

Lease Basic Add Job Aid

Adding a new GASB #87 Lease Asset (Effective 07/01/2021)

Getting Started

- Identify the Lease Asset to add to the Asset Repository
- Navigation: Asset Management > Asset Transactions > Owned Assets > Basic Add**

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Asset Transactions ▾ > Owned Assets ▾ > Basic Add

ORACLE

Asset Basic Information

Find an Existing Value Add a New Value

Business Unit OSCM1

Asset Identification NEXT

Add

Find an Existing Value | Add a New Value

- Select Add a New Value and populate your Business Unit. **Note that it is recommended best practice to let the system assign the Asset ID**
- Select the **General Information Tab:**
 1. Add Description

LEASE BASIC ADD JOB AID

Adding a new GASB #87 Lease Asset (Effective 07/01/2021)

2. Add Profile ID (Note: The selected Lease Profile should reflect the number of months in the Lease Term. Please contact Core-CT if an appropriate Profile ID is not available in the look-up)

3. Add Tag Number

Oracle Asset Management - Basic Add

Unit: OSCM1 Asset ID: NEXT Tag: In Service: Related Content

Asset Information

Description: Lease Copier 36 Months **#1 Add an appropriate description that indicates the actual Lease Term in Months**

CAP #: Short Desc: Lease Copi

Tag Number: **#3 Assign a unique Tag Number**

Asset Class: Asset Type: Other

Asset Subtype: *Asset Status: In Service

Acquisition Date: 07/01/2021

Placement Date: 07/01/2021

Collateral Asset: *Acquisition Code: Leased

FERC Code: Fair Value: 0.00 USD

Financing Code: Replacement Cost: Appraisal Date: Last Update:

Index Name: SubIndex Name: Parent/Child: None Parent ID: Region Code:

Profile ID: LEASE36 **#2 Add a Profile ID that matches the Lease Term**

Threshold ID: Federally Funded Asset? Composite Asset Composite Asset ID:

- ☐ Select the **Location/Comments/Attributes** Tab
- Add an appropriate Asset Location Code

LEASE BASIC ADD JOB AID

Adding a new GASB #87 Lease Asset (Effective 07/01/2021)

The screenshot shows the Oracle Asset Management 'Basic Add' form. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The Oracle logo is in the top left, and 'Home' is in the top right. Below the breadcrumb is a 'Related Content' dropdown. The main form has several tabs: General Information, Operation/Maintenance, Asset Acquisition Detail, Location/Comments/Attributes, Manufacture/License/Custodian, and Asset Supplemental Data. The 'Location/Comments/Attributes' tab is active. The form displays the following information:

- Unit: OSCM1, Asset ID: NEXT, Tag: L00248CX, In Service
- Location** section (highlighted in yellow):
 - Effective Date: 07/01/2021
 - Effective Sequence: [empty]
 - Location: AOSC000113 (with search icon), 165 CAPITOL 3RD FL CORE CT
 - Area ID: [empty]
 - Address 1: 165 CAPITOL AVE
 - City: HARTFORD
 - County: HARTFORD
 - State: CT Connecticut
 - Country: USA United States
 - Geo Code: [empty]
 - Document: [empty]
 - Building: 1326-26
 - Floor #: 3RD FLOOR
 - Room#: [empty]
 - Jurisdiction: CORE
 - Sector: [empty]
 - Postal: 06106
 - Latitude: [empty]
 - Longitude: [empty]
- Authorization** section:
 - Status: Not Authorized (dropdown)
 - Date: [empty]
 - Name: [empty]
- Expandable sections:
 - Comments
 - Physical and Custom Attributes
 - Detailed Description
 - Image

- Expand the **Detailed Description Section**

Add a free form long description to describe the Lease end date

LEASE BASIC ADD JOB AID

Adding a new GASB #87 Lease Asset (Effective 07/01/2021)

Oracle Asset Management - Basic Add

Unit: OSCM1 Asset ID: NEXT Tag: L00248CX In Service

Location Find | View All First 1 of 1 Last

Effective Date: 07/01/2021 Effective Sequence:

Location: AOSC000113 165 CAPITOL 3RD FL CORE CT

Area ID:

Address 1: 165 CAPITOL AVE

City: HARTFORD

County: HARTFORD Jurisdiction: CORE

State: CT Connecticut Sector:

Country: USA United States Postal: 06106

Geo Code:

Document:

Building: 1326-26 Latitude:

Floor #: 3RD FLOOR Longitude:

Room#:

Authorization

Status: Not Authorized Date:

Name:

Comments

Physical and Custom Attributes

Detailed Description

Long Description
LEASE END DATE: 06/30/2023

***Note: This field will be used to report on Lease End Terms, so it's important to describe the Lease End date in the format shown in the example above.

- Select the **Manufacture/License/Custodian** Tab
 - Add a Serial Number
 - Add a Make
 - Add a Model Number
 - Add a Year

LEASE BASIC ADD JOB AID

Adding a new GASB #87 Lease Asset (Effective 07/01/2021)

Oracle Asset Management - Basic Add

Unit: OSCM1 | Asset ID: NEXT | Tag: L00248CX | In Service

Manufacturer Information

Serial ID: X406
Manufacturer ID: SAVIN PROD
Manufacturer Name: SAVIN PROD (see savinprodu)
Model: M380 | Year: 2021
Product Version: | Production Date: |
Plant: | Contact: |
VIN: | SKU: |

Custodian Information

Effective Date: 07/01/2021 | Effective Sequence: 0
Custodian: | This Asset is Offsite
Empl ID: |

Authorization

Status: Not Authorized | Date: |
Name: |

Chartfields

Fund Code: |

- Expand the **Custodian Information** Section

Add an appropriate Custodian by entering the Employee ID or Name (using the Last Name, First nomenclature).

LEASE BASIC ADD JOB AID

Adding a new GASB #87 Lease Asset (Effective 07/01/2021)

Oracle Asset Management - Basic Add Form

Unit: OSCM1 | Asset ID: NEXT | Tag: L00248CX | In Service

Manufacturer Information

Serial ID: X406
Manufacturer ID: SAVIN PROD
Manufacturer Name: SAVIN PROD (see savinprodu)
Model: M380 | Year: 2021
Product Version: | Production Date: |
Plant: | Contact: |
VIN: | SKU: |

License Information

Custodian Information

Effective Date: 07/01/2021 | Effective Sequence: 0
Custodian: LastName,First | This Asset is Offsite
Empl ID: |

Authorization

Status: Not Authorized | Date: |
Name: |

Chartfields

Fund Code: |

- Select the **Asset Acquisition Detail** Tab

Add the properly calculated cost (monthly cost X total Lease in months)

Example \$300.00 per month X 36 Month Lease = \$10,800.00 dollars cost basis

LEASE BASIC ADD JOB AID

Adding a new GASB #87 Lease Asset (Effective 07/01/2021)

The screenshot shows the Oracle Asset Management interface for adding a new lease asset. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The Oracle logo is in the top left. The top navigation bar includes: General Information, Operation/Maintenance, Asset Acquisition Detail (selected), Location/Comments/Attributes, Manufacture/License/Custodian, and Asset Supplemental Data. The form header shows: Unit OSCM1, Asset ID NEXT, Tag L00248CX, and In Service. The 'Acquisition Details' section includes: Description (empty), System Source (AM Online Entry Page), Incentive ID (empty), Quantity (1.0000), Amount (10800), Sales Tax (0.00), Use Tax (0.00), Freight (0.00), Misc Charge (0.00), Total Amount (\$0.00), and *Capitalize (To be Capitalized). The 'Capitalization Information' section includes: Profile ID (LEASE36), Rate Type (CRRNT), Accum Depr in Current Pd (unchecked), Capitalize button, Default Book (GASB), Left to Capitalize table, Trans Date (06/01/2021), Acctg Date (06/01/2021), and Trans Code (empty). The 'Left to Capitalize' table has the following data:

Left to Capitalize		
Quantity	1.0000	
Amount	0.00	USD

Buttons at the bottom include: Save, Add, Update/Display, Include History, and Correct History.

- Select the **Acquisition Detail Chartfields** hyperlink

Add the appropriate Acquisition Detail

(note that if there are multiple funding sources, a separate Asset Acquisition Detail row must be entered for each account)

LEASE BASIC ADD JOB AID

Adding a new GASB #87 Lease Asset (Effective 07/01/2021)

The screenshot shows the Oracle Asset Management 'Basic Add' form. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The Oracle logo is in the top left. The top right has 'Home' and 'Worklist' links. Below the breadcrumb is a 'Related Content' link. The form has several tabs: General Information, Operation/Maintenance, Asset Acquisition Detail (selected), Location/Comments/Attributes, Manufacture/License/Custodian, and Asset Supplemental Data. The main form area shows: Unit: OSCM1, Asset ID: NEXT, Tag: L00248CX, In Service. Under 'Acquisition Details', there are fields for Description, System Source (AM Online Entry Page), Incentive ID, Quantity (1.0000), Amount (10,800.00), Sales Tax (0.00), Use Tax (0.00), Freight (0.00), Misc Charge (0.00), Total Amount (\$10,800.00), and *Capitalize (To be Capitalized). To the right, there are fields for Base Currency (USD), Currency (USD), Category, and Cost Type. A yellow highlight is on the 'Acquisition Detail Chartfields' link. Below this is the 'Capitalization Information' section with Profile ID (LEASE36), Rate Type (CRRNT), and an 'Accum Depr in Current Pd' checkbox. A 'Capitalize' button is present. A table shows 'Default Book GASB' with 'Left to Capitalize' details: Quantity 1.0000, Amount 10,800.00 USD. Trans Date and Acctg Date are both 06/01/2021. At the bottom are buttons for Save, Add, Update/Display, Include History, and Correct History.

This screenshot shows the same Oracle Asset Management 'Basic Add' form as above, but with the 'Acquisition Detail Chartfields' dialog box open. The dialog box has a yellow title bar and contains the following fields: Fund Code (11000), Department (OSC15000), Special ID (10050), Program Code (00000), Budget Reference, ChartField 1, ChartField 2, PC Business Unit, Project, Activity, Source Type, Category, and Subcategory. Each field has a search icon. At the bottom of the dialog are 'OK' and 'Cancel' buttons. The background form is dimmed but still visible.

LEASE BASIC ADD JOB AID

Adding a new GASB #87 Lease Asset (Effective 07/01/2021)

- Select the **Interface Info** hyperlink

Add the appropriate Purchase Order reference

(note that Receiving and Accounts Payable information should be left blank as there will typically be multiple Receipts and Vouchers)

The screenshot shows the Oracle Asset Management 'Basic Add' form. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The Oracle logo is in the top left. The top navigation bar includes 'Home' and 'Worklist'. Below the navigation bar are tabs for 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail' (selected), 'Location/Comments/Attributes', 'Manufacture/License/Custodian', and 'Asset Supplemental Data'. The form header shows 'Unit OSCM1', 'Asset ID NEXT', 'Tag L00248CX', and 'In Service'. The 'Acquisition Details' section includes fields for Description, System Source (AM Online Entry Page), Incentive ID, Quantity (1.0000), Amount (10,800.00), Sales Tax (0.00), Use Tax (0.00), Freight (0.00), Misc Charge (0.00), Total Amount (\$10,800.00), and *Capitalize (To be Capitalized). It also shows Base Currency (USD), Currency (USD), Category, and Cost Type. A yellow highlight is on the 'Interfaces Info...' link. The 'Capitalization Information' section includes Profile ID (LEASE36), Rate Type (CRRNT), Default Book (GASB), Trans Date (06/01/2021), Acctg Date (06/01/2021), and Trans Code. A 'Left to Capitalize' table shows Quantity 1.0000 and Amount 10,800.00 USD. A 'Capitalize' button is present. At the bottom are buttons for Save, Add, Update/Display, Include History, and Correct History. The footer shows the breadcrumb trail: General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data.

LEASE BASIC ADD JOB AID

Adding a new GASB #87 Lease Asset (Effective 07/01/2021)

The screenshot displays the Oracle Asset Management interface. The 'Acquisition Details' dialog box is open, showing various acquisition options. The 'Purchasing' section is highlighted in yellow and contains the following fields: PO Unit (OSCM1), PO No. (000005043), PO Line (1), Sched Num (1), and Distrib Line (1). Other sections include 'Payables Acquisition' with fields for AP Unit, Voucher ID, Vchr Line, Distrib Line, and Supplier ID; 'Receiving' with fields for BU Recv, Receipt No, Receipt Line, Ship Seq, and Distrib Ln; 'Project Cost Acquisition' with fields for PC Bus Unit, Project, Activity, and Source Type; and 'Procurement Group' with columns for Procurement Group ID, Seq, and Primary Unit. In the background, the 'Capitalization Information' section is visible, showing Profile ID (LEASE36), Rate Type (CRRNT), and a 'Capitalize' button. A 'Save' button is also present at the bottom left of the dialog.

- Open the Capitalization Section
- Click on the Capitalize Button
- Click on the Save Button

LEASE BASIC ADD JOB AID

Adding a new GASB #87 Lease Asset (Effective 07/01/2021)

The screenshot shows the Oracle Asset Management 'Basic Add' form. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The Oracle logo is in the top left. The top right has 'Home' and 'Worklist' links. Below the breadcrumb is a 'Related Content' dropdown. The main navigation tabs are: General Information, Operation/Maintenance, Asset Acquisition Detail (selected), Location/Comments/Attributes, Manufacture/License/Custodian, and Asset Supplemental Data. The form header shows: Unit OSCM1, Asset ID NEXT, Tag L00248CX, and In Service. The 'Acquisition Details' section includes: Description (empty), System Source (AM Online Entry Page), Incentive ID (empty), Quantity (1.0000), Amount (10,800.00), Sales Tax (0.00), Use Tax (0.00), Freight (0.00), Misc Charge (0.00), Total Amount (\$10,800.00), and *Capitalize (To be Capitalized). On the right, Base Currency is USD, and there are search fields for Currency, Category, and Cost Type. Below this are links for 'Interfaces Info...' and 'Acquisition Detail Chartfields'. The 'Capitalization Information' section shows Profile ID (LEASE36), Rate Type (CRRNT), and an unchecked checkbox for 'Accum Depr in Current Pd'. A 'Capitalize' button is highlighted in yellow. A table shows 'Left to Capitalize' with Quantity 1.0000 and Amount 10,800.00 USD. Trans Date and Acctg Date are both 07/01/2021. The bottom of the form has a 'Save' button (highlighted in yellow) and buttons for 'Add', 'Update/Display', 'Include History', and 'Correct History'.

A new Leased Asset is successfully created and In-Service

LEASE BASIC ADD JOB AID

Adding a new GASB #87 Lease Asset (Effective 07/01/2021)

The screenshot shows the Oracle Asset Management 'Basic Add' form. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The Oracle logo is in the top left. The top right has 'Home' and 'Worklist' links. Below the breadcrumb is a 'Related Content' dropdown and a 'New' button. The main navigation tabs are: General Information, Operation/Maintenance, Asset Acquisition Detail (selected), Location/Comments/Attributes, Manufacture/License/Custodian, and Asset Supplemental Data. The form header shows: Unit OSCM1, Asset ID 00000001301, Tag L00248CX, and In Service. The 'Acquisition Details' section is active, showing a table of acquisition data and various input fields. The table includes: Description, System Source (AM Online Entry Page), Incentive ID, Quantity (1.0000), Amount (10,800.00), Sales Tax (0.00), Use Tax (0.00), Freight (0.00), Misc Charge (0.00), and Total Amount (\$10,800.00). The '*Capitalize' dropdown is set to 'Already Capitalized'. To the right of the table are fields for Base Currency (USD), Currency (USD), Category (LEQUI), and Cost Type. Below these are links for 'Interfaces Info...' and 'Acquisition Detail Chartfields'. At the bottom of the form are buttons for Save, Add, Update/Display, Include History, and Correct History. A breadcrumb trail is also visible at the bottom of the form area.

Field	Value
Description	
System Source	AM Online Entry Page
Incentive ID	
Quantity	1.0000
Amount	10,800.00
Sales Tax	0.00
Use Tax	0.00
Freight	0.00
Misc Charge	0.00
Total Amount	\$10,800.00
*Capitalize	Already Capitalized

END