To help University personnel better manage the asset items for which they are responsible and to provide better query and reporting look-up capabilities, Business & Financial Affairs is in the process of implementing a new self-service module in Oracle called iAssets.

Key benefits of this module:

- Aid users in managing the asset inventory they are responsible for here at SDSU.
- Electronically approve and transfer assets to Property Management-Surplus or to another department organization, inventory coordinator, or building location.
- Offers rich look-up capability of asset records in Oracle with the ability to export results to Excel.

You have been identified as either a Cost Center Manager (who will do online approvals for transfers) or an Inventory Coordinator (who will manage the assets assigned to you in Oracle).

**SEARCHES**

The page you’ll visit most frequently is the “Asset Search” tab. Here you can do ‘Simple Search’ based on a few key criteria, or you can switch to an ‘Advanced Search’ page that offers quite a more robust set of criterion to search against.

The Simple Search page looks like this:

And the Advanced Search page looks like this (in this example I’ve added a new search criterion of Period Entered):
Additional search criteria available in the drop-down that can be added to the Advanced Search page:

- Asset Category
- Asset Key
- Asset Number
- Asset Type
- Date Retired
- Description
- Employee Name
- Expense Account
- In Use
- Invoice Description
- Invoice Number
- Lease Number
- Location
- Manufacturer
- New or Used
- Owned
- Period Entered
- Project Number
- Purchase Order
- Retire Status
- Retirement Type
- Serial Number
- Tag Number
- Transaction Type
- Units
- Vendor Name

**EXAMPLE**

If you wanted to determine all the asset records that had been added into Oracle in the last accounting period and were assigned to a particular inventory coordinator, you could add search criterion under the Advanced Search page of Employee, Period Entered, and Transaction Type. In this example, I’m looking for all the new assets that have been added into Oracle in period JAN-2012, assigned to inventory coordinator Ian R. Moore, and the transaction type = ‘Addition’. When I executed this search, Oracle found 19 records total that had been added last month meeting that criteria:
And if I then want to export those results to Excel, I can click on the “Select All” and then “Export Results”. It should create and open a new file in Excel.

Another typical example would be to look up all the asset records for which an inventory coordinator is responsible. That is most easily accomplished using the Simple Search page and entering the inventory coordinator’s name in the Employee search criteria.

When the results are returned for assets in Janet Hamann’s name, it returns back more than 10 records, but the page only displays 10 records at a time. To see all the pages, you need to click on the “Next 10” link at the far right of the page:
To see additional details about any of the asset records returned in your results, click on the Asset Number link to drill down into the asset record:

Here you can see useful information about the asset record by clicking on any of the tabs shown below such as Books, Assignments, Invoices (this is where you can find the PO#), or Lease.
The Books tab shows a link of “SDSU Assets”. If you drill down on this, you can see all the various transaction types that have posted against the asset record (Addition, Transfer, etc.):

Back at the Invoices tab, as mentioned, you can then reference the PO# the asset was purchased against:
TRANSFERS
Asset records can be transferred based on three criteria, and you can use a combination of *any or all* in your transfer request:

- Asset location
- Employee (this is the inventory coordinator responsible for the asset)
- Expense Account assigned to the asset record

Transfers can only be made to active assets; those that have a fully retired status cannot be changed.

Below is a graphic representation of the entire transfer process:

All transfers will go through a workflow process and the manager assigned to the “cost center” (the ORG value in our Expense Account) will receive an email notification requesting approval of the transfer request.

- The releasing cost center manager must approve;
- The receiving cost center manager must approve.

Once both the releasing and receiving cost center managers have approved the transfer request, it will then be finalized that evening in Oracle. The next day when you check on your asset record, it should reflect the newly updated values you transferred it to.

Approvals of the transfer request can be done by just replying to the email notification without requiring the cost center manager to log into Oracle iAssets to approve (this works the same way as Purchase Requisition notifications).

**NOTE:** When updating the Expense Account, you will only be able to select a new ORG and/or ACTV value. The rest of the account number tied to the asset record will remain unchanged. So, as an example, if an asset record has an Expense Account of 40302.000.67105.0000.1006.2401.0000 and I want to initiate a transfer request and update the Expense Account, the only values I will be able to change are 40302 (the ORG) and conditionally 000 (the ACTV which is a dependent value on the ORG). The rest of the account string – 67105.0000.1006.2401.0000 will remain unchanged.

Transfer requests may be for only one asset record or you can combine multiple records into one request.
Transfers to Surplus can also be done in iAssets – you’ll use an Expense Account value of 63014, and for the Location you’ll populate the building as Surplus and the Room as Sold. These values show up in the “Asset Transfer Policy” on the Create Transfer Request page:

To Create A Transfer Request:

After you have finished your search and determine you want to transfer an asset record (or multiple), you will select the record(s) you want to add for transfer, and then click on the “Add to Asset List” button:

In the next screen, you’ll click on “Create Transfer Request”:

In this next screen, which is Step 1 of 4 in completing the transfer request, “Purpose” is a required field. You can also add an attachment to your request if there’s paperwork of some sort that you want stored with the asset record. After you’ve entered the Purpose and optionally attached any documentation you want included, click Next:
We’re now on Step 2 of 4. This page shows the key data elements that a transfer request affects and what their existing values are for the Expense Account, Location, and Employee Name (remember --- this is the inventory coordinator assigned to the asset!). On this screen you’ll need to populate the “Releasing Approver”, and this is an LOV (list of values). It should only ever populate with one name – the name of the cost center manager that is assigned to that cost center. You shouldn’t have to look this up, it should auto-populate for you once you invoke the LOV:

I have invoked the LOV and am going to do a wildcard (%) search for this field:

And here are my returned results – choose “Quick Select”:

Each asset record row must be populated with the Releasing Approver name. Once this is populated, click on Next:

We’re on Step 3 of 4 now! Here we can change any of the three criteria for transfer:
  ➞ Expense Account (ORG and/or ACTV only),
  ➞ Employee Name assigned to the asset (the inventory coordinator),
  ➞ Location of the asset.
In this example, I’m going to update all three data elements because I’m transferring the computers from Janet Hamann to Jeff Wal as the new inventory coordinator, and I want the ORG to reflect Jeff’s department of Accounting Services, and the location to be in his suite.

- Change Expense Account from 69044.000.67105.1006.3616.000 to 69052.354.67105.1006.3616.000. Notice the ORG and ACTV are highlighted in red because those are the only two segments in the Expense Account that are available to update!
- Change the Employee Name from “Hamann, Janet S” to “Wal, Jeffrey J”
- Change the Location from 65-030.0231 to 65-030.0115.

The last step on this page is to populate the “Receiving Approver”. Again, I can invoke the LOV here and it should only find one choice for me, and the choice is based upon what the Expense Account reflects on this page (the ORG value). Kimberlee Reilly is the cost center manager assigned to ORG value 69052, so that’s the only choice I have in the LOV for selection:

After both lines are populated with her name for the Receiving Approver, click Next to move to Step 4 of 4 (we’re almost there!):

And this last page is a “summary” of the transfer request showing what’s being transferred and from what values to what new values. Remember, you can update any or all three of the key criterion for transfer in your request:

- Expense Account (ORG & ACTV only)
- Employee (inventory coordinator)
- Location
If the transfer request looks correct, click on the 'Submit' button – you’re finished!

You’ll then receive a confirmation message:

Request 10001 was submitted successfully.
NOTIFICATIONS

When asset transfer requests are initiated (all 4 steps have been completed and the inventory coordinator has hit the final Submit button), email notices will be generated. The first email notification will be sent to the “Releasing Approver” (populated in Step 2 of 4). The email contains all pertinent information about the transfer being requested, and the Releasing Approver (who is the cost center manager for that expense account) can approve or reject the transfer request directly from the email.

Or – if the Releasing Approver prefers to work directly in Oracle, the notification can be accessed and approved or rejected directly in Oracle. The following screenshot shows there is an Open Notification pending approval. From the “iAssets Home” tab, click on the link of the notification under the header “Subject”, and the notification will open up for review:

Once the notification is open, the Releasing Approver can review all pertinent details about the transfer request such as the “from” and “to” values for the Expense Account, the Employee (inventory coordinator), and the Location. If the transfer request looks appropriate, the Releasing Approver will click the Approve button. Or if something is wrong with the request, the Releasing Approver can click on the Reject button. In either scenario, the Releasing Approver can also include any “notes” they want to send in the approval process under the Response section of the notification:

Once the Releasing Approver has processed this notification, Oracle will then send another notification to the Receiving Approver (this is who we populated in Step 3 of 4 in the transfer request).

The Receiving Approver will step through the notification process as well, reviewing the same details as above, and if they approve of the transfer request, they can simply click the Approve button.
Approvals can be done either within the iAssets application (as shown in the screenshots above) or directly from the email notifications that both the Releasing and Receiving Approvers will receive. If the approver wants to approve directly from the email, the APPROVE link at the bottom of the email will create a return email back to Oracle – the user just has to hit the send button in their email.

**IMPORTANT**: Once the Receiving Approver has approved the notification (most likely via the email notification they received), it is recommended the Receiving Approver forward the email notification to their inventory coordinator as a courtesy and FYI that the transfer request has been approved and that inventory coordinator will now have the inventory item just transferred under their purview for custodianship.

After both the Releasing Approver and the Receiving Approver have both approved the transfer request, the asset will be ready to “Post” to the new transfer details. This will occur in the evening off-hours via a scheduled batch job that Accounting Services will monitor. So once you have done a transfer request and you know it’s been approved by both approvers (Releasing Approver and Receiving Approver), you can check the status of the asset the next day (query the asset in the iAssets Search tab) to ensure the new transfer values for the asset are in effect (new Expense Account, and/or New Employee, and/or New Location).

⇒ The only exception to seeing your asset posted immediately the next day will be the beginning of each new month: if you have created a transfer request that is dated in the new current month, but Accounting Services has not yet closed the prior month’s period in Fixed Assets, then your asset transfer request will stay in pending status until the prior period is closed and the new Fixed Assets period has been opened.