

# Exception-Based Approvals for Fixed Asset Transactions

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# 1 Introduction

Assets provides an approval workflow that allows configuring proper approval mechanism to tightly control the fixed assets transactions that materially affects the balance sheet and profit and loss account. This document explains the details about how to configure and use the asset approvals workflow.

The approval workflow helps to eliminate paperwork and serves as a centralized source of information about all the transactions pertaining to assets approval, also adhere to compliance and better accountability and recording of audit trail. It also facilitates in easier coordination within the accounting department.

When a transaction is posted, Assets sends approval request notification to the approver identified from the rules provided by you. There are two workflow stages for which you need to define approval rules separately for each of them.

Single Transaction	Mass Transaction
Each transaction is approved separately. Approver is notified for each transaction.	Transaction group as whole is approved. Approver gets only one notification for each Mass Transaction group.
Enter single transaction in the following pages to submit for approval. <ul style="list-style-type: none"><li>• Add Assets</li><li>• Adjust Assets</li><li>• Transfer Assets</li><li>• Retire Assets</li></ul> To create approval rules for the single transaction use the following sheets in “Manage Workflow Rules in Spreadsheet”. <ul style="list-style-type: none"><li>• Addition</li><li>• Adjustment</li><li>• Transfer</li><li>• Retirement</li></ul>	Enter Mass Transactions for group of assets through ADFdi Spreadsheet, or FBDI Spreadsheet and to create approval rules use the “Mass” sheet in “Manage Workflow Rules in Spreadsheet”.
Most of the asset attributes and transaction attributes are available to define the approval rules.	Only Mass Transaction group attributes are available to define the approval rules. Individual asset level attributes are not available.
Approval is initiated when you submit the transaction.	Approval is initiated when you set the status to Post for all lines in the group and post them.
Approval notification shows the details of the assets transactions submitted.	Approval notification shows the summary details of all the asset included. in the mass adjustment transaction group/batch.

## 2 How Transactions Are Approved

Asset transactions approval process starts when you post an asset transaction and not at the time of creation, and the workflow builds the list of approvers based on the defined rules. Approval notifications are sent to the first set of approvers on the list. When the approvers respond, notifications are sent to the next set of approvers. This process repeats until all approvals are complete. Transactions are posted automatically when final approver approves the transaction.

If a transaction is saved to be posted for later, the approval process starts for this transaction only when the transaction is submitted.

- ❖ Note: Approvers can respond from the notifications received through email, the Worklist notifications page.

## 3 Asset Transactions Approval Flow

### 3.1 Enable approvals

- Navigate to Setup and Maintenance
- Manage Asset Books
- Create Asset Books/ Edit Asset Books
- Enable Approvals

Enable approval for each transaction (Additions, Adjustments, Transfer, Retirement) on the Create Book or Edit Book page.

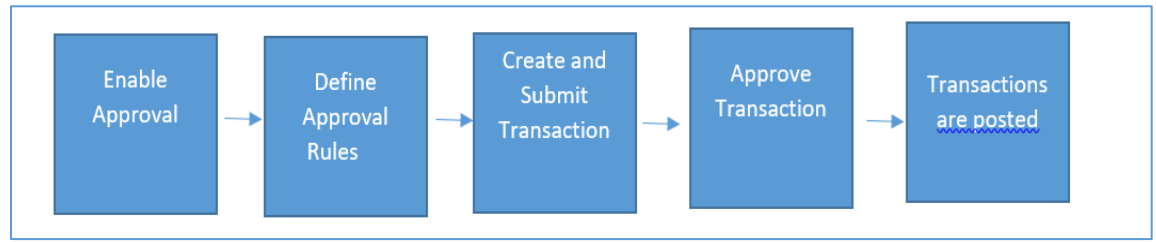
When enabled “All options” all assets transactions, requires approval transaction wise for single asset and mass transactions.

Note: Ensure before enabling the approvals for the book that:

- ❖ Data is migrated completely from the legacy system to the new system.
- ❖ Verify the pending transactions in the infotile and action them.

1. Define Approval Rules: Define your single asset and mass transaction approval rules using **Manage Workflow Rules in Spreadsheet** task.

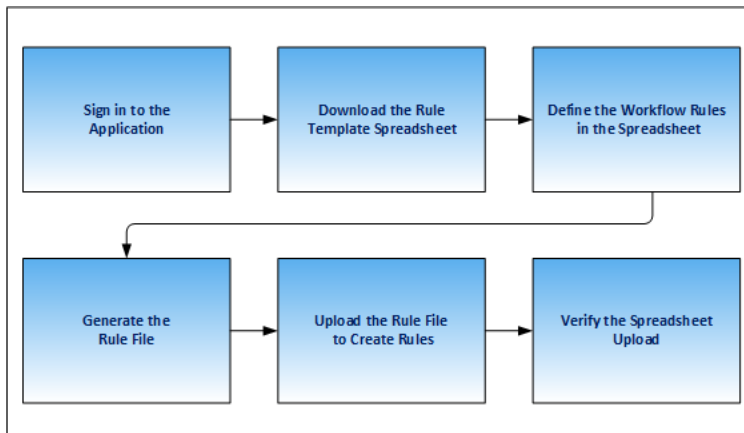
2. Create and Submit an Asset Transaction: Create an asset transaction and submit. Approval request is initiated automatically when you submit the transaction before posting.
3. Approve Transaction: Respond to the approval notification for the transaction.
4. Post Asset Transaction: Transactions are automatically posted after it is approved fully.



## 4 Create Workflow Rules Using a spreadsheet

You can use spreadsheet templates available on the **Manage Workflow Rules in Spreadsheet** page to manage approval rules for Asset Transaction workflow.

To create workflow rules in a spreadsheet, perform the following steps:



1. Sign in and navigate to the **Setup and Maintenance**
  2. Search and go to **Manage Workflow Rules in Spreadsheet** task.
  3. Download the rule template from the Rule Templates section of the Manage Workflow Rules in Spreadsheet page.
  4. Define the workflow rules in the spreadsheet.
  5. Generate the rule file.
  6. Upload the rule file to create rules.
  7. Verify the spreadsheet upload.
- You must use MS Excel version 2016 to create workflow rules. Also, every successful rule upload using a spreadsheet template overrides the existing rules for the workflow.
  - You must enable Macros for the MS Excel

Note: If the Manage Workflow Rules in Spreadsheet task is not visible follow the below mentioned steps:

Before creating and managing workflow rules, perform these steps:

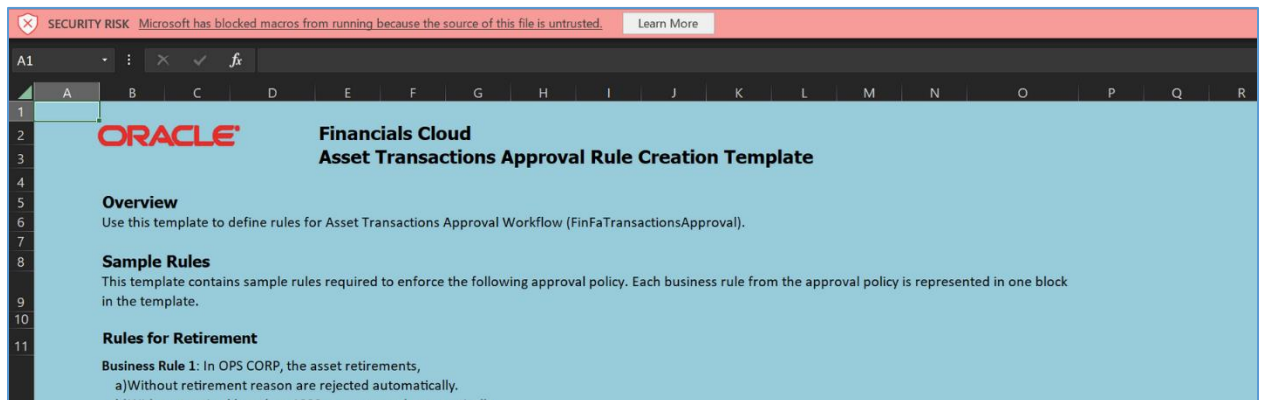
1. Sign in to the application as a Financial Application Administrator.
2. Verify if the Approval Routing Administration feature is enabled at **Offerings > Financials > Opt in Features**. Click the **Edit** icon for Financials. If the feature is not enabled, select its check box.
3. In the Setup and Maintenance work area, go to **Financials > Application Extensions > Manage Workflow Rules in Spreadsheet** task.

#### 4.1 Download the Rules Template for First Time

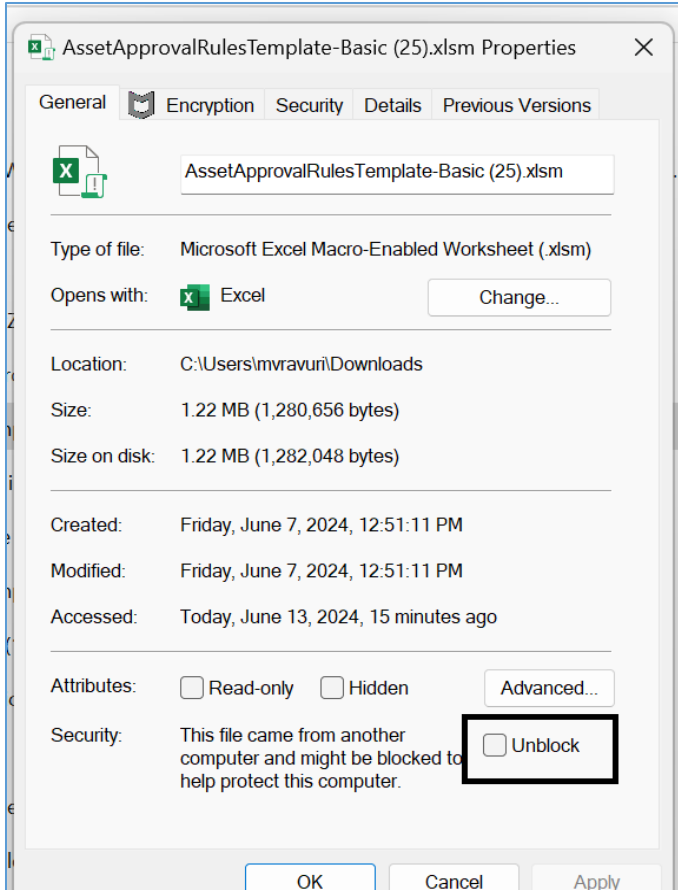
If you are creating the rules for the **first time**, download the seeded rule template with sample rules by performing these steps:

1. In the Rule Templates section of the Manage Workflow Rules in Spreadsheet page, select **Asset Transactions Approval** workflow row.
2. Click **Download**. The Download Templates dialog box appears.
3. From the dialog box, select the required template. Save the template to your local computer.

- ❖ **Note:** The rule template contains examples of an approval business case to demonstrate how to manage workflow rules using the rule template.
- ❖ If you see a message on blocked macros as per below, follow any one of the following steps to disable it.



##### 4.1.1 Right Click -> Properties -> Enable the unblock option in Security option in excel



4.1.2 Open excel-> File > Options > Trust Center > Trust Center setting>Trusted Locations, select Allow Trusted Locations on my network and then click Add New location, add the network path to the trusted location at which the simplified rule sheet template is saved.

## 4.2 Download the Rules Template after Rules Defined

If you had already defined approval rules and want to add more rules or modify existing rules, then download the rule template with all your existing rules by performing these steps: The sample rules are given in the simplified rules template sheet. These rules can be used to frame approval rules suitable as per the requirement.

1. In the Rule Templates section of the Manage Workflow Rules in Spreadsheet page, select **Asset Transactions Approval** workflow row.
2. Click on **Template Link** in **Last Successful Upload** column.
3. From the dialog box, select the required template. Save the template to your local computer.

Caution: In downloaded template, delete any existing rule only if the rule is not required because on every successful rule upload, it completely overrides the existing rules for the workflow.

### 4.3 Define the Rules in the Spreadsheet

After downloading the rule template, you must define the workflow rules using the sheets provided in the rule template. Here's a list of sheets you can see in the rule template spreadsheet:

Rules defined should cover all possible situations to prevent transactions getting stuck with undefined rules.

**Instructions:** This sheet contains details of the help topics present on Oracle Help Center for this feature and the **Generate Rule File** button. You can also update your rule template version from the Instructions sheet.

**Approval Rules:** Provides a template for configuring transaction approval rules for single asset transaction.

**Mass Approval Rules:** Provides a template for configuring transaction approval rules for mass asset transactions.

**Data Set:** This sheet provides a template to map the varying attributes to the data.

A business rule is an approval requirement within your approval policy. Before defining rules in the rule template, you must analyze approval policy. Consider these points before defining a business rule:

- ❖ Which transactions require approval?
- ❖ Who approves transactions in your organization?
- ❖ Do the approvers vary based on the transaction attributes? If so, use a data set.
- ❖ What are approval conditions?
- ❖ How do you want to route the approval notifications?
- ❖ Which approvals require FYI notifications?
- ❖ Which transactions are exempted from the approval rule?

For example:

- Asset Additions with category COMPUTER-PC in book 'VO US CORP' requiring approval by the first responder of the group, with category other than COMPUTER-PC are approved automatically. (Business Rule 2)
- Cost and Rules change transactions having asset cost change in the book 'OPS CORP' requiring approval from the Manager of Transaction Creator. Cost and Rules Change transactions not having asset cost change in book 'OPS CORP' requiring approval from the user FINUSER28.(Business Rule 1)
- Asset transfer having depreciation expense account segment 1 as '01' in the book 'OPS CORP' requiring approval by the Cost Center Manager. Depreciation Expense Account Segment 1 as not '01' are auto approved. (Business Rule 1)
- Asset Retirements with cost retired less than USD 1000 in the book 'FA IMP BOOK' requiring approval from Senior Accountant, With cost

between USD 1000 to USD 10,000 requiring approval from Manager and Director. With cost greater than USD 10,000 requiring approval from Manager, Director, and CFO. (Business Rule 3)

For the above examples, four business rules are needed. These rules are included in the sample data sheet of the “Manage Workflow Rules in Spreadsheet”. Refer to the corresponding business rule numbers mentioned above.

Use the Workflow Rules sheet to define approval rules. Enter these details:

1. Rule Description: Enter the description for each approval business rule that you define.
2. Approvers: In this section, designate approvers, specify approval routing, and define rule priority. The template supports a variety of approval routing options. This table provides you details on available approval routing and how it works.

Approval Routing	How Approval Routing Works
Supervisory Hierarchy	Members of the supervisory hierarchy beginning from the first applicable approver receive approval notifications.
Group in Parallel	Members of an approval group receive approval notifications. All members receive notifications at the same time. All members must take an action on the approval notification.
Group in Serial	Members of an approval group receive approval notifications. Only when a member takes an action on the approval notification does the next member of the series receive the approval notification.
Group First Responder	Members of an approval group receive approval notifications. All members receive notifications at the same time. Only one member is required to take an action on the approval notification.
Job Level Hierarchy	Members of the job hierarchy beginning from the first applicable approver receive approval notifications.
User	The specified application user receives the approval notification.
Role	The users with the specified application role receive the approval notification.
Auto Approve	Transactions that are automatically approved. No notifications are sent.
Auto Reject	Transactions that are automatically rejected. No notifications are sent.



FYI	Information only notifications. No action is required from the approver.
Skip Approval	Transactions for which the rule isn't applicable. No notifications are sent.

For detailed instructions on the other columns in the Approvers section, refer to the tool tip on each column header.

### Rule Priority

Rule priority specifies the order in which rules are evaluated within a particular block during evaluation of the rule set. Administrators can define the priority in the Simplified Workflow Rules Configuration spreadsheet. By default, the rule priority is set as Medium for all rules. You can change the rule priority by selecting a different value. If a dataset is being used for the rule, then its rule priority applies to all rules created using that dataset.

### Approval Conditions

In the Approval Conditions section you can select the attributes based on which the transaction should be evaluated for the workflow rules. The details of the attributes in each sheet are as follows:

#### ❖ Addition

- Asset Details
- Asset Assignments
- Addition Transaction Details
- Cost Center
- Asset Source Details
- Addition Submitter
- Addition Creator
- Addition Preparer
- Employee

#### ❖ Adjustment

- Asset Details
- Adjustment Details
- Asset Assignments
- Cost Center
- Adjustment Submitter
- Adjustment Creator
- Adjustment Preparer

#### ❖ Transfer

- Asset Details
- Asset Assignments
- Destination Asset Assignments
- Transfer Details
- Cost Center
- Employee
- Transfer Submitter
- Transfer Creator

- Transfer Preparer
- Destination Cost Center
- Destination Employee
- ❖ Retirement
  - Asset Details
  - Asset Assignments
  - Retirement Details
  - Retirement Submitter
  - Retirement Creator
  - Retirement Preparer
  - Cost Center
- To add an attribute category:
  - a) Open the list of values associated with the last column in the Approval conditions section.
  - b) Select the required attribute category.
- To add an attribute:
  - a) Open the list of values associated with the attribute category.
  - b) Select the required attribute.

While defining approval conditions, you can use a variety of operators. This table lists the supported operators.

Condition	Value Type	Format	Example
Attribute is a specific value	Text, number, or date	Value Note: No specific format applies here.	If the Asset Book is OPS CORP, then enter the value as: OPS CORP
Attribute value is one of multiple specific values	Text or number	in (value 1, value 2, ...) If the Asset Book name is OPS CORP, VO US CORP, or BI CORP then enter the value as: In (OPS CORP, VO US CORP, BI CORP)	If the Asset Book name is OPS CORP, VO US CORP, or BI CORP then enter the value as: In (OPS CORP, VO US CORP, BI CORP)
Attribute value should be within a range of values	Number or date	between value 1 and value 2 OR value 1 to value 2	If the transaction date is between 01 August 2018 to 01 August 2019, then enter the value as: Between 01/aug/2018 and 31/aug/2019 OR

Condition	Value Type	Format	Example
			01/aug/2018 to 31/aug/2018
Attribute value starts with a specific value	Text	Starts with value	If the Asset Book name starts with Vision then enter the value as: Starts with Vision
Attribute value ends with a specific value	Text	Ends with value	If the Asset Book name ends with Operations then enter the value as: Ends with Operations
Attribute value contains a specific value	Text	Contains value	If the Major Category segment contains Standard then enter the value as: Contains Standard
Attribute value matches a specific value	Text	Matches Value	If the descriptive flexfield is used for writing rule then enter the value as: Matches serial\\T(.*) number In this example, the Matches operator begins with serial and ends with number. Between the two words, there can be one space and any character. Other options that can be used with the Matches operator are: (.*) - Denotes zero or more characters. (.+) - Denotes one or more characters. \\s - Denotes space. \\d - Denotes numbers from 0-9.

Condition	Value Type	Format	Example
			? - Makes a character optional. For example: \\d? [ ] - Specifies range such as A-Z, 0-9
Attribute value is on or before a specific date	Date	On or before date	If the adjustment date is on or before 01/10/2018, then enter the value as: On or before 01/Oct/2018
Attribute value is on or after a specific date	Date	On or after date	If the adjustment date is on or after 01/10/2018, then enter the value as: On or after 01/oct/2018
Attribute value is before a specific date	Date	Before date	If the adjustment date is before 01/10/2018, then enter the value as: Before 01/oct/2018
Attribute value is a specific value and the condition must be evaluated as case insensitive	Text	Equals ignore case value	If the Feeder System is equal to FBDI Spreadsheet, then enter the value as: Equals ignore case FBDI Spreadsheet
Attribute value is a descriptive flex field	Text	Starts with	If the transaction descriptive flexfield attribute 1 starts with TT01
Attribute value is a descriptive flex field	Text	Not Starts with	If the transaction descriptive flexfield attribute 1 Not starts with TT01

Note: The operators aren't case-sensitive. However, you must enter the date in the DD/MMM/YYYY or DD-MMM-YYYY format only.

If you have a negative approval condition, add Not as a prefix to any of the supported operators. For example, your approval condition states that Asset Book name isn't VO US CORP, OPS CORP, or BI CORP then enter the value as: Not In (VO US CORP, OPS CORP, BI CORP).

If you have two distinct rule conditions that require the same approval routing, then you must enter the rule conditions in two separate rows. Ensure that the information in the Approvers section is identical for both the rows.

## **5.Rule Blocks**

A rule block is a group of rows in the workflow rules spreadsheet. You can define a business rule and all aspects of the business rule in these rows. Use a separate block for each business rule.

While all rule aspects defined within a rule block are processed simultaneously, rule blocks are processed in sequence. Therefore, before defining the rules, you must consider the sequence in which the rules should be processed.

You can create additional rows in a block and additional blocks in a sheet as needed.

To insert more blocks in a rule block:

- Select a row.
- Right- Click and Select Add Block.

To add a rule block after the existing rule blocks, click Add Block in the sheet.

To insert more rows in a rule block:

- Select a row and right-click.
- From the menu, select Insert.

To delete a rule block:

- Select all the rows in a rule block.
- Right-click and select Delete Block.

### **4.4 Data Sets**

In your approval policy, if the approver of a transaction varies based on a transaction attribute, then you should use a data set. A data set lets you define a mapping between your data and the variation in approvers based on such data.

For example, in FA RRF CORP book and QA BVT CORP book, the asset additions

- a) With cost of addition between USD 0 to 5000 requiring one level of approval, USD 5001 to 10000 requiring two levels of approval, and Above 10001 requiring three levels of approvers from Manager of the submitter for FA RRF CORP book.
- b) With the cost of addition between 0 to 20000 requiring one level of approval , Above 20001 requiring two levels of approvers from Manager of the submitter for QA BVT CORP

Refer to the sample data Business Rule # 4, in the additions sheet of “Manage Workflow Rules in Spreadsheet”

*Set Name	Approval Group /Supervisory Level/Job Level Range/ User / Role	Start Approver	Asset Details.Asset Book	Varying a
			=	Between
ApproverLevel1	1		FA RRF CORP	0 to 5000
	2		FA RRF CORP	5001 to 10000
	3		FA RRF CORP	10001 to unlimited
	1		QA BVT CORP	0 to 20000
	2		QA BVT CORP	20001 to unlimited

To define a data set, perform these steps:

1. Open the Data Set sheet of the rule template.
2. In the Set Name column, enter a unique name.
3. Enter the value in the Approval Group/Supervisory Level/Job Level Range/User/Role column. This value depends on the approval routing of the rule for which you are using the data set.

For the given example, specify the approval group name in the Approval Group/Supervisory Level/Job Level Range/User/Role column.

Note: You can only use an approval group that already exists in the BPM.

4. If your starting approver for rules using Supervisory or Job Level Hierarchy approval routing varies based on transaction attributes, click Add Start Approver. This adds the Start Approver column in the dataset. You can select any of the values from the list of values or directly enter a user name as the start approver.  
Note: You must select a Use Dataset value in the Start Approver column of the Approvers section in the Invoice Approval Rules or Invoice Request Approval Rules sheet to specify a start approver in the dataset. This ensures that the Start Approvers are picked up from the dataset for such rules.
5. In the Varying Attribute section, select the attributes based on which the approver varies for the transaction.

For the given example, select Distribution Cost Center Segment from the list of values and specify the cost center values for each approval group.

6. Enter values for each varying attribute. You can also use the supported operators with the values.
7. Click Add New Column to create additional columns for varying attributes.
8. Click Add Data Set to create additional data sets.

After you create a data set, you must enter a data set reference in your rule in the Workflow Rules sheet. Prefix the data set name with \$ to create a reference. For example, to reference a data set named Supervisory, enter the value as **\$Supervisory Set** in the Workflow Rules sheet.

You can enter the data set references in the Approvers section of the Workflow Rules sheet. Based on the approval routing used for the rule, enter data set references in these columns:

- Job Level Range
- Approval Level
- Group/User/Role Name

#### 4.5 Generate Rule File

After entering the data in the Workflow Rules sheet, click the Generate Rule File button located in the Instructions sheet to generate the rule file. A compressed file is generated. Save the file in your local computer.

#### 4.6 Upload the Rule File

To upload the rule file, perform the following steps:

1. Navigate to the Manage Workflow Rules in Spreadsheet page.
2. In the Rule Templates section, select the required workflow.
3. Click Upload. The Upload File dialog box appears.
4. In the File field, click Choose File.
5. From your local directory, select the compressed rule file that was generated from the workflow rules template.
6. Click Submit. A confirmation message stating the process ID appears.  
Caution: Every successful rule upload using a spreadsheet template completely overrides the existing rules for the workflow. In other words, all the existing rules are deleted completely and rules in the current upload are added.
7. Click OK.
8. Click Submit. A confirmation message stating the process ID appears.

#### 4.7 Update the Rule Template Version

While uploading your rule template, if you're asked to update the file version, perform the following steps:

- Download the latest version of the rule template from the Manage Workflow Rules in Spreadsheet page. You can select any of the available templates for the workflow.
- In the Instructions sheet of the rule template, click Update Spreadsheet.
- Select the older version of the rule template and click OK.
- Review the copied rules and proceed as usual to create rules using the latest version of the rule template.

This copies rules from the older version of your rule template to the latest version.

#### 4.8 Verify the Spreadsheet Upload

The Upload History section displays details of the spreadsheet uploads such as the date, user, rule template used, and the status.

If the rule upload process fails, the status is displayed as Error. Click Error to download the Error CSV file. Review the error details, resolve the errors in the spreadsheet, and generate the rule file again.

## 5 Initiate Approval

The details for submitting the transactions for approval are as below:

### 5.1 Single Asset Transaction

#### 5.1.1 Addition

The approval for the single asset addition will be initiated when you click the 'Submit' button on the 'Add Asset Page' or when the transactions are posted for the asset source lines transferred from payables.

You can choose 'Approval Type' as 'Single' or 'Mass' from the list of values in the Create Asset Additions spreadsheet. If you choose the Approval type as single then each asset addition can be approved separately and approval rules to build the approvers list is to be setup using 'Addition Approval Rules' sheet.

If you choose approval type as 'Mass' in the 'Transaction Group'. The assets are selected for the batch approval. Assets are approved in batch and approval rules to build the approvers list is to be setup using ' Mass Approvals Rules' sheet.

#### 5.1.2 Adjustment/Transfer/Retirement

You can perform the transactions using 'Basic' tab in the following pages.

- Adjust Assets
- Transfer Asset
- Retire Asset

Approval rules can be created only for the following type of adjustment transactions.

- ❖ Change Category
- ❖ Cost and Rule Change

All approvals are initiated when the user clicks the "Submit" button to post the transaction.



## 5.2 Mass Transactions

### 5.2.1 Addition

The following are the two new attributes added in the Create Asset Addition spreadsheet

#### Approval Type

- Contains list of values Mass or Single.
- Select 'Mass' if the asset addition is to be approved in group and 'Single' if the asset addition is to be approved individually.
- Use the 'Addition Approval Rules' spreadsheet for the approval rules for the assets added with approval type 'Single' and 'Mass Approval Rules' for assets added with approval type 'Mass'

#### Transaction Group

- The Transaction Group entered in the Create Transaction Group UI appears in the list of values.
- Select the Transaction Group to which the asset should be grouped for Mass Approval.

#### Steps in Mass Additions Approval

- ❖ Create a Transaction Group
  - Click on Prepare Source lines Task.
  - Select the Asset Book for which addition approval is enabled.
  - Click on the 'Manage Transaction Groups' button.
  - Create a Transaction Group using the Create Transaction Group Page.
  - Enter the 'Transaction Group' Name and 'Save and Close'.

The screenshot displays the 'Create Transaction Group' interface in Oracle. At the top, the Oracle logo and navigation icons are visible. The page title is 'Create Transaction Group' with 'Currency = USD' below it. On the right, there are 'Save' and 'Cancel' buttons. The main form area is divided into sections. The top section contains 'Book' (VO US CORP), 'Mass Transaction Number' (300100578411877), 'Transaction Group' (TG02), 'Open Period' (Jul-07), 'Approval Status' (Required), and 'Regional Information' (a dropdown). Below this is the 'Transaction Details' section, which includes a 'Comments' text area, 'Preparer' (a dropdown), 'Additional Information' (MAV01), 'Reason' (MFG01), 'Misc Info' (a text field), 'Context Value' (a dropdown), and another 'Regional Information' dropdown.

Add Assets using Spreadsheet with the Approval Group and Transaction Group with the Transaction Group name that was entered in the 'Create Transaction Group' page.

- Enter the assets
- Select the Approval Type and Transaction Group from the list of values
- Set the status of the queue to Post.

- Click the Post button to initiate the approval process

ORACLE® Create Asset Additions							
Worksheet Status							
Asset Additions Changed	* Required Status	*Interface Line Number	Asset Book	*Asset Type	*Queue Name	*Description	Preparer
▲		1	VO US CORP	Capitalized	Post	APP TEST01	
▲		2	VO US CORP	Capitalized	Post	APP TEST02	
▲		3	VO US CORP	Capitalized	Post	APP TEST03	

Project Number	Task Number	Comments	Add to Asset Number	Approval Type	Transaction Group
				Mass	TG02
				Mass	TG02
				Single	▼
				Mass	
				Single	

## 5.2.2 Mass Adjustment/Transfer/Retirement

You can perform mass transactions in any one of the following ways

- Using 'Mass' tab in Adjust Asset/Transfer Asset/Retire Asset
- Adjust Assets in Spreadsheet task
- Transfer Assets in Spreadsheet task
- Retire Assets in Spreadsheet task
- Fixed Asset Mass Adjustments Import FBDI template
- Fixed Assets Mass Transfer Import FBDI template
- Fixed Assets Mass Retirements Import FBDI template

Transaction Group as whole is approved. The approval rules to build the approvers list has to be setup using 'Mass Approval Rules' sheet. When you perform mass adjustments, transfer and retirement using "Mass" page, you can enter transaction details, asset selection, and the details for the transaction group/batch. The approval rules can be setup only based the attributes entered in the page.

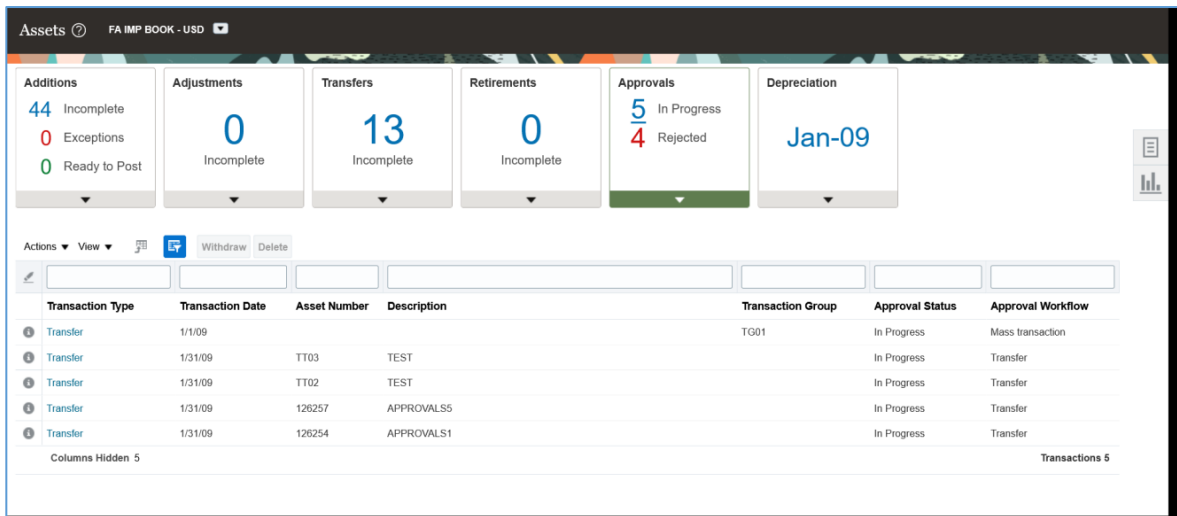
## 6 Transactions under Approval

In Assets landing page, a new **Approval** infotile shows the asset transaction that are under approval. Approval infotile will be displayed only if approval is enabled for the selected asset book. One row will be displayed for each transaction approval notification and in case of mass transactions, one row per transaction group/batch will be displayed. A link will be available on each row to drilldown to the transaction details

Approval infotile has two buckets:

**In Progress:** Transactions awaiting approval from an approver. You cannot update this transaction but can only view entered transaction details.

**Rejected:** Transactions rejected, returned, and withdrawn will be included in this. You can update and resubmit for approval. If any line in this bucket is not required then it can be deleted.

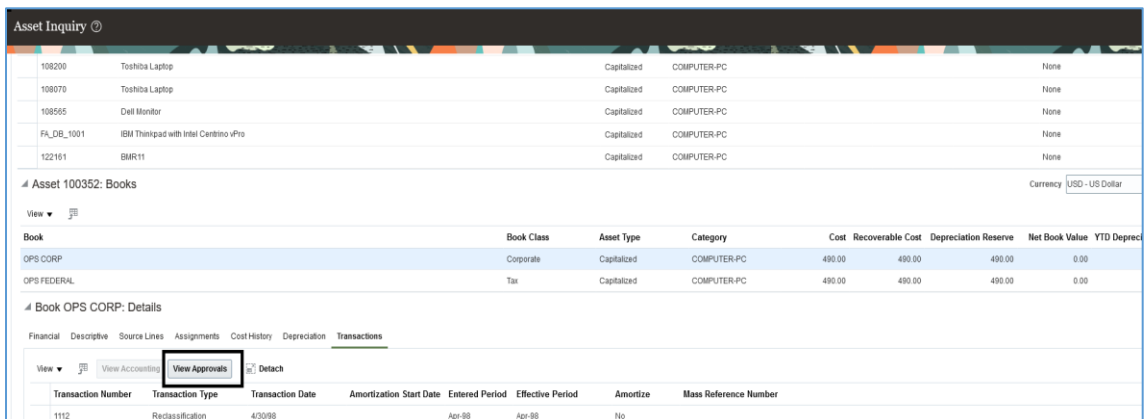


The screenshot shows the 'Assets' page for 'FA IMP BOOK - USD'. It features a dashboard with several summary cards: Additions (44 Incomplete, 0 Exceptions, 0 Ready to Post), Adjustments (0 Incomplete), Transfers (13 Incomplete), Retirements (0 Incomplete), Approvals (5 In Progress, 4 Rejected), and Depreciation (Jan-09). Below these is a table of transactions with columns: Transaction Type, Transaction Date, Asset Number, Description, Transaction Group, Approval Status, and Approval Workflow. The table lists five 'Transfer' transactions from 1/1/09 to 1/31/09, with descriptions like 'TEST' and 'APPROVALS'. A 'Columns Hidden' section shows 5 hidden columns, and a 'Transactions 5' indicator is at the bottom right.

Transaction Type	Transaction Date	Asset Number	Description	Transaction Group	Approval Status	Approval Workflow
Transfer	1/1/09			TG01	In Progress	Mass transaction
Transfer	1/31/09	TT03	TEST		In Progress	Transfer
Transfer	1/31/09	TT02	TEST		In Progress	Transfer
Transfer	1/31/09	126257	APPROVALS5		In Progress	Transfer
Transfer	1/31/09	126254	APPROVALS1		In Progress	Transfer

## 7 Approval History

It can be viewed in the Asset Inquiry Page



The screenshot shows the 'Asset Inquiry' page. It lists several assets with columns for Asset Number, Description, Book Class, Asset Type, Category, Cost, Recoverable Cost, Depreciation Reserve, Net Book Value, and YTD Depreciation. Below the list, there's a section for 'Asset 100352: Books' with a 'View' dropdown and a 'View Approvals' button highlighted. The 'View Approvals' button is located in the 'View' dropdown menu. The 'View Approvals' button is located in the 'View' dropdown menu. The 'View Approvals' button is located in the 'View' dropdown menu.

Asset Number	Description	Book Class	Asset Type	Category	Cost	Recoverable Cost	Depreciation Reserve	Net Book Value	YTD Depreciation
108200	Toshiba Laptop	Capitalized	COMPUTER-PC	None					
108070	Toshiba Laptop	Capitalized	COMPUTER-PC	None					
108565	Dell Monitor	Capitalized	COMPUTER-PC	None					
FA_DB_1001	IBM Thinkpad with Intel Celeron vPro	Capitalized	COMPUTER-PC	None					
122161	BMR11	Capitalized	COMPUTER-PC	None					

## 8 Manage Workflow Transactions

Transaction Console gives the flexibility to workflow administrators to review the progress of approval transaction. They can review the current assignee of the transactions or they can review the error if transaction is failed in approval process. Transaction Console also allows them to take certain action based on the state of the transactions.

Examples of actions that can be taken:

- Track transaction statuses and download spreadsheets with information about transactions.

- Download and review diagnostic logs for transactions with errors. For example, you can see the conditions in the approval rules that might have caused the error.
- Depending on what's going on with the transaction and what roles you have, you might be able to, for example, reassign or recover the transaction.

## 8.1 How to Enable

Navigate to setup task 'Manage Standard Lookups'

- Create Lookup type with name FA\_ADVANCE\_DEV\_CODE if it does not exist. Else, skip this step.
- Enter Lookup Type as "FA\_ADVANCE\_DEV\_CODE".
- Meaning and description as your choice.
- Select Module as "Assets"(Application)
- Keep the defaults for other attributes
- Save

Add new Lookup Code as below

- Enter 'FA\_ENABLE\_TAC' for lookup code, meaning and description
- Keep 'Enabled' check box checked
- Save

## 8.2 Find Transactions in Transaction Console

Follow these steps:

- Click **Navigator > Tools > Transaction Console**.
- If you see tabs, make sure you're on the **Transaction Summary** tab.
- On the Transaction Manager: Transactions page, check the **Last Refresh** time stamp after the page title to see when the transaction statuses were last updated. Click the **Refresh** icon if needed. You can refresh any time as long as someone else didn't already start a refresh.
- Also, the **Refresh Transaction Administrator Console Transaction Status** scheduled process automatically runs every hour to refresh the statuses. If you find that's not enough, you can submit the process to run on a more frequent schedule. Your process would run instead of the automatic hourly one.
- If you open, the details for a specific transaction (step 5), its status also refreshes and you see the latest on the details page.
  1. View the transactions with a status that matches the default Status filter, for example Failed. You can remove this filter to get results for all statuses. Alternatively, use the search and filters to apply your own criteria, for example, to find transactions that are priority 1 or submitted by a specific person.

- You can use the search to find results based on keywords in the **Name** or **Process Name** column, or specifically use the Name or Process Name filters.
  - Name is {Asset Number} – {Asset Book Name} Example: 100918 – OPS CORP
  - Process Name is 'Asset Adjustments Approval'
  - You can personalize filters to add or hide filters, and create saved searches for future use.
2. Select and act on the transactions right there from the results table, or click the transaction in the Name column to see details, such as diagnostic information for failed transactions, and go from there.

### 8.3 Act on Transactions without Opening Details

Here's what you do:

1. Select one or more transactions from the results table.
2. Optionally use the **Priority** menu to set an issue priority, so that you can later filter on the priority to find these transactions.
3. Open the **Actions** menu and select an action. If you selected more than one transaction, you see only the actions that can apply to all of them.

### 8.4 Use Transaction Details

What you can see and do in the transaction details depends on the transaction status and what roles you have. For example, for transactions that are in progress or completed, you might see the approval history, which shows who already approved and who the current assignee is, if any.

For failed transactions, you can get information about the issues and, if you're an administrator, usually take some action:

1. Select an **issue** from the Issues list, if the transaction has more than one issue.
2. Review the information in the Instructions and Details sections, including any description and resolution for the issue, as well as the related workflow task and approval rule
3. Click the **Download** link to get the diagnostic log.
4. Use the **Issue Priority** list to set an issue priority, if you want to later filter on the priority to find this transaction.
5. From the **Assigned To** list, select the person who should fix the issue, for tracking and filtering purposes.
6. Add comments, for example to track what you're doing to address the issue, or note down any service request IDs. You and others can see these comments only in the Transaction Console, not with the workflow task in the worklist.
7. If you can, take action to address the issue. Here are some examples of how you might go about it:

- a. Open the **Actions** menu and select an action to manage the transaction.
  - b. Follow up with the person you assigned the issue to or your help desk. Give them the diagnostic log and other information from the transaction details.
  - c. Reconfigure the approval rule that the transaction is based on, and have the workflow task resubmitted.
8. Select another issue from the **Issues** list, if any, and go through the same process.
9. Click **Save and Close**.

## 8.5 Download a Spreadsheet of Transactions

This is all you need to do:

1. In the results table, select the transactions you want to include in the spreadsheet. To get all transactions, either select all of them or none at all.
2. On the **Actions** menu, click **Download**.

## 8.6 Statuses for Filtering Transactions

Use the Transaction Manager: Transactions page in the Transaction Console work area to track the status of transactions. For example, you can filter the transactions by status to see just the transactions that are in progress or stuck.

Note: These statuses aren't the actual workflow task statuses that you see in the worklist or in notifications.

Status	Description
Auto Recovery	The transaction ran into some issues, but the application is trying to fix them without any action on your end.
Completed	All approvals are done and the transaction successfully went through all processes.
Draft	The transaction is saved but not submitted yet. This status doesn't apply to all product families.
Failed	The transaction has one or more errors, for example, due to a network or database outage, or an issue in the approval rules setup.

## 8.7 Actions for Managing Transactions

Use the Transaction Manager: Transactions page in the Transaction Console work area to manage and troubleshoot transactions. There are many actions you can take. For example, you can withdraw a transaction even if you're not the one who submitted it.

What you can do depends on the transaction status and the roles you have. Some actions, such as approve and reassign, are the same as the ones you can take on the workflow tasks from the worklist or from notifications.

Action	Description
Add Comment	Add your notes for the transaction, for example to track what you're doing to address the issue, or to jot down any service request IDs. You and others can see these comments only in the Transaction Console.
Alert Initiator on Error	Notify the submitter if the transaction ends up in error.
Approve	Approve the transaction if the workflow task is currently assigned to you to approve or reject.
Download	Get a spreadsheet with information about the selected transactions.
Reassign	Reassign the workflow task to an approver, the submitter, or someone else.
Recover	Restart the process after the transaction stopped due to errors. After you address the issue, use this action to pick up where the process last left off and retry whatever had ended up in error.
Reject	Reject the transaction if the workflow task is currently assigned to you to approve or reject.
Terminate Process	Completely end the transaction so that no one can see or act on the workflow task again.
Withdraw	Remove the workflow task from the workflow. You can ask the submitter to submit again, for example, after an issue is resolved.

## 9 Recommendations

While framing the rules ensure that:

- ❖ Relevant operators are selected based on the value type.
- ❖ Multiple rules are not defined for the same asset book.
- ❖ The rules defined are complete. For example, if a rule is defined based on the asset cost. If the first rule is for the asset cost between USD 500 to USD, 1000 all conditions pertaining to the rule should be covered. There should be a rule to cover if the cost is below USD 500 and above USD 1000.
- ❖ Define auto approval for mass transaction if they don't require approval.
- ❖ Unique batch name is assigned for each Mass transaction.