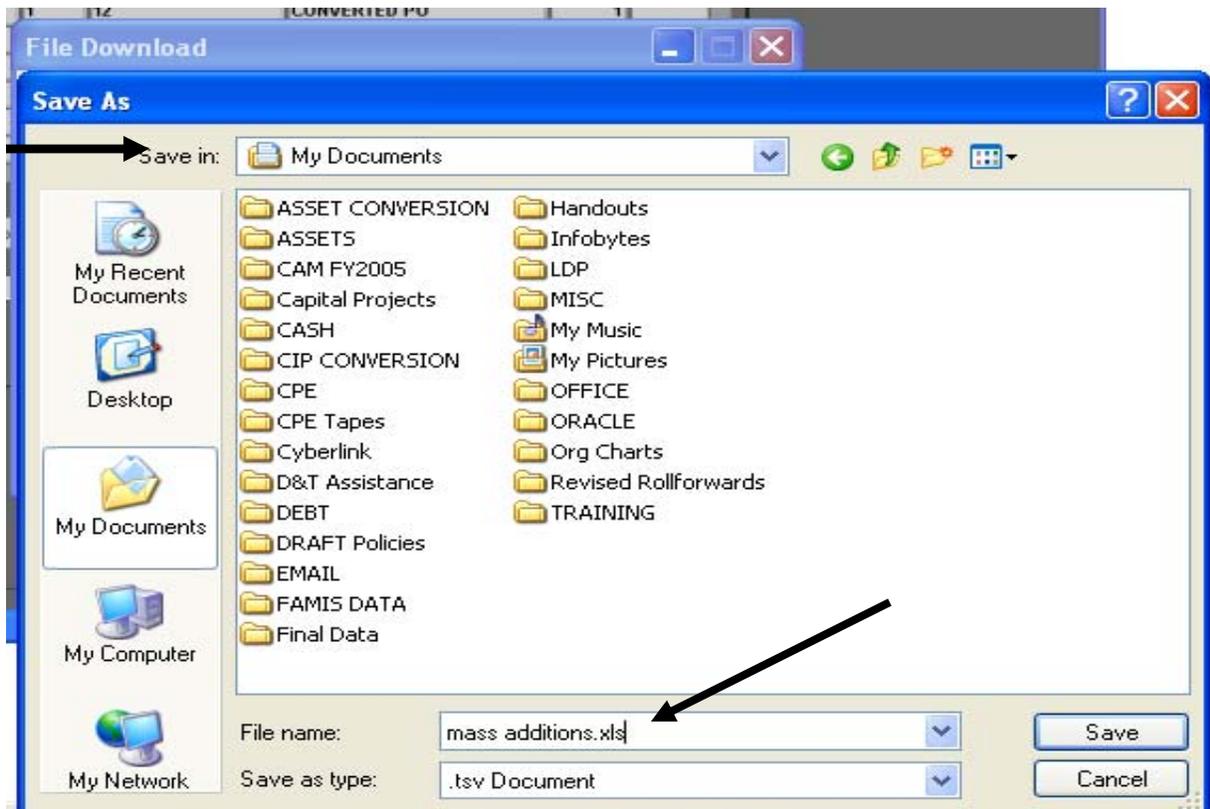
Choose Export... from the File menu.



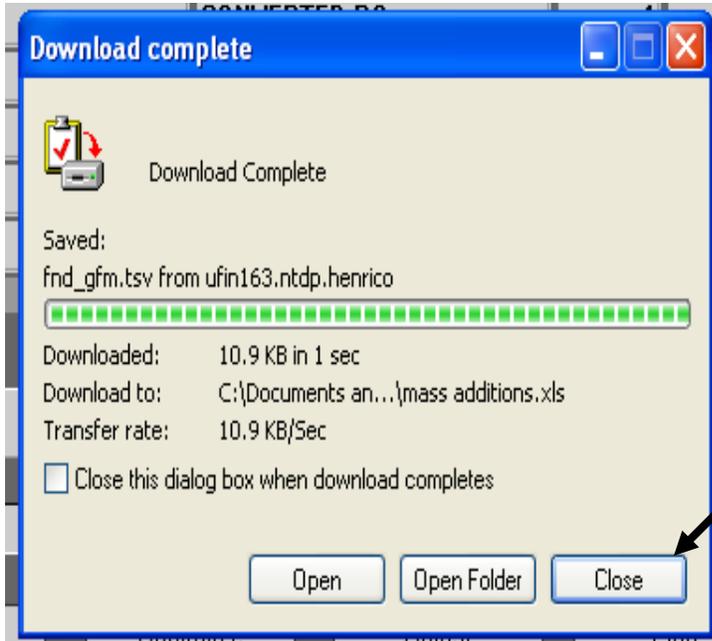
Select the Save button from the File Download box.



Select a destination for the file and a file name. File name must include “.xls” at the end of the name in order to save the records in an EXCEL format. Save the file.



Close the Download box.



The records have now been saved to an EXCEL workbook.

Open the Excel workbook to review information, such as Invoice Number, Supplier, Cost, Description and PO Number for mass addition lines from ORACLE PAYABLES.

Microsoft Excel - mass additions										
File Edit View Insert Format Tools Data Window Help										
Arial 10 B I U [Text Alignment] [Number] [Percentage] [Currency] [Date/Time] [Language] [Font Color]										
A1 = Invoice Number										
	A	B	C	D	E	F	G	H	I	J
1	Invoice Number	Line	Queue	Description	Units	Cost	Category	Supplier Name	Supplier	PO Number
2	1769201	1	Split	2006 FULL SIZE CVPI. VA STATE POLI	6	131242.2		SHEEHY FORD 9399	9399	101160
3	49563	1	12	CONVERTED PO	1	35899.61		DTC COMMUNICATIONS	3850	21074
4	2635	1	12	CONVERTED PO	1	12413		DOMINION SEVEN ARC	3757	20873
5	2670	1	12	CONVERTED PO	1	19562		MORTON'S BMW 7456	7456	20628
6	05-49256	1	12	15 AMP FUSE BLOCK 05.0614	100	596		GATELY COMMUNICAT	4645	101241
7	900493	1	12	2005 NISSAN ALTIMA, GRAY, VIN 1N4A	1	16976.75		BASIC AUTO SALES LF	1887	101147
8	05-49256/+	1	12	ADDTL \$ DUE RE: INV 05-49256	1	279.32		GATELY COMMUNICAT	4645	
9	49469	1	12	CONVERTED PO	1	19260.15		DTC COMMUNICATIONS	3850	21030
10	50773	1	12	CONVERTED PO	1	4589.97		DTC COMMUNICATIONS	3850	21030
11	17334	1	12	2006 FULL SIZE CVPI. VA STATE POLI	1	21873.7		SHEEHY FORD 9399	9399	101160
12	17333	1	12	2006 FULL SIZE CVPI. VA STATE POLI	1	21873.7		SHEEHY FORD 9399	9399	101160
13	17332	1	12	2006 FULL SIZE CVPI. VA STATE POLI	1	21873.7		SHEEHY FORD 9399	9399	101160
14	17330	1	12	2006 FULL SIZE CVPI. VA STATE POLI	1	21873.7		SHEEHY FORD 9399	9399	101160
15	17326	1	12	2006 FULL SIZE CVPI. VA STATE POLI	1	21873.7		SHEEHY FORD 9399	9399	101160

Exporting Large Numbers of Records:

Export, by default, selects all the records retrieved by the query. If the number of records exceeds 100, you are prompted to:

Stop - Limit the export to those records you have explicitly selected. Alternatively, cancel the export.

Continue to End - Export all records retrieved by the query.

Attention: Avoid exporting a very large number of records as system performance can be affected.

Continue - Select the next 100 records for export. You are prompted every 100 records until all records are selected, or you choose **Stop** or **Continue to End**.

Fixed Asset Reports

From the Navigator, select “FA Reports” to reveal a list of available reports.

The screenshot displays the Henrico County's Financial and HRMS System E-Business Suite interface. The top navigation bar includes the Henrico County logo, the slogan "Streamlining Technology Empowering People", and the text "STEP Henrico County Human Resources Management System E-Business Suite". Below this, it says "Henrico County's Financial and HRMS System". On the right side of the top bar, there are links for "Logout", "Preferences", and "Help", and a status indicator "Logged In As WAL17".

The main content area is divided into two panes: "Navigator" and "Favorites". The "Navigator" pane contains a tree view of reports. The "Henrico Finance FA Reports All" item is selected and highlighted in blue. A list of reports is displayed in the right pane, including "Asset Addition Report", "Asset Funding", "Requests", "Asset Location", "Asset Additions by Fund and CC", and "Asset Security". The "Favorites" pane is empty and contains a message: "You have not selected any favorites. Please use the 'Edit Favorites' button to set up your favorites." There are "Edit Navigator" and "Edit Favorites" buttons in their respective panes.

At the bottom of the interface, there are links for "Logout", "Preferences", and "Help", and a "Privacy Statement" link. The footer text reads "Copyright (c) 2006, Oracle. All rights reserved." and "Internet".

The following reports are recommended:

- **Asset Funding** – Detailed listing of assets (active and retired) is best suited for Water & Sewer, Belmont Golf Course, Central Automotive Maintenance, James River Juvenile Detention and Schools.
- **Asset Additions by Fund and CC** – Detailed listing of assets developed for use by General Government Agencies. Can be used by all County Agencies to remove retired assets from detailed listings.
- **Asset Location** – Provides a detailed listing of all valid Location Combinations.

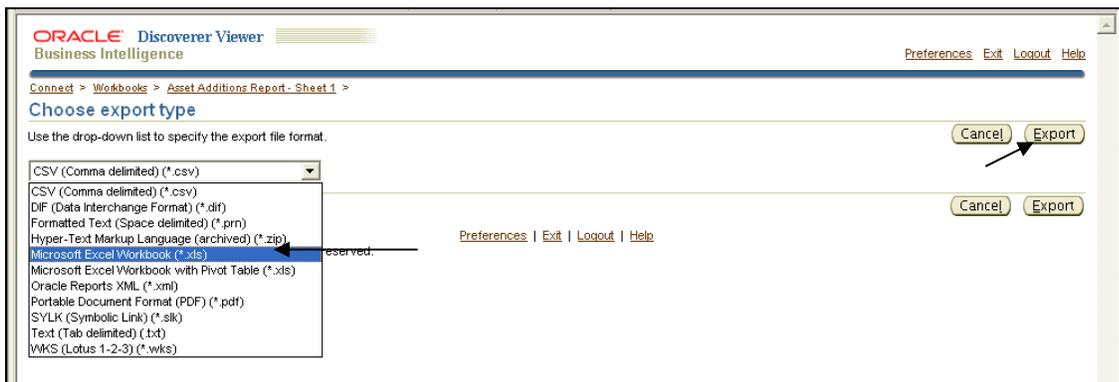
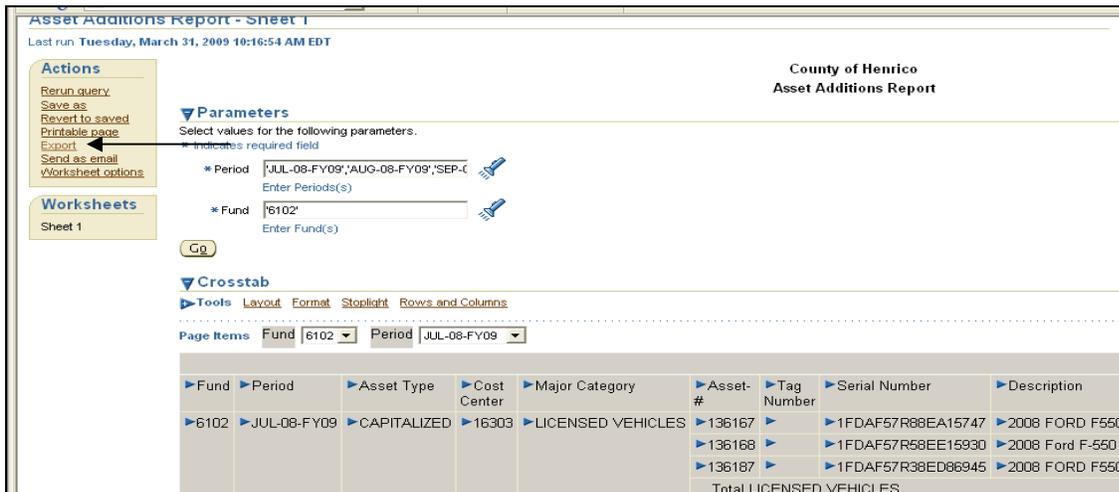
1. Asset Additions Report

Source: Discoverer

Report Fields: Fund, Period, Asset Type, Cost Center, Major Category, Asset Number, Tag Number, Serial Number, Description and Cost

Required Parameters: Period, Fund

Output: Export to Microsoft Excel Workbook



Enter Required Parameters and select "Go".

Select "Export" under available "Actions"

Choose "Microsoft Excel Workbook(*.xls) from the drop-down list and select "Export".

2. Asset Funding

Source: Discoverer

Report Fields: Expense Account, Asset Number, Tag Number, Serial Number, Cost, Description, Major Category, Minor Category, Manufacturer, Model Number, Site, Building, Room, Date Placed in Service, FactsPlus Number, Dept, and Asset Type

Required Parameters: Fund, Beginning Date (Last Update)

ORACLE Discoverer Viewer
Business Intelligence

Connect > Workbooks >
TML.Review Asset Additions by Fund - Sheet 1
Last run Tuesday, March 31, 2009 10:22:30 AM EDT

Worksheets
Sheet 1

Parameters Needed
Select values for the following parameters.
* Indicates required field

* Select Fund 6102
* Select Beginning Date (Of Last Update) 01-Jul-2005
(Example: 31-MAR-2009)

Go

Actions
Rerun query
Save as
Revert to saved
Printable page
Export
Send as email
Worksheet options

Worksheets
Sheet 1

Parameters
Select values for the following parameters.
* Indicates required field

* Select Fund 6102
* Select Beginning Date (Of Last Update) 01-JUL-2005
(Example: 31-MAR-2009)

Go

Table
Tools Layout Format Styles Sort Rows and Columns

Up 25 Rows Down

	Expense Account	Asset Number	Tag Number	Serial Number	Cost	
1	6102.50458.16103.0000.00000.0000.00000.00000.00000	100572	002376	B4581P	5,182.82	LIFT
2	6102.50458.16103.0000.00000.0000.00000.00000.00000	100573	002380	B7444P	5,182.82	LIFT
3	6102.50458.16103.0000.00000.0000.00000.00000.00000	102931	002377	B4583P	5,182.82	LIFT

ORACLE Discoverer Viewer
Business Intelligence

Connect > Workbooks > TML.Review Asset Additions by Fund - Sheet 1 >

Choose export type
Use the drop-down list to specify the export file format.

Cancel Export

Cancel Export

Preferences | Exit | Logout | Help

CSV (Comma delimited) (*.csv)
CSV (Comma delimited) (*.csv)
DIF (Data Interchange Format) (*.dif)
Formatted Text (Space delimited) (*.prn)
Hyper-Text Markup Language (archived) (*.zip)
Microsoft Excel Workbook (*.xls)
Oracle Reports XML (*.xml)
Portable Document Format (PDF) (*.pdf)
SYLK (Symbolic Link) (*.slk)
Text (Tab delimited) (*.txt)
WKS (Lotus 1-2-3) (*.wks)

Enter Required Parameters and select "Go".

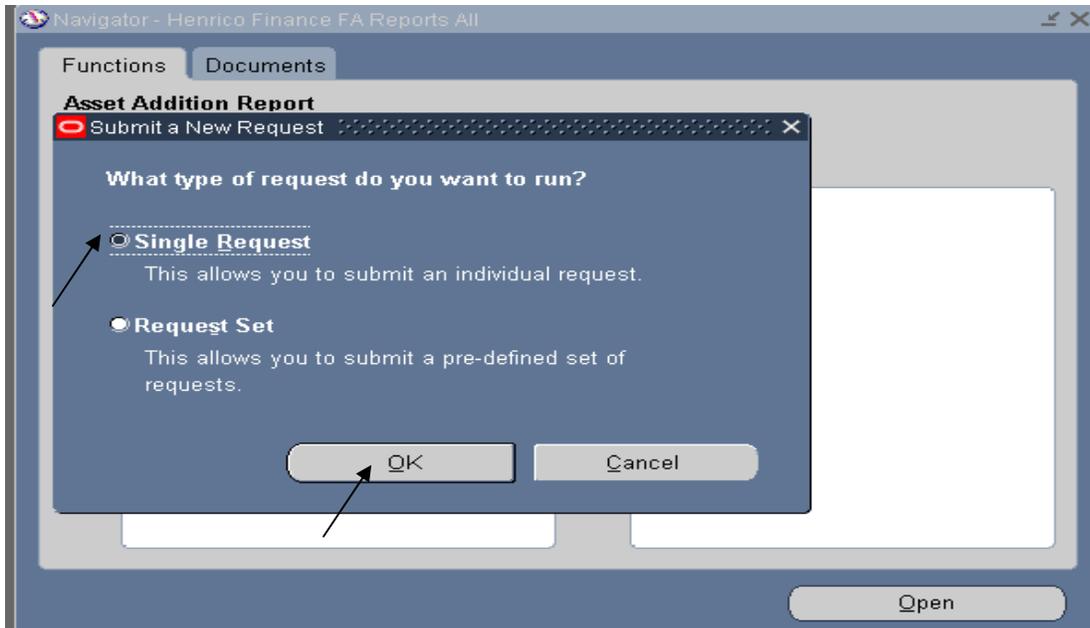
Select "Export" under available "Actions"

Choose "Microsoft Excel Workbook (*.xls)" from the drop-down list and select "Export".

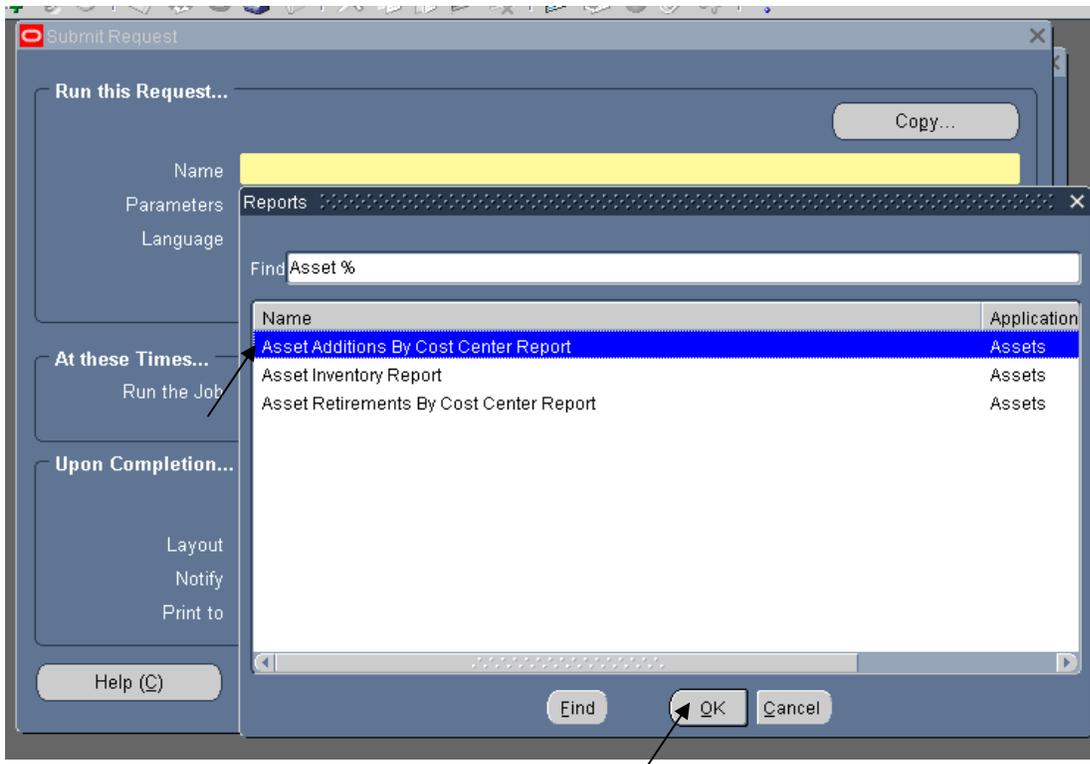
3. Requests – Oracle Asset System Reports

A. Asset Additions By Cost Center Report

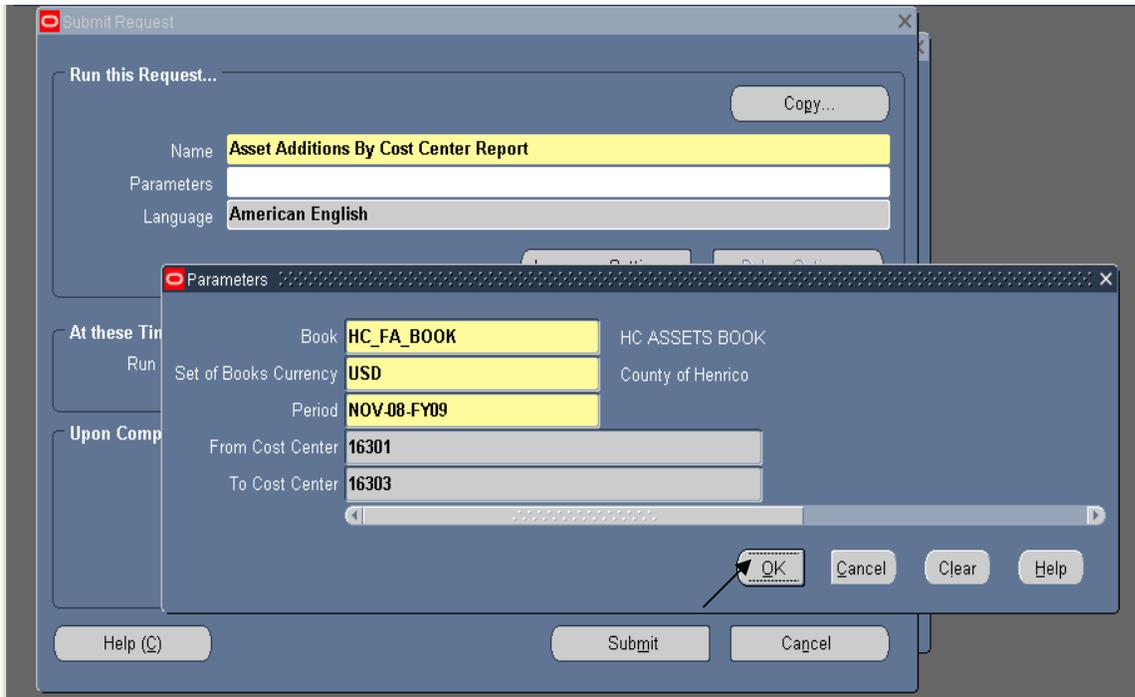
Select “Single Request” and click “OK”



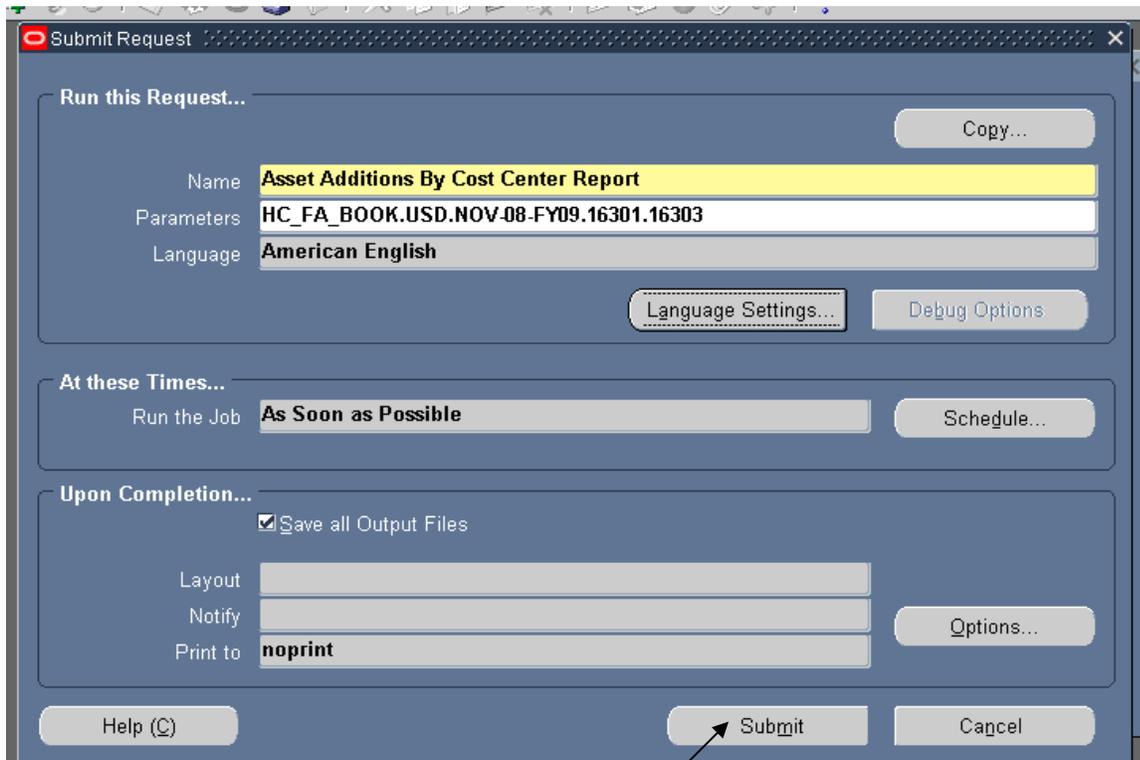
Select the “Asset Additions By Cost Center Report” and click “OK”.



Enter the "Parameters" and click "OK"



Select the "Submit" button to generate the report.



When the "Phase" is "Completed", select the "View Output" button to access the report.

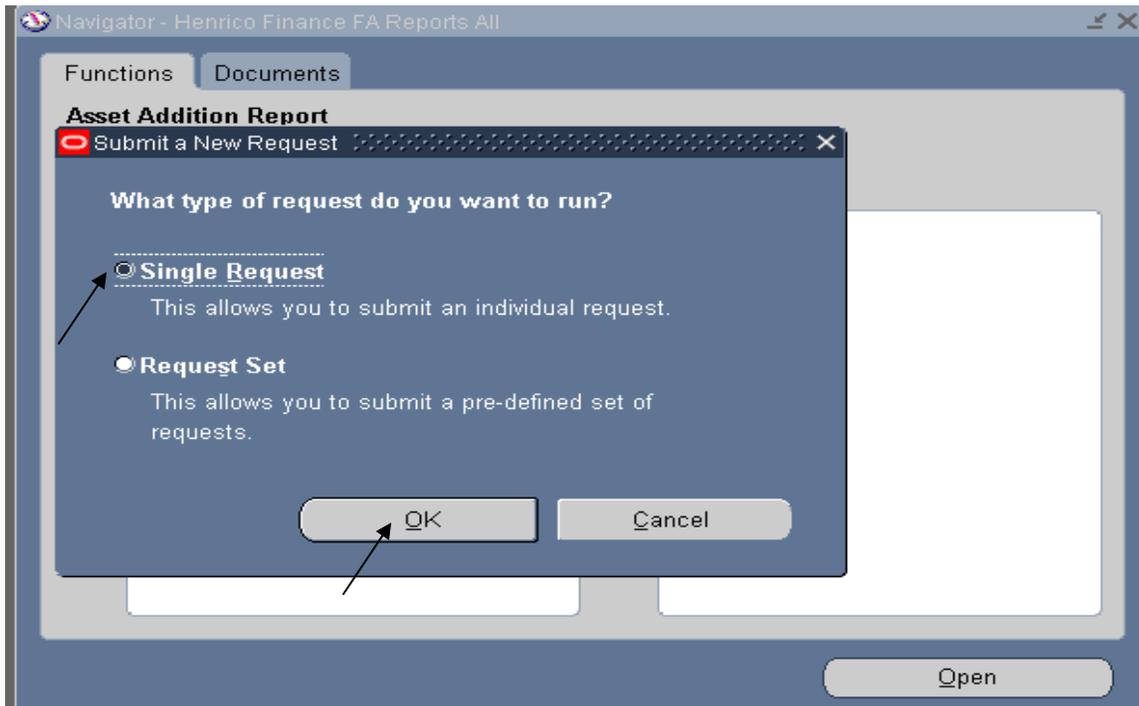
The screenshot shows the 'Requests' application window. At the top, there are buttons for 'Refresh Data', 'Find Requests', and 'Submit a New Request...'. Below these is a table with columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row is selected, showing Request ID 7962730, Name 'Asset Additions By Cost C...', Parent (empty), Phase 'Completed', Status 'Normal', and Parameters 'HC_FA_BOOK, 1, NOV-08-FY'. Below the table are several buttons: 'Hold Request', 'View Details...', 'View Output' (highlighted with a black arrow), 'Cancel Request', 'Diagnostics', and 'View Log...'. The 'View Output' button is the target of the instruction.

The resulting report is in a text format.

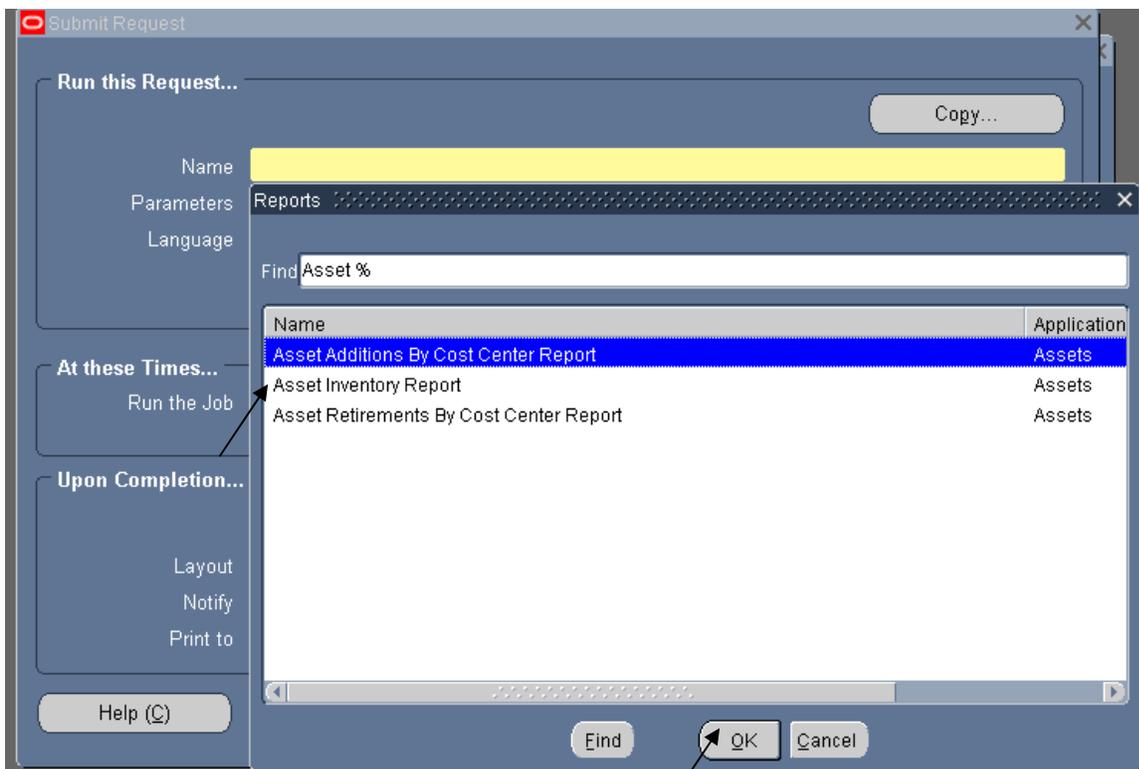
COUNTY OF HENRICO											
Book: HC_FA_BOOK			Asset Additions By Cost Center Report				Report Date: 31-MAR-2009 11:33				
Starting Cost Center: 16301			Period: NOV-08-FY09 to NOV-08-FY09				Page: 1 of 1				
Ending Cost Center: 16303											
Fund: 6102											
Asset Type: Capitalized											
Cost Center	Asset Account	Expense Account	Asset Number-Description	Date Placed In Service	Deprn Method	Life Yr. Mo	Initial Cost	Year-To-Date Depreciation	Initial Deprn Reserve	Net Book Value	
16301	10174	50458	136131 - COLUMN LIF 24-NOV-2008 STL	24-NOV-2008	STL	15.00	7,748.75	0.00	0.00	7,748.75	
			136132 - COLUMN LIF 24-NOV-2008 STL	24-NOV-2008	STL	15.00	7,748.75	0.00	0.00	7,748.75	
			136133 - COLUMN LIF 24-NOV-2008 STL	24-NOV-2008	STL	15.00	7,748.75	0.00	0.00	7,748.75	
			136134 - COLUMN LIF 24-NOV-2008 STL	24-NOV-2008	STL	15.00	7,748.75	0.00	0.00	7,748.75	
			136135 - COLUMN LIF 24-NOV-2008 STL	24-NOV-2008	STL	15.00	7,748.75	0.00	0.00	7,748.75	
			136136 - COLUMN LIF 24-NOV-2008 STL	24-NOV-2008	STL	15.00	7,748.75	0.00	0.00	7,748.75	
			136137 - COLUMN LIF 24-NOV-2008 STL	24-NOV-2008	STL	15.00	7,748.75	0.00	0.00	7,748.75	
			136138 - COLUMN LIF 24-NOV-2008 STL	24-NOV-2008	STL	15.00	7,748.75	0.00	0.00	7,748.75	
			136139 - COLUMN LIF 24-NOV-2008 STL	24-NOV-2008	STL	15.00	7,748.75	0.00	0.00	7,748.75	
			136140 - COLUMN LIF 24-NOV-2008 STL	24-NOV-2008	STL	15.00	7,748.75	0.00	0.00	7,748.75	
			136141 - COLUMN LIF 24-NOV-2008 STL	24-NOV-2008	STL	15.00	7,748.75	0.00	0.00	7,748.75	
			136142 - COLUMN LIF 24-NOV-2008 STL	24-NOV-2008	STL	15.00	7,748.75	0.00	0.00	7,748.75	
			136143 - COLUMN LIF 24-NOV-2008 STL	24-NOV-2008	STL	15.00	7,748.75	0.00	0.00	7,748.75	
			136144 - COLUMN LIF 24-NOV-2008 STL	24-NOV-2008	STL	15.00	7,748.75	0.00	0.00	7,748.75	
			136145 - COLUMN LIF 24-NOV-2008 STL	24-NOV-2008	STL	15.00	7,748.75	0.00	0.00	7,748.75	
			136146 - COLUMN LIF 24-NOV-2008 STL	24-NOV-2008	STL	15.00	7,748.75	0.00	0.00	7,748.75	
Expense Account 50458 Totals:							123,980.00	0.00	0.00	123,980.00	
Asset Account 10174 Totals:							123,980.00	0.00	0.00	123,980.00	
Cost Center 16301 Totals:							123,980.00	0.00	0.00	123,980.00	

B. Asset Inventory Report

Select "Single Request" and click "OK"

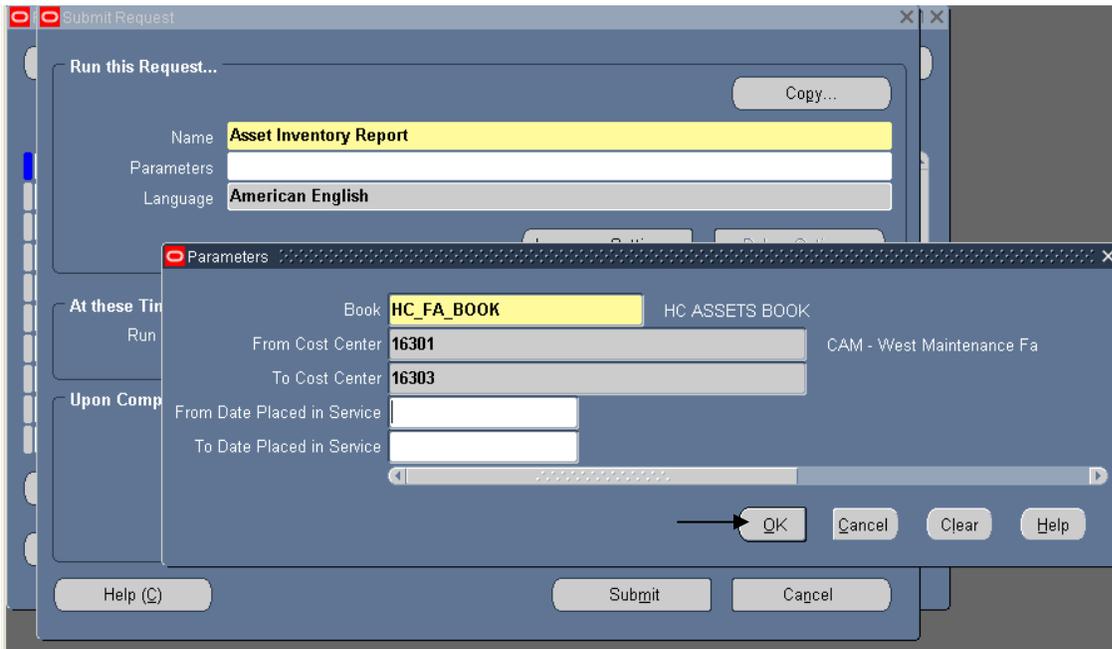


Select the "Asset Inventory Report" and click "OK".

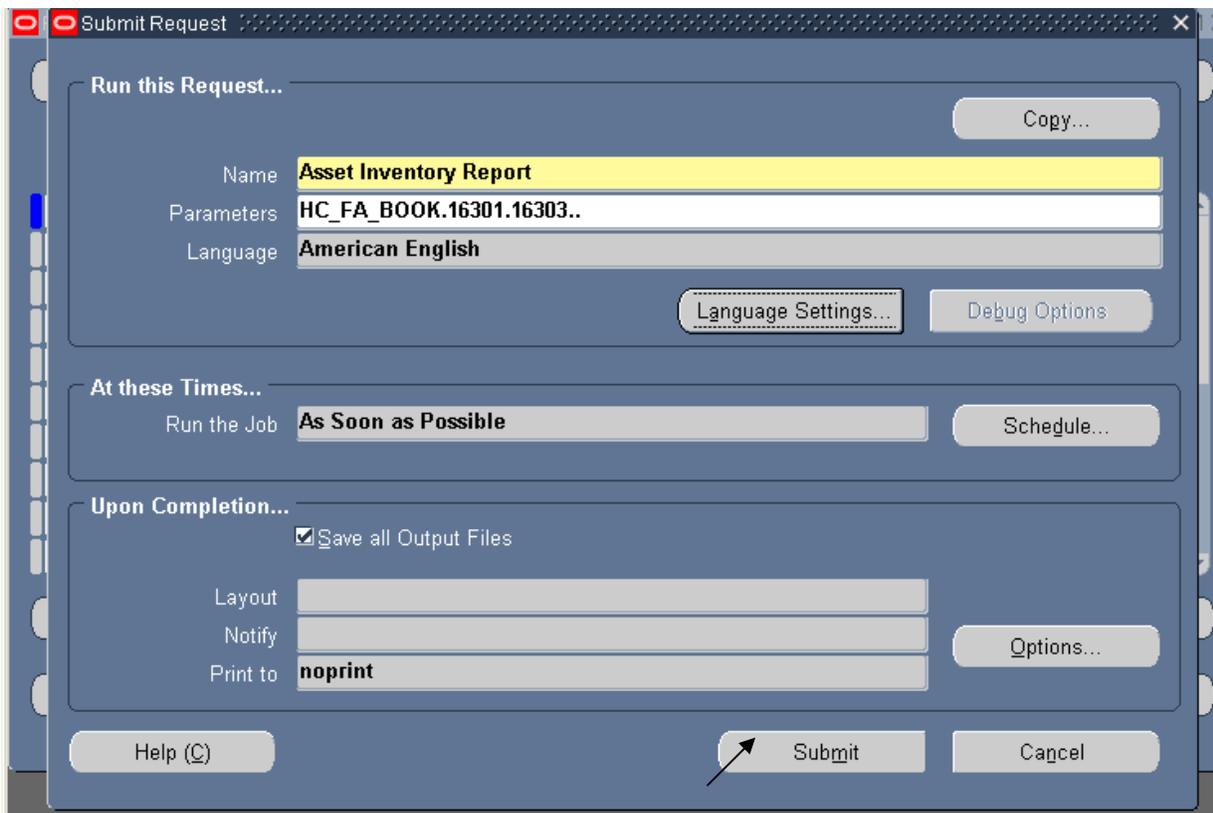


Enter the "Parameters" and click "OK"

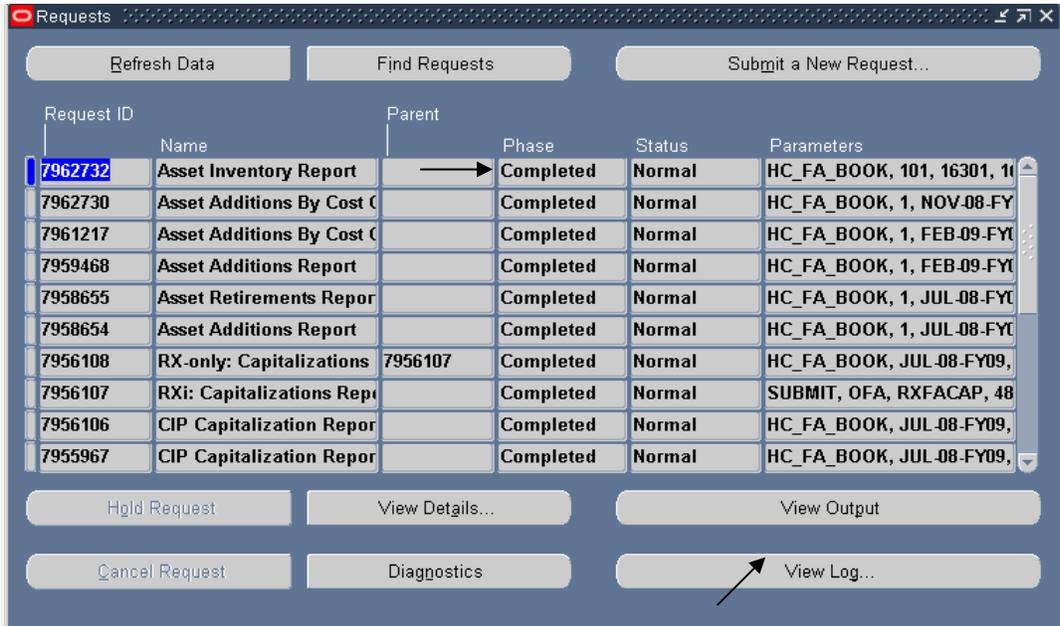
Note: The "Date Placed in Service" fields can be left blank.



Select the "Submit" button to generate the report.



When the "Phase" is "Completed", select the "View Output" button to access the report.



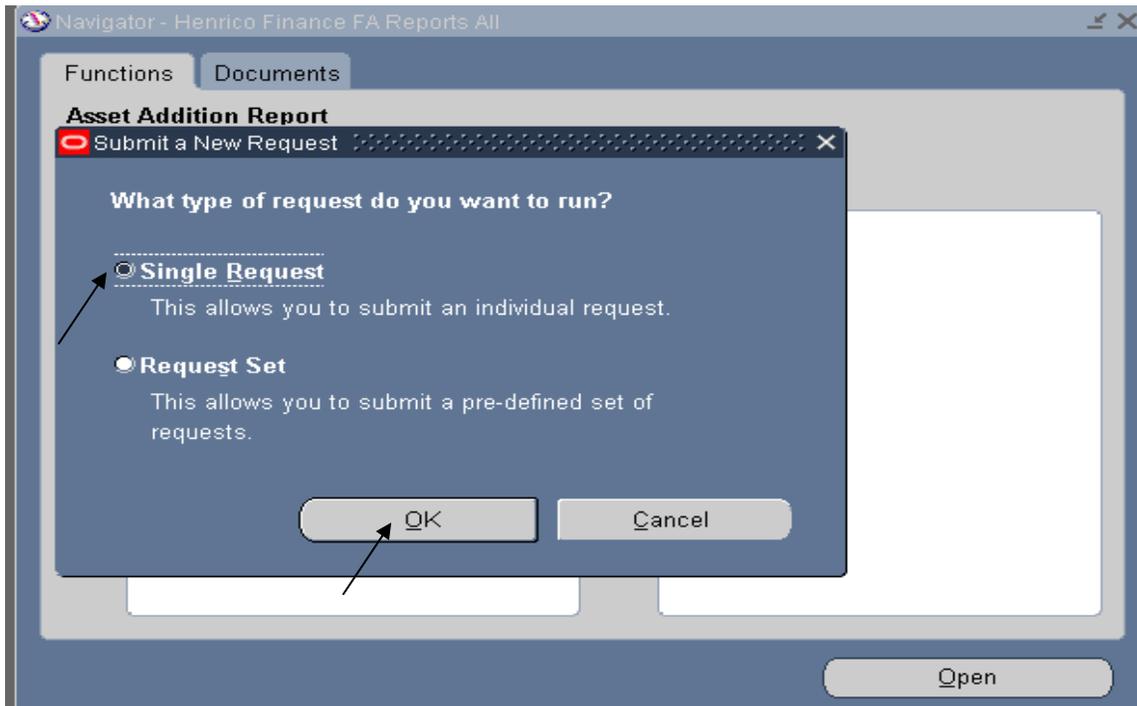
The resulting report is in a text format.

The screenshot shows the text output of the 'Asset Inventory Report'. It includes report details for the County of Henrico, such as the book name 'HC_FA_BOOK', dates, cost centers, and fund information. Below this is a table of assets with columns: Owner, Location, Asset - Description, Units, Serial Number, Tag Number, Net Book Value, and Current Cost. The table lists various Ford vehicles and vans with their respective values and costs.

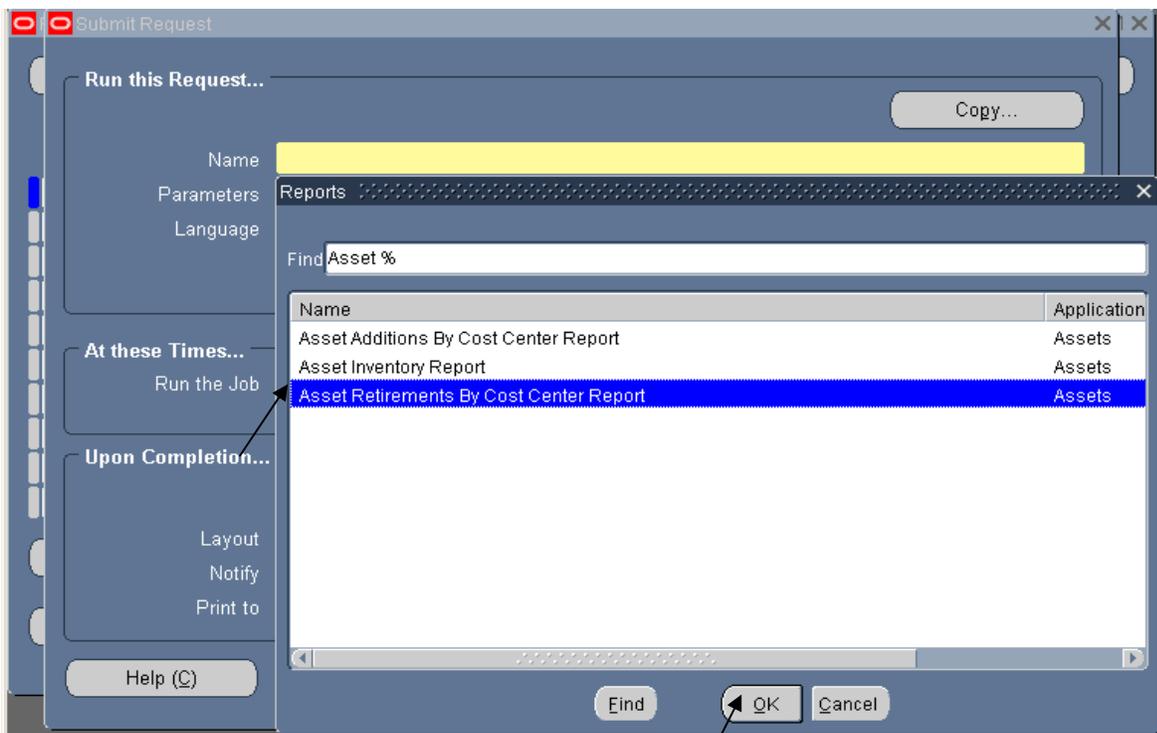
Owner	Location	Asset - Description	Units	Serial Number	Tag Number	Net Book Value	Current Cost	New
ROUSE, GALE ANN	98-9899-PITO	131771 - 2007 FORD CROWN VICTORIA	1	2FAHP71W77X1263		17,074.02	23,086.00	New
		131772 - 2007 FORD CROWN VICTORIA	1	2FAHP71W97X1263		17,074.02	23,086.00	New
		131773 - 2007 FORD CROWN VICTORIA	1	2FAHP71W07X1263		17,074.02	23,086.00	New
		131774 - 2007 FORD CROWN VIC	1	2FAHP71W57X1263		17,074.02	23,086.00	New
		131797 - 2007 Ford F-350 CAB & CHASSIS	1	1FTWF30PX7EB034		15,068.22	21,272.75	New
		131831 - 2007 FORD F-350 CAB & CHASSIS 10,000GVW	1	1FTWF31P87EB034		20,745.74	29,288.20	New
		131832 - 2007 FORD F-350 CAB & CHASSIS 10,000GVW	1	1FTWF31PX7EB034		20,044.64	28,298.23	New
		131833 - 2007 Ford F-350 CAB & CHASSIS CREW CAB	1	1FTTW30P17EB034		17,643.91	24,909.06	New
		131860 - 2007 Ford Econoline 1/2-TON CARGO VAN	1	1FTRE14W96DB308		10,066.74	14,005.98	New
		131861 - 2007 Ford Econoline 1/2-TON CARGO VAN	1	1FTRE14W26DB308		10,066.74	14,005.98	New
		131862 - 2007 Ford Econoline 1/2-TON CARGO VAN	1	1FTRE14W76DB308		10,038.04	13,965.98	New

C. Asset Retirements by Cost Center

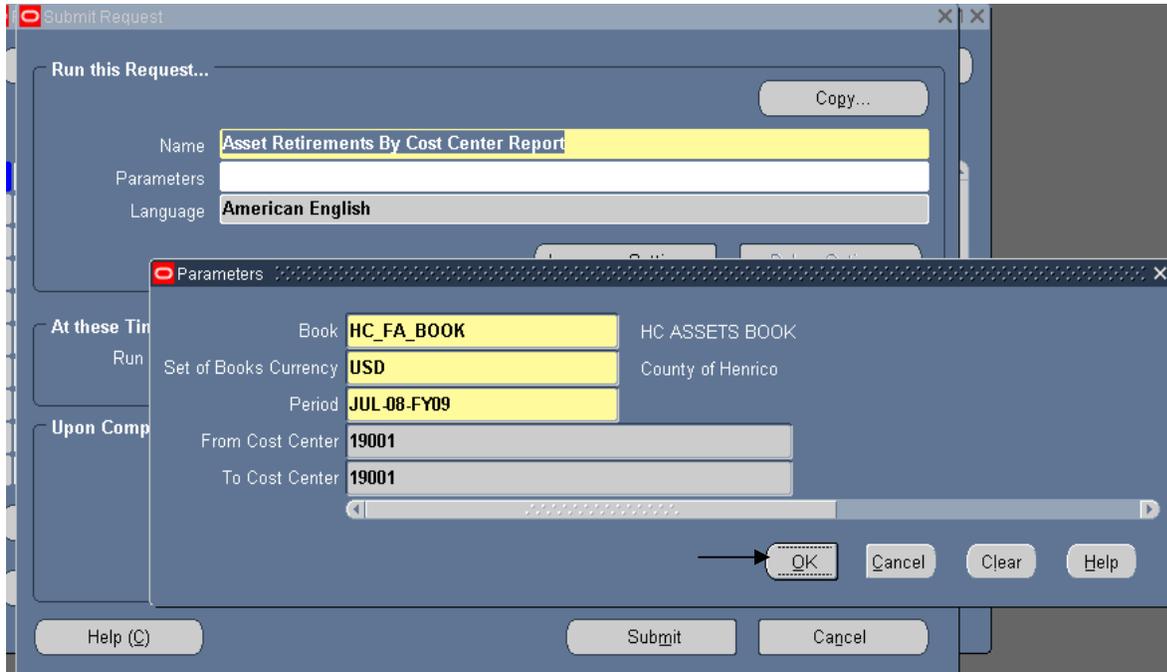
Select "Single Request" and click "OK"



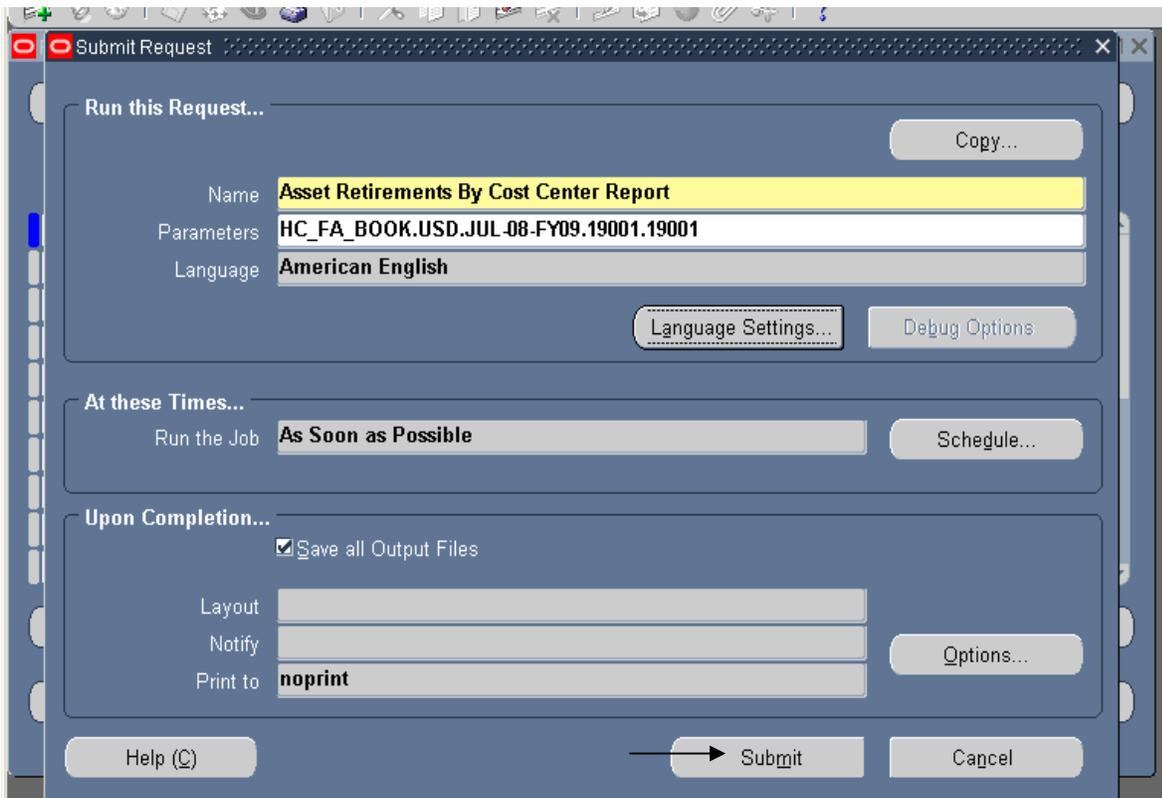
Select the "Asset Retirements By Cost Center" and click "OK".



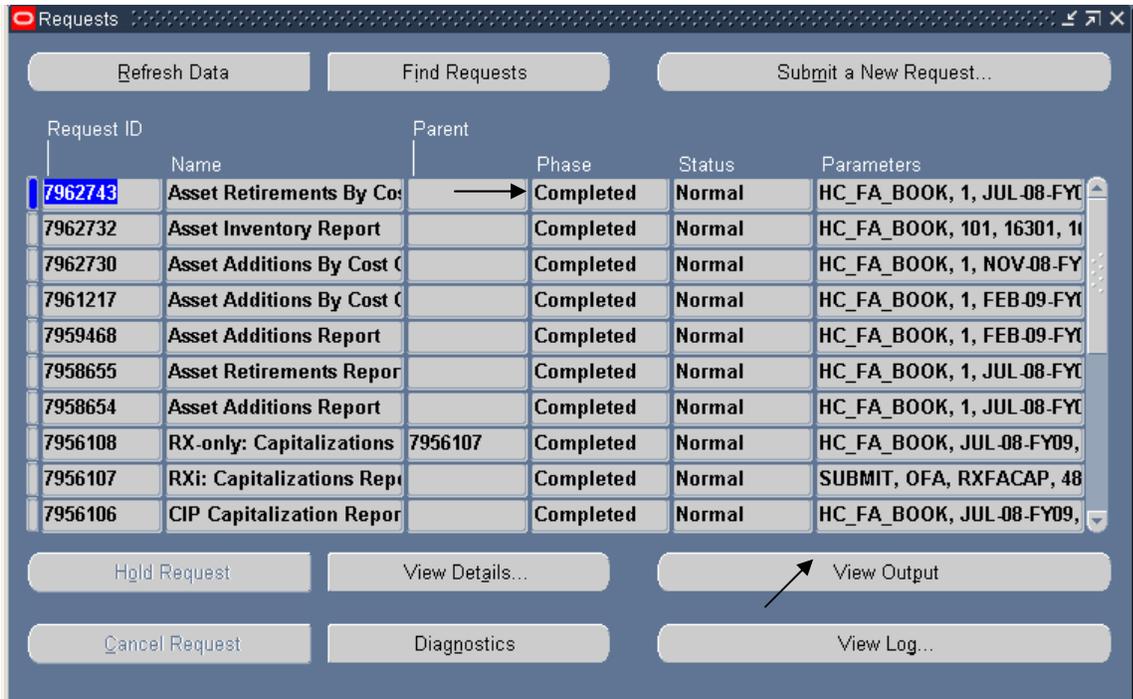
Enter the "Parameters" and click "OK"



Select the "Submit" button to generate the report.



When the "Phase" is "Completed", select the "View Output" button to access the report.



The resulting report is in a text format.

```

COUNTY OF HENRICO                Asset Retirements By Cost Center Report                Report Date: 31-MAR-2009 11:39
Book: HC_FA_BOOK                    Period: JUL-08-FY09                                Page: 1 of 2
Starting Cost Center: 19001
Ending Cost Center: 19001

Fund: 8801
Cost Center: 19001

Owner      Location      Asset Account  Asset Number - Description  Date Retired  Cost Retired  Net Book Value Retired  Proceeds of Sale  Gain/Loss
-----
1000-100001-I.T 10174  123300 - PRINTER           01-JUL-08  254,813.00  0.00  0.00  0.00
1000-100001-I.T 10174  126916 - TAPE STORAGE, NE 01-JUL-08  321,597.00  53,599.50  0.00 -53,599.50
1000-100001-I.T 10174  127164 - CONTROLLER        01-JUL-08   53,792.00  0.00  0.00  0.00
1000-100001-I.T 10174  127376 - CONTROLLER        01-JUL-08   53,792.00  0.00  0.00  0.00
1000-100001-I.T 10174  127657 - PRINTER           01-JUL-08  258,120.00  0.00  0.00  0.00
1000-100001-I.T 10174  132457 - SWITCH             01-JUL-08   5,690.00  0.00  0.00  0.00
99-00000-FY2008 10174  100690 - SWITCH             01-JUL-08   5,530.00  0.00  0.00  0.00
99-00000-FY2008 10174  104081 - SWITCH             01-JUL-08   5,520.00  0.00  0.00  0.00

Totals:
-----
                                958,854.00  53,599.50  0.00 -53,599.50
    
```

4. Asset Location

Source: Discoverer

Report Fields: Site, Site Description, Building, Building Description, Room and Location Name

Required Parameters: None

Output: Export to Microsoft Excel Workbook

ORACLE Discoverer Viewer
Business Intelligence

Connect > Workbooks >
Fixed Assets Location - Sheet 1
Last run Tuesday, March 31, 2009 10:26:43 AM EDT

Actions
Rerun query
Save as
Revert to saved
Printable page
Export
Send as email
Worksheet options

Worksheets
Sheet 1

Table
Tools Layout Sort Rows and Columns

Up 25 Rows Down Rows 1-25

	Site	Site Description	Building	Bldg Description	Room	Location Name
1	000	SURPLUS	00000	SURPLUS	WHOUSE	000-00000-WHOUSE
2	005	NOT FOUND	00005	NOT FOUND	FINAN	005-00005-FINAN
3	005	NOT FOUND	00005	NOT FOUND	FY2008	005-00005-FY2008
4	005	NOT FOUND	00005	NOT FOUND	HCPS	005-00005-HCPS
5	005	NOT FOUND	00005	NOT FOUND	NOTFOD	005-00005-NOTFOD
6	010	THREE CHOPT ELEMENTARY	01001	MAIN BUILDING	KITCH	010-01001-KITCH
7	010	THREE CHOPT ELEMENTARY	01001	MAIN BUILDING	LIB	010-01001-LIB
8	010	THREE CHOPT ELEMENTARY	01001	MAIN BUILDING	MEDIA	010-01001-MEDIA
9	010	THREE CHOPT ELEMENTARY	01001	MAIN BUILDING	OFFICE	010-01001-OFFICE
10	010	THREE CHOPT ELEMENTARY	01001	MAIN BUILDING	PITO	010-01001-PITO
11	010	THREE CHOPT ELEMENTARY	01001	MAIN BUILDING	T/O	010-01001-T/O
12	010	THREE CHOPT ELEMENTARY	01099	PROPERTY IN THE OPEN	PITO	010-01099-PITO
13	020	GLEN ALLEN ELEMENTARY	02001	MAIN BUILDING	KITCH	020-02001-KITCH
14	020	GLEN ALLEN ELEMENTARY	02001	MAIN BUILDING	LAB	020-02001-LAB
15	020	GLEN ALLEN ELEMENTARY	02001	MAIN BUILDING	LIB	020-02001-LIB
16	020	GLEN ALLEN ELEMENTARY	02001	MAIN BUILDING	LOUNGE	020-02001-LOUNGE
17	020	GLEN ALLEN ELEMENTARY	02001	MAIN BUILDING	MUSIC	020-02001-MUSIC

ORACLE Discoverer Viewer
Business Intelligence

Connect > Workbooks > Fixed Assets Location - Sheet 1 >
Choose export type
Use the drop-down list to specify the export file format.

Cancel Export

Cancel Export

Preferences | Exit | Logout | Help

CSV (Comma delimited) (*.csv)
CSV (Comma delimited) (*.csv)
DIF (Data Interchange Format) (*.dif)
Formatted Text (Space delimited) (*.prn)
Hyper-Text Markup Language (archived) (*.zip)
Microsoft Excel Workbook (*.xls)
Oracle Reports XML (*.xml)
Portable Document Format (PDF) (*.pdf)
SYLK (Symbolic Link) (*.slk)
Text (Tab delimited) (*.txt)
WKS (Lotus 1-2-3) (*.wks)

Select "Export" under available "Actions"

Choose "Microsoft Excel Workbook(*.xls) from the drop-down list and select "Export".

5. Asset Additions By Fund and CC

Source: Discoverer

Report Fields: Expense Account, Asset Number, Tag Number, Serial Number, Cost, Description, Major Category, Minor Category, Manufacturer, Model Number, Site, Building, Room, Date Placed in Service, FactsPlus Number, Dept, and Asset Type

Required Parameters: Fund, Beginning Date (Last Update), Cost Centers, Minimum Cost, Maximum Cost

Output: Export to Microsoft Excel Workbook

The screenshot shows the Oracle Discoverer Viewer interface. At the top, it says 'ORACLE Discoverer Viewer Business Intelligence'. Below that, there's a navigation bar with 'Connect > Workbooks >'. The main title is 'PSW.Review Asset Additions by FundCC - Sheet 1'. Below the title, it says 'Last run Tuesday, March 31, 2009 10:27:24 AM EDT'. There's a 'Worksheets' section with 'Sheet 1' selected. The 'Parameters Needed' section is active, showing a list of parameters to be filled in:

- * Select Fund: 8801
- * Select Beginning Date (Of Last Update): 01-jul-2005 (Example: 31-MAR-2009)
- * Select one or more values for Cost Center: 09002,09003
- * Low Cost (0.00 = Retired): 2500.00 (Low Cost (0.00 = Retired))
- * High Cost (999999999.99): 999999999.99 (High Cost (999999999.99))

At the bottom of the parameter section, there is a 'Go' button with an arrow pointing to it. Below the parameter section, there are links for 'Preferences | Exit | Logout | Help'. At the very bottom, there is a copyright notice: 'Copyright (c)2000, 2005 Oracle Corporation. All rights reserved. About OracleBI Discoverer Version 10.1.2.2 Oracle Technology Network'.

Enter Required Parameters and select "Go".

Select "Export" under available "Actions"

Choose "Microsoft Excel Workbook(*.xls) from the drop-down list and select "Export".

6. Asset Security

Source: Discoverer

Report Fields: User, User Name, User E-Mail, Asset Responsibility

Required Parameters: None

Output: Export to Microsoft Excel Workbook

ORACLE Discoverer Viewer
Business Intelligence

Connect > Workbooks >
HC Fixed Assets Data Entry Users Security Rpt - Sheet 1
Last run Tuesday, March 31, 2009 10:30:15 AM EDT

Actions
Rerun query
Save as
Revert to saved
Printable page
Export
Send as email
Worksheet options

Worksheets
Sheet 1

HC Fixed Assets Data Entry Users Security Rpt

Table
Tools Layout Sort Rows and Columns

Up 25 Rows Down Rows 126-138 of 138

	Hcuser	Hcdesc	Hcemail	Hcresp
126	VEL04	Sandra Velazquez	SVELAZQUEZ@HENRICO.LIB.VA.US	COH_LIB_FA_DE_ALL
127	WAL17	Peggy Walsh	WAL17@CO.HENRICO.VA.US	HENRICO_FA_MANAGER
128	WER11	John Wermuth	WER11@CO.HENRICO.VA.US	COH_COMM_ATTY_FA_DE_ALL
129	WIL01	Crystal Willett	wil01@co.henrico.va.us	COH_FIN_FA_DATA_ENTRY_ALL
130	WIL01	Crystal Willett	wil01@co.henrico.va.us	HENRICO_FA_MANAGER
131	WIL14	Katherine Williams	kwilliams@henrico.lib.va.us	COH_LIB_FA_DE_ALL
132	WIL23	Rae Willis	WIL23@CO.HENRICO.VA.US	COH_REAL_PROP_FA_DE_ALL
133	WIL36	Robin Wilson	WIL36@CO.HENRICO.VA.US	COH_IT_FA_DE_ALL
134	WOL04	Maurine Wolfgang - Finance Admin	wol04@co.henrico.va.us	FIXED_ASSETS_MANAGER
135	WOL04	Maurine Wolfgang - Finance Admin	wol04@co.henrico.va.us	HENRICO_FA_MANAGER
136	YOB	Steven Yob	YOB@CO.HENRICO.VA.US	COH_PU_FA_DATA_ENTRY_ALL
137	YOU16	John Young	YOU16@CO.HENRICO.VA.US	COH_COMM_REV_FA_DE_ALL
138		Count: 137		

Up 25 Rows Down Rows 126-138 of 138

Select "Export" under available "Actions"

Choose "Microsoft Excel Workbook(*.xls) from the drop-down list and select "Export".