

SBITA Basic Add Job Aid

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

Getting Started

- Identify the Subscription 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
 2. Add Profile ID (*Note: The selected Profile ID should reflect the number of months in the Subscription Term. All Subscription Profile IDs begin with*

SBITA BASIC ADD JOB AID

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

1SBITA Prefix. Please contact Core-CT if an appropriate Profile ID is not available in the look-up.) Contact Core-CT by logging a Help Desk Request via Footprints. If you are not able to access Footprints, please submit an email to Readiness@ct.gov

3. Add Tag Number

The screenshot shows the Oracle Asset Management 'Basic Add' form. The 'Asset Information' tab is selected. The 'Tag Number' field is highlighted in yellow and contains the value 'SUBSCR011'. Other fields include Description 'Subscription 35 Months', Asset ID '000000001387', Unit 'OSCM1', and Asset Status 'In Service'. The 'Profile ID' is '1SBITA35'. The form also includes fields for CAP #, Asset Class, Asset Type, Asset Subtype, Acquisition Date, Placement Date, Collateral Asset, Acquisition Code, FERC Code, Financing Code, Fair Value, Replacement Cost, Index Name, Subindex Name, Parent/Child, Parent ID, Region Code, and Composite Asset ID. There are checkboxes for 'Taggable Asset', 'Capitalized Asset', 'New Asset', 'Available For Use', 'In Physical Use', 'Federally Funded Asset?', and 'Composite Asset'.

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

SBITA BASIC ADD JOB AID

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

Oracle Asset Management - Basic Add

Unit: OSCM1 Asset ID: 000000001387 Tag: SUBSCR011 In Service

Location/Comments/Attributes

Effective Date: 03/01/2022 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
Image

Save Add Update/Display Include History Correct History

- Expand the **Comments Section**

Add a free form comment to describe the Subscription Terms and End Date

SBITA BASIC ADD JOB AID

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

The screenshot shows the Oracle Asset Management interface for adding a new asset. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The Oracle logo is at the top left. The form has several tabs: General Information, Operation/Maintenance, Asset Acquisition Detail, Location/Comments/Attributes (selected), Manufacture/License/Custodian, and Asset Supplemental Data. The selected tab shows the following details: Unit: OSCM1, Asset ID: 00000001387, Tag: SUBSCR011, In Service. Below this are expandable sections for Location, Comments, Physical and Custom Attributes, Detailed Description, and Image. The Comments section is expanded, showing a comment with the text: "35 Month Software Subscription Effective 03/01/2022 to 01/31/2025". The comment was added on 03/01/2022 at 1:14:22PM. At the bottom of the form, there are buttons for Save, Add, Update/Display, Include History, and Correct History. A footer bar contains the same breadcrumb trail as the top of the page.

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

SBITA BASIC ADD JOB AID

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

Unit OSCM1 Asset ID 000000001387 Tag SUBSCR011 In Service

Manufacturer Information

Serial ID 20222025

Manufacturer ID ORACLE

Manufacturer Name Oracle Corporation

Model Cloud Year 2022

Product Version Production Date

Plant Contact

VIN SKU

Save Add Update/Display Include History Correct History

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | **Manufacture/License/Custodian** | Asset Supplemental Data

- Expand the **Custodian Information** Section

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

Unit OSCM1 Asset ID 000000001387 Tag SUBSCR011 In Service

Custodian Information Find | View All First 1 of 1 Last

Effective Date 03/01/2022 Effective Sequence 0

Custodian Lastname,First This Asset is Offsite

Empl ID

Authorization

Status Not Authorized Date

Name

- Select the **Asset Acquisition Detail** Tab

SBITA BASIC ADD JOB AID

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

Add a more detailed description

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

Example \$1000.00 per month X 35 Month Lease = \$35,000.00 dollars

Note: Add any necessary ancillary implementation costs (to place the asset In-Service)

Implementation Cost = \$5000.00

Total Asset Cost Basis = \$40,000.00

The screenshot shows the Oracle Asset Management 'Basic Add' form. The 'Acquisition Details' section is highlighted, showing the following fields:

- Description: Oracle Cloud Subscription
- System Source: AM Online Entry Page
- Incentive ID: (empty)
- Quantity: 1.0000
- Amount: 40,000.00
- Sales Tax: 0.00
- Use Tax: 0.00
- Freight: 0.00
- Misc Charge: 0.00
- Total Amount: \$40,000.00
- *Capitalize: To be Capitalized

The 'Capitalization Information' section is also visible, showing the following fields:

- Profile ID: 1SBITA35
- Rate Type: CRRNT
- Accum Depr in Current Pd: (checkbox)
- Default Book: GASB
- Left to Capitalize table:

Quantity	Amount
1.0000	40,000.00 USD
- Trans Date: 03/01/2022
- Acctg Date: 03/01/2022
- Trans Code: (dropdown)

The form includes navigation tabs at the top: General Information, Operation/Maintenance, Asset Acquisition Detail, Location/Comments/Attributes, Manufacture/License/Custodian, and Asset Supplemental Data. Action 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: if there are multiple funding sources, a separate Asset Acquisition Detail row must be entered for each source)

SBITA BASIC ADD JOB AID

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

Each new row must be Capitalized separately

The screenshot shows the Oracle Asset Management 'Basic Add' form. The 'Acquisition Details' section includes fields for Description (Oracle Cloud Subscription), System Source (AM Online Entry Page), Incentive ID, Quantity (1.0000), Amount (40000), 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 (1SBITA35), Rate Type (CRRNT), Accum Depr in Current Pd (unchecked), Default Book (GASB), Trans Date (03/01/2022), Acctg Date (03/01/2022), and Trans Code. A table shows 'Left to Capitalize' with Quantity 1.0000 and Amount 0.00 USD. Buttons for Save, Add, Update/Display, Include History, and Correct History are visible.

The screenshot shows the Oracle Asset Management 'Basic Add' form with an 'Acquisition Detail Chartfields' dialog box open. The dialog box contains the following fields: Fund Code (11000 - General Fund), Department (OSC15250 - Information Technology), Special ID (10050 - Equipment), Program Code (00000 - All Programs), Budget Reference, ChartField 1, ChartField 2, PC Business Unit, Project, Activity, Source Type, Category, and Subcategory. The dialog box has OK and Cancel buttons.

SBITA BASIC ADD JOB AID

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

- Select the **Interface Info** hyperlink

Add the appropriate Purchase Order reference

There is no automated PO and A/P Asset Integration. The AM Business Unit and Profile ID should always be blank on source

(Note: 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 at the top left. Below the breadcrumb is a navigation bar with tabs: General Information, Operation/Maintenance, Asset Acquisition Detail (selected), Location/Comments/Attributes, Manufacture/License/Custodian, and Asset Supplemental Data. The form displays the following information:

- Unit: OSCM1, Asset ID: 00000001387, Tag: SUBSCR011, In Service
- Acquisition Details section with fields: Description (Oracle Cloud Subscription), System Source (AM Online Entry Page), Incentive ID, Quantity (1.0000), Amount (40,000.00), Sales Tax (0.00), Use Tax (0.00), Freight (0.00), Misc Charge (0.00), Total Amount (\$40,000.00), and *Capitalize (Already Capitalized).
- Base Currency: USD, Currency: USD, Category: SBITA, Cost Type: (blank).
- Buttons: Save, Add, Update/Display, Include History, Correct History.
- Footer: General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data

SBITA BASIC ADD JOB AID

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

The screenshot displays the Oracle Asset Management interface. The main window shows the 'Capitalization Information' section with the following details:

- Profile ID: 1SBITA35
- Rate Type: CRRNT
- Accum Depr in Current Pd:
- Capitalize Button: Capitalize

The 'Acquisition Details' dialog box is open, showing the following sections:

- Payables Acquisition:** AP Unit, Voucher ID, Vchr Line, Distrib Line, Supplier ID, Invoice Number, Invoice Date.
- Purchasing:** PO Unit (OSCM1), PO No. (0000005576), PO Line, Sched Num, Distrib Line.
- Receiving:** BU Recv, Receipt No, Receipt Line, Ship Seq, Distrib Ln.
- Procurement Group:** Table with columns: Procurement Group ID, Seq, Primary Unit.
- Project Cost Acquisition:** PC Bus Unit, Project, Activity, Source Type.

Buttons: OK, Cancel.

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

SBITA BASIC ADD JOB AID

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

Navigation: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

ORACLE

General Information | Operation/Maintenance | **Asset Acquisition Detail** | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data

Unit OSCM1 Asset ID NEXT Tag SUBSCR011 In Service

Acquisition Details Find | View All First 1 of 1 Last

Description	Oracle Cloud Subscription		
System Source	AM Online Entry Page		
Incentive ID			
Quantity	1.0000	Base Currency	USD
Amount	40,000.00	Currency	USD
Sales Tax	0.00	Category	
Use Tax	0.00	Cost Type	
Freight	0.00	Interfaces Info...	
Misc Charge	0.00	Acquisition Detail Chartfields	
Total Amount	\$40,000.00		
*Capitalize	To be Capitalized		

Capitalization Information

Profile ID	1SBITA35	Default Book	GASB	Trans Date	03/01/2022
Rate Type	CRRNT	Left to Capitalize		Acctg Date	03/01/2022
<input type="checkbox"/> Accum Depr in Current Pd		Quantity	1.0000	Trans Code	
Capitalize		Amount	40,000.00 USD		

Buttons: Save | Add | Update/Display | Include History | Correct History

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data

SBITA BASIC ADD JOB AID

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

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.

Asset Details:

- Incentive ID: [Empty]
- Quantity: 1.0000
- Amount: 40,000.00
- Sales Tax: 0.00
- Use Tax: 0.00
- Freight: 0.00
- Misc Charge: 0.00
- Total Amount: \$40,000.00
- *Capitalize: To be Capitalized

Base Currency: USD
Currency: USD
Category: SBITA
Cost Type: [Empty]

Capitalization Information:

- Profile ID: 1SBITA35
- Rate Type: CRRNT
- Accum Depr in Current Pd:
- Default Book: GASB
- Trans Date: 03/01/2022
- Acctg Date: 03/01/2022
- Trans Code: [Empty]

Asset Cost Information:

- Book Name: GASB
- Quantity: 1.0000
- Cost: 40,000.00 USD
- Salvage: 0.00 USD
- Category: SBITA
- Cost Type: [Empty]
- Accum Depr: [Empty]
- YTD Depr: [Empty] USD

Chartfields:

Fund	Dept	SID	Program	Bud Ref	ChartField 1	ChartField 2	PC Business Unit	Project	Activity	So
11000	OSC15250	10050	00000							

Buttons: Save, Add, Update/Display, Include History, Correct History

Footer: General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data

A new Subscription Asset is successfully created and In-Service

SBITA BASIC ADD JOB AID

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

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 at the top left. Below it are tabs for General Information, Operation/Maintenance, Asset Acquisition Detail (selected), Location/Comments/Attributes, Manufacture/License/Custodian, and Asset Supplemental Data. A yellow header bar displays: Unit OSCM1, Asset ID 000000001387, Tag SUBSCR011, and In Service. The 'Acquisition Details' section includes: Description: Oracle Cloud Subscription; System Source: AM Online Entry Page; Incentive ID: (empty); Quantity: 1.0000; Amount: 40,000.00; Sales Tax: 0.00; Use Tax: 0.00; Freight: 0.00; Misc Charge: 0.00; Total Amount: \$40,000.00; *Capitalize: Already Capitalized. On the right, Base Currency is USD, Currency is USD, and Category is SBITA. There are also fields for Cost Type and links for Interfaces Info... and Acquisition Detail Chartfields. At the bottom, there are buttons for Save, Add, Update/Display, Include History, and Correct History, and a breadcrumb trail: General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data.

END