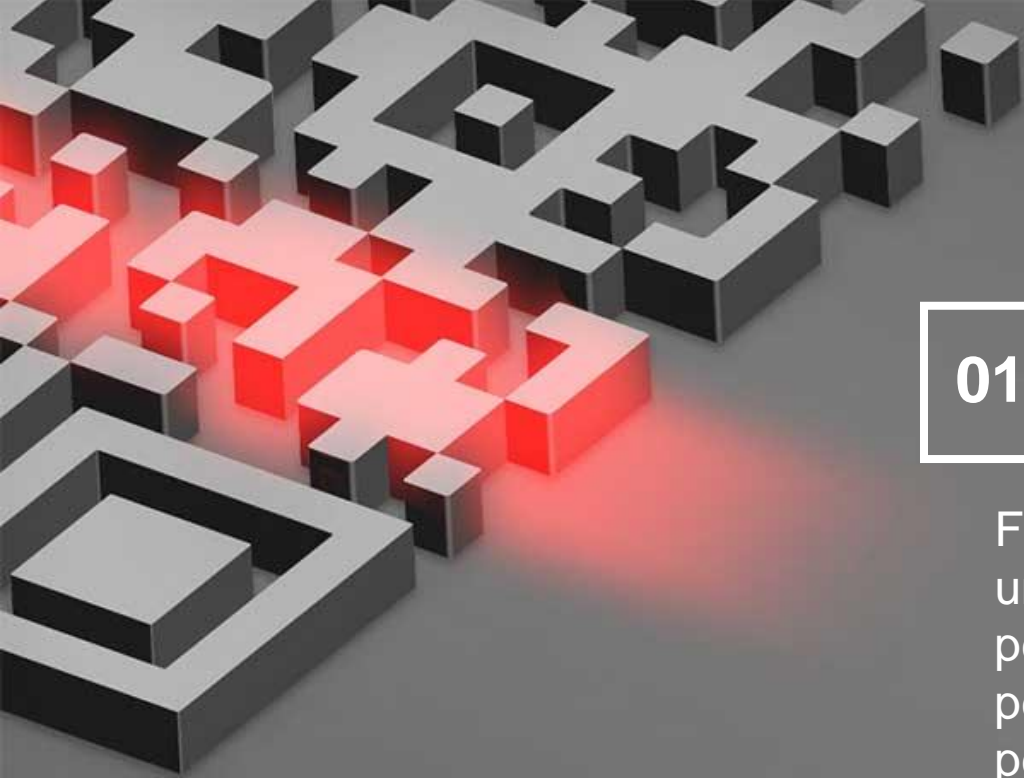


Panduan Transfer Assets dan Update Descriptive Details pada Oracle Fixed Assets Fusion ITB

Seksi Inventarisasi Siklus, Monitoring, dan
Evaluasi Sarana Prasarana
Direktorat Sarana dan Prasarana ITB - 2023



Transfer Assets dan Update Descriptive Details

01 Transfer Assets

Fitur yang dapat digunakan untuk melakukan perubahan informasi lokasi penempatan aset, perubahan kepemilikan, dan juga perubahan informasi perihal COA pembebanan depresiasi atas aset terkait.

02 Update Descriptive Details

Fitur yang dapat digunakan untuk merubah deskripsi umum dari suatu aset, diantaranya:

- ✓ Description
- ✓ Manufacturer
- ✓ Model
- ✓ Asset Key
- ✓ Employee
- ✓ Dan lain-lain

Selain itu, fitur ini juga dapat digunakan untuk menginput/menambahkan/mengupload file pada attachment aset terkait (foto, dokumen, dan sebagainya)

A 3D isometric graphic in the top-left corner of the slide. It features a grid of grey rectangular blocks. A path of red blocks starts from the left edge and moves towards the center. A bright red glow emanates from the end of this path, casting a soft red light on the grey blocks below it. The background is a solid, dark grey color.

1. Transfer Assets

1. Prosedur Transfer Assets

The screenshot displays the Oracle ERP user interface. At the top, the Oracle logo is visible on the left, and navigation icons (home, star, flag, bell) and a search box (SS) are on the right. The main header area shows a personalized greeting: "Good morning, Sonnya Nurman, Sasongko!". Below this, a horizontal menu contains several tabs: "Intercompany Accounting", "Fixed Assets", "Procurement", "My Enterprise", "Tools", "Configuration", "Apex", and "Others". The "Fixed Assets" tab is currently selected. Underneath the tabs, there are two columns of options. The "QUICK ACTIONS" column includes "Prepare Source Lines" and "Adjust Assets". The "APPS" column features two main menu items: "Assets" and "Asset Inquiry". The "Assets" menu item is highlighted with a red circle, and a red circle containing the number "1" is positioned below it, indicating the first step in the procedure. Below the main content area, there are two white panels. The left panel shows "Assigned to Me" with a large "0" and "Created by Me". The right panel displays a notification icon and the text "You have no open notifications."

1. Langkah pertama seperti biasa, masuk ke **Tab Fixed Assets**, dan kemudian pilih menu **Assets**

1. Prosedur Transfer Assets

The screenshot displays the Oracle Assets interface for 'ITB ASSET - IDR'. The top navigation bar includes the Oracle logo and user information. Below the navigation bar, there are summary cards for 'Additions' (449 Incomplete, 0 Exceptions, 36 Ready to Post), 'Adjustments' (0 Incomplete), 'Transfers' (0 Incomplete), 'Retirements' (0 Incomplete), and 'Depreciation' (Jun-23). A toolbar contains various actions like 'Prepare All', 'Merge', 'Add to Asset', 'Split', and 'Change Book'. The main area shows a table of asset transactions with columns for Description, Invoice Number, Cost, In Service Date, Category, PO Number, Units, Comments, Project Number, and Asset Number. A sidebar on the right lists various tasks, with 'Transfer Assets' highlighted in red. Red circles and arrows labeled '2' and '3' point to the task icon and the 'Transfer Assets' menu item, respectively.

Description	Invoice Number	Cost	In Service Date	Category	PO Number	Units	Comments	Project Number	Asset Number
Gedung Graha Intirama	736/IT1.B06/KU/2...	75.829.954.640,00	28/04/23	10.10101.1010101	14662	1	Mohon diisi manufacture, model, e...		
⚠️ Jasa konstruksi fisik bangunan tidak seder...	005/INV-T2/TCA/I...	11.295.486.261,50	23/05/23	10.10101.1010101	1227	12.537.989.750			
⚠️ Jasa konstruksi fisik bangunan tidak seder...	002/INV-TI/TCA/IT...	11.295.486.261,50	20/02/23	10.10101.1010101	1227	12.537.989.750	Mohon di isi manufacture, model, e...		
⚠️ Gedung Graha Intirama	737/IT1.B06/KU/2...	10.224.024.192,00	28/04/23	10.10101.1010101	14663	1	Mohon di isi manufacture, model, e...		
⚠️ Gedung Graha Intirama	738/IT1.B06/KU/2...	8.946.021.168,00	28/04/23	10.10101.1010101	14664	1	Mohon di isi manufacture, model, e...		
⚠️ Gedung Graha Intirama	748/IT1.B06/KU/2...	8.341.295.010,02	04/05/23	10.10101.1010101	14704	1	Mohon di isi manufacture, model, e...		
⚠️ Access Point	0028/INV-GTP/Q2/...	5.928.004.199,52	24/05/23	06.06109.0610904	10820	367			
⚠️ Access Point	cancel revisi PPN	5.558.109.660,00	15/03/23	06.06109.0610904	10820	310	Mohon di isi manufacture, model, e...		
⚠️ Jasa konstruksi sarana dan prasarana	R-PB002718222-	4.830.771.734,70	31/12/22	10.10101.1010101	7055	1	Mohon di isi manufacture, model, e...		
⚠️ Revitalisasi Kawasan Ganesha Tahap 1	393/SPP-PDP/KP-...	3.220.514.482,30	02/12/22	10.10101.1010101	7055	1	Mohon untuk di cek kembali sebelu...		
⚠️ Digital Radiographic	UAS/FIN-INV/23/I...	2.171.171.172,00	04/04/23	06.06108.0610801	10484	1	Mohon di isi manufacture, model, e...		

2. Kemudian klik Task (gambar kotak dengan 3 garis didalamnya)
3. Pilih menu Transfer Assets

1. Prosedur Transfer Assets

The screenshot shows the Oracle 'Transfer Assets' interface. At the top, there is a navigation bar with the Oracle logo and a 'Done' button. Below the navigation bar, there are tabs for 'Basic' and 'Mass'. The main area is titled 'Search: Assets' and contains several search filters. A red circle highlights the 'Asset Number' field, with a red '4' in a circle next to it. The filters include: '* Book' (ITB ASSET), '** Category', '** Asset Number', 'Description', 'Asset Type', '** Tag Number', 'Serial Number', and 'Employee Name'. There are also buttons for 'Advanced', 'Manage Watchlist', 'Saved Search', and 'All Assets'. Below the filters, there are buttons for 'Search', 'Reset', and 'Save...'. At the bottom, there is a table for 'Asset: Assignments' with columns for 'Units', 'Employee Name', 'Employee Number', 'Depreciation Expense Account', and 'Location'. The table is currently empty, showing 'No search conducted.'

4. Isikan kolom **Assets Number** dengan nomor aset yang akan di transfer, lalu klik **Search** atau tekan enter

1. Prosedur Transfer Assets

The screenshot shows the Oracle Transfer Assets interface. At the top, there is a navigation bar with the Oracle logo and a 'Done' button. Below the navigation bar, the page title 'Transfer Assets' is displayed. The main content area is divided into two tabs: 'Basic' and 'Mass'. The 'Basic' tab is active, and it contains a search section titled 'Search: Assets'. This section includes several input fields: '* Book' (a dropdown menu with 'ITB ASSET' selected), '** Category' (an empty text box), '** Asset Number' (a text box containing 'U570002'), and 'Description' (an empty text box). To the right of these fields are 'Asset Type' (a dropdown menu), '** Tag Number' (an empty text box), 'Serial Number' (an empty text box), and 'Employee Name' (a dropdown menu). A red circle with the number '5' is drawn around the 'Transfer Asset' button in the 'View' dropdown menu. Below the search filters, there is a table with the following data:

Asset Number	Description	Category	Asset Type	Asset Key	Tag Number	Serial Number
U570002	Lemari Besi + Kaca	06.06102.0610203	Capitalized			

Below the table, there is a section titled 'Asset U570002: Assignments'. This section includes a 'View' dropdown menu and a table with the following data:

Units	Employee Name	Employee Number	Depreciation Expense Account	Location
1			2200721-00000000-11000-01402008-5550-9061002	2200721.00000000.162.162000000
Total				

5. Setelah muncul tampilan seperti diatas, kemudian klik **Transfer Asset**

1. Prosedur Transfer Assets

ORACLE

Transfer Asset: Asset U570002

Book ITB ASSET
Asset Type Capitalized

Category 06.06102.0610203
Open Period Jun-23

Transaction Details

Comments

* Transfer Date 30/06/23

Context Value

Regional Information

Assignment Details

View +

	* New Units	Current Units	Employee Name	Employee Number	* Depreciation Expense Account	* Location
	1	1			2200721-00000000-11000-01402008-5550-9061002	2200721.00000000.162.162000000
Total	1	1				

6. Setelah muncul tampilan seperti diatas, kemudian klik **tanda plus (+)**

1. Prosedur Transfer Assets

The screenshot shows the Oracle 'Transfer Asset' form for 'Asset U570002'. The form includes fields for Book (ITB ASSET), Asset Type (Capitalized), Category (06.06102.0610203), and Open Period (Jun-23). Under 'Transaction Details', there is a 'Comments' field and a 'Transfer Date' field set to 30/06/23. The 'Assignment Details' section contains a table with columns: * New Units, Current Units, Employee Name, Employee Number, * Depreciation Expense Account, and * Location. A plus sign (+) is visible above the table header. Red circles with numbers 7, 8, 9, and 10 point to the 'New Units' field in line 2, the 'New Units' field in line 1, the 'Depreciation Expense Account' field, and the 'Location' field, respectively.

* New Units	Current Units	Employee Name	Employee Number	* Depreciation Expense Account	* Location
1	1			2200721-00000000-11000-01402008-5550-9061002	2200721.00000000.162.162000000
Total	1				

7. Setelah klik **tanda plus (+)** maka akan muncul line baru seperti diatas, ubah units di **line 2** menjadi **0 (nol)**
8. Isi units di **line 1** menjadi 1/sesuai dengan jumlah aset yang akan dipindahkan
9. Kemudian isi kolom **Depreciation Expense Account** dengan menyalin/copy dari **line 2**. Cek ulang apabila terjadi error/gagal dan sesuaikan kembali.
10. Selanjutnya, isikan kolom **Location** dengan lokasi penempatan terbaru aset terkait.

1. Prosedur Transfer Assets

The screenshot displays the Oracle Asset Transfer interface. At the top, the Oracle logo is on the left, and navigation icons (home, star, flag, bell, SS) are on the right. The main header reads "Transfer Asset: Asset U570002" with a help icon. Below this, there are "Submit" and "Cancel" buttons. The interface is divided into several sections:

- Book:** ITB ASSET
- Asset Type:** Capitalized
- Category:** 06.06102.0610203
- Open Period:** Jun-23

Transaction Details:

- Comments:** A text input field.
- * Transfer Date:** 30/06/23
- Context Value:** A dropdown menu.
- Regional Information:** A dropdown menu.

Assignment Details:

View ▾ + ×

* New Units	Current Units	Employee Name	Employee Number	* Depreciation Expense Account	* Location
<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	2200721-00000000-11000-01402008-5	2200721.00000000.162.162010002
<input type="text" value="0"/>	1	.	.	2200721-00000000-11000-01402008-5550-9061002	2200721.00000000.162.162000000
Total	1	1			

11

Tampilan diatas adalah contoh saat proses selesai dilakukan hingga tahap 10.

11. Jika semua tahapan (1 sampai 10) sudah selesai maka langsung klik **Submit**, dan proses transfer asset sudah selesai

1. Prosedur Transfer Assets

The screenshot displays the Oracle Transfer Assets interface. At the top, the Oracle logo is visible on the left, and navigation icons (home, star, flag, bell) and a user ID 'SS' are on the right. The page title is 'Transfer Assets' with a help icon and a 'Done' button. Below the title, there are tabs for 'Basic' and 'Mass'. A search bar contains 'Search: Assets' and buttons for 'Advanced', 'Manage Watchlist', 'Saved Search', and a dropdown menu for 'All Assets'. There are also buttons for 'Transfer Asset' and 'Adjust Units'. The main table lists asset details:

Asset Number	Description	Category	Asset Type	Asset Key	Tag Number	Serial Number
U570002	Lemari Besi + Kaca	06.06102.0610203	Capitalized			

Below the asset list, there is a section for 'Asset U570002: Assignments' with a 'View' dropdown. It contains a table with columns for 'Units', 'Employee Name', 'Employee Number', 'Depreciation Expense Account', and 'Location':

Units	Employee Name	Employee Number	Depreciation Expense Account	Location
1			2200721-00000000-11000-01402008-5550-9061002	2200721.00000000.162.162010002

A 'Total' row is present at the bottom of the assignments table.

Aset sudah berpindah ruangan.

1. Prosedur Transfer Assets

The screenshot shows the Oracle HRMS 'Transfer Asset' form for Asset U570002. The form is divided into several sections: Transaction Details, Assignment Details, and a table for unit assignments. Annotations 7, 8, 9, and 10 highlight specific fields in the table.

Transaction Details:

- Book: ITB ASSET
- Asset Type: Capitalized
- Category: 06.06102.0610203
- Open Period: Jun-23
- Comments: [Text Area]
- * Transfer Date: 30/06/23
- Context Value: [Dropdown]
- Regional Information: [Dropdown]

Assignment Details:

View [Dropdown] + [Add] [Close]

* New Units	Current Units	Employee Name	Employee Number	* Depreciation Expense Account	* Location
[Input Field]	[Dropdown]	[Dropdown]	[Dropdown]	[Input Field]	[Input Field]
1	1			2200721-00000000-11000-01402008-5550-9061002	2200721.00000000.162.162000000
Total	1				

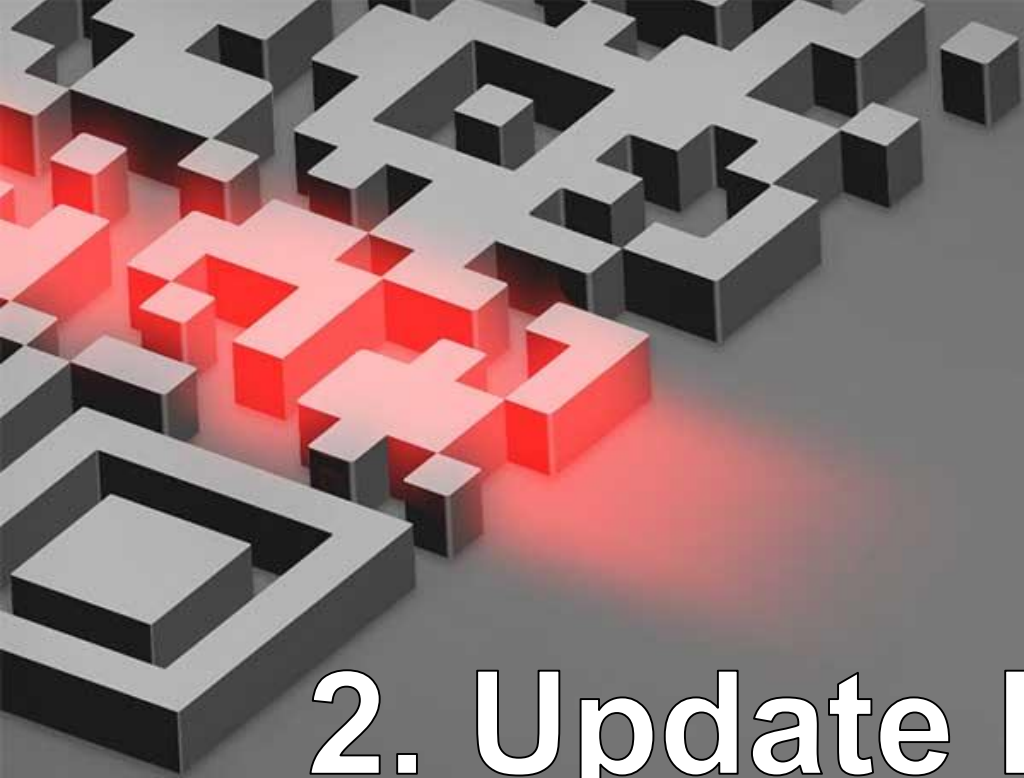
Annotations: 7 points to the 'New Units' field, 8 points to the 'Current Units' dropdown, 9 points to the 'Depreciation Expense Account' field, and 10 points to the 'Location' field.

Catatan:

Apabila proses **Transfer Asset** ini dilakukan untuk memindahkan kepemilikan dari satu unit ke unit yang lain, maka unit kerja pemilik aset dapat mengulang prosedur dari tahap 1 sampai 8, lalu perbedaannya terletak pada proses pengisian tahap 9 dan tahap 10.

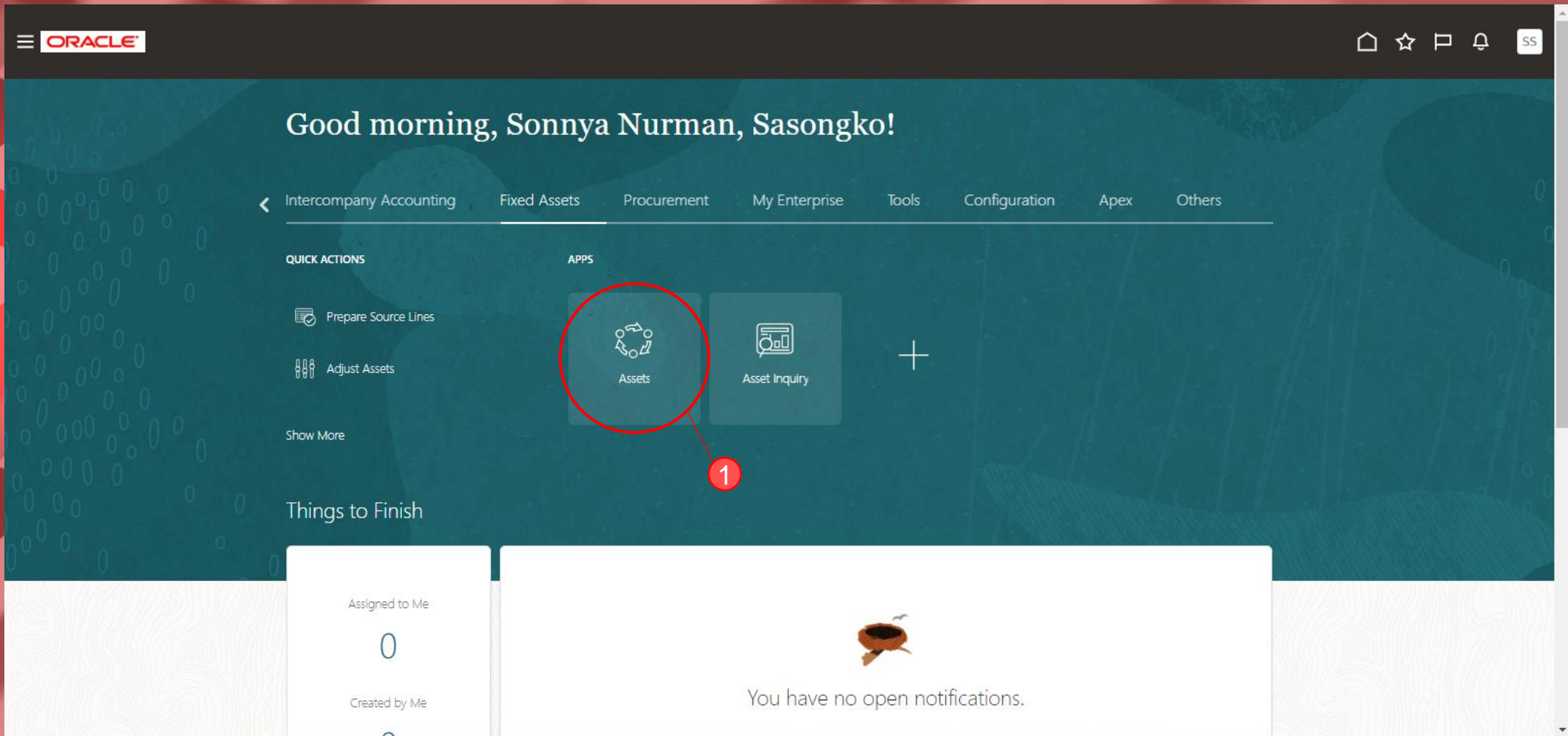
Untuk tahap 9 yaitu pengisian kolom **Depreciation Expense Account** unit kerja perlu melakukan perubahan pada **segmen 1** dengan mengisi kode Unit Kerja dan **segmen 2** dengan mengisi Kode Sub Unit Kerja pemilik baru aset terkait, untuk segmen berikutnya disamakan dengan sebelumnya.

Untuk tahap 10 pengisian **Location**, prosesnya hampir sama seperti tahap 9 mohon perhatikan **segmen 1** dan **segmen 2** unit pemilik baru aset terkait dan untuk pengisian **segmen 3** dan **segmen 4** mohon dapat dikoordinasikan dengan unit kerja penerima perihal Gedung dan lantai ruang baru untuk penempatan aset tersebut.



2. Update Descriptive Details

2. Prosedur Update Descriptive Details



The screenshot displays the Oracle ERP user interface. At the top, the Oracle logo is visible on the left, and navigation icons (home, star, flag, bell) and the user's name 'SS' are on the right. The main header area shows a personalized greeting: 'Good morning, Sonnya Nurman, Sasongko!'. Below this, a horizontal menu contains several tabs: 'Intercompany Accounting', 'Fixed Assets', 'Procurement', 'My Enterprise', 'Tools', 'Configuration', 'Apex', and 'Others'. The 'Fixed Assets' tab is currently selected. Underneath the tabs, there are two columns of options. The left column, titled 'QUICK ACTIONS', includes 'Prepare Source Lines' and 'Adjust Assets'. The right column, titled 'APPS', contains 'Assets' and 'Asset Inquiry'. The 'Assets' menu item is highlighted with a red circle, and a red circle with the number '1' is placed next to it, indicating the first step in the procedure. Below the main content area, there are two white panels: one showing 'Assigned to Me' with a count of '0' and 'Created by Me', and another showing 'You have no open notifications.' with a small icon of a nest.

1. Langkah pertama seperti biasa, masuk ke **Tab Fixed Assets**, dan kemudian pilih menu **Assets**

2. Prosedur Update Descriptive Details

The screenshot displays the Oracle Assets interface for 'ITB ASSET - IDR'. At the top, there are summary cards for Additions (449 Incomplete, 0 Exceptions, 36 Ready to Post), Adjustments (0 Incomplete), Transfers (0 Incomplete), Retirements (0 Incomplete), and Depreciation (Jun-23). Below these are action buttons like 'Prepare All', 'Merge', 'Add to Asset', 'Split', and 'Change Book'. A table lists asset details with columns for Description, Invoice Number, Cost, In Service Date, Category, PO Number, Units, Comments, Project Number, and Asset Number. On the right, a sidebar menu is visible with categories: Transactions, Accounting, and General. The 'Update Descriptive Details' option under the Transactions category is circled in red, with a red circle containing the number '3' pointing to it. Another red circle containing the number '2' points to a task icon (three horizontal lines) in the top right corner of the main content area.

Description	Invoice Number	Cost	In Service Date	Category	PO Number	Units	Comments	Project Number	Asset Numb
Gedung Graha Intirama	736/IT1.B06/KU/2...	75.829.954.640,00	28/04/23	10.10101.1010101	14662	1	Mohon diisi manufacture, model, e...		
⚠️ Jasa konstruksi fisik bangunan tidak seder...	005/INV-T2/TCA/I...	11.295.486.261,50	23/05/23	10.10101.1010101	1227	12.537.989.750			
⚠️ Jasa konstruksi fisik bangunan tidak seder...	002/INV-TI/TCA/IT...	11.295.486.261,50	20/02/23	10.10101.1010101	1227	12.537.989.750	Mohon di isi manufacture, model, e...		
⚠️ Gedung Graha Intirama	737/IT1.B06/KU/2...	10.224.024.192,00	28/04/23	10.10101.1010101	14663	1	Mohon di isi manufacture, model, e...		
⚠️ Gedung Graha Intirama	738/IT1.B06/KU/2...	8.946.021.168,00	28/04/23	10.10101.1010101	14664	1	Mohon di isi manufacture, model, e...		
⚠️ Gedung Graha Intirama	748/IT1.B06/KU/2...	8.341.295.010,02	04/05/23	10.10101.1010101	14704	1	Mohon di isi manufacture, model, e...		
⚠️ Access Point	0028/INV-GTP/Q2/...	5.928.004.199,52	24/05/23	06.06109.0610904	10820	367			
⚠️ Access Point	cancel revisi PPN	5.558.109.660,00	15/03/23	06.06109.0610904	10820	310	Mohon di isi manufacture, model, e...		
⚠️ Jasa konstruksi sarana dan prasarana	R-PB002718222-	4.830.771.734,70	31/12/22	10.10101.1010101	7055	1	Mohon di isi manufacture, model, e...		
⚠️ Revitalisasi Kawasan Ganesha Tahap 1	393/SPP-PDP/KP-...	3.220.514.482,30	02/12/22	10.10101.1010101	7055	1	Mohon untuk di cek kembali sebelu...		
⚠️ Digital Radiographic	UAS/FIN-INV/23/I...	2.171.171.172,00	04/04/23	06.06108.0610801	10484	1	Mohon di isi manufacture, model, e...		

2. Kemudian klik Task (gambar kotak dengan 3 garis didalamnya)
3. Pilih menu Update Descriptive Details

2. Prosedur Update Descriptive Details

ORACLE

Update Descriptive Details

Basic

Search: Assets

Advanced Manage Watchlist Saved Search All Assets

* Book ITB ASSET

** Category

** Asset Number

Description

Asset Type

** Tag Number

Serial Number

Employee Name

* Required
** At least one is required

Search Reset Save...

View Change Descriptive Details

Asset Number	Description	Category	Asset Type	Asset Key	Tag Number	Serial Number
--------------	-------------	----------	------------	-----------	------------	---------------

4. Isikan kolom **Assets Number** dengan nomor aset yang akan di ubah informasinya, lalu klik **Search** atau tekan enter

2. Prosedur Update Descriptive Details

Oracle Update Descriptive Details form. The form includes the following fields:

- * Book: ITB ASSET
- ** Category: [Empty]
- ** Asset Number: U570002
- Description: [Empty]
- Asset Type: [Empty]
- ** Tag Number: [Empty]
- Serial Number: [Empty]
- Employee Name: [Empty]

Buttons: Search, Reset, Save...

Asset Number	Description	Category	Asset Type	Asset Key	Tag Number	Serial Number
U570002	Lemari Besi + Kaca	06.06102.0610203	Capitalized			

5. Setelah muncul tampilan seperti diatas, kemudian klik **Change Descriptive Details**

2. Prosedur Update Descriptive Details

The screenshot shows the Oracle 'Change Descriptive Details' form for Asset U570002. The form is annotated with red circles and lines pointing to specific fields:

- 6. **Description**: Lemari Besi + Kaca
- 7. **Manufacturer**
- 8. **Model**
- 9. **Asset Key**
- 10. **Employee**: DIREKTORAT SARAN
- 11. **Attachments**: None
- 12. **Save and Close** button

Other visible fields include: Book (ITB ASSET), Asset Type (Capitalized), Category (06.06102.0610203), Open Period (Jun-23), Tag Number, Serial Number, Parent Asset, Parent Asset Description, In use (checked), In physical inventory (checked), Intangible (unchecked), Property Type, Property Class, Ownership (Owned), Bought (New), Commitment, Investment Law, Context Value (OPBAL), Long Description PO, and Regional Information.

Berikut ini adalah kolom-kolom yang dapat diubah pada prosedur ini:

6. **Description** : untuk merubah/melengkapi deskripsi aset

7. **Manufacturer** : untuk merubah/melengkapi informasi pabrik aset

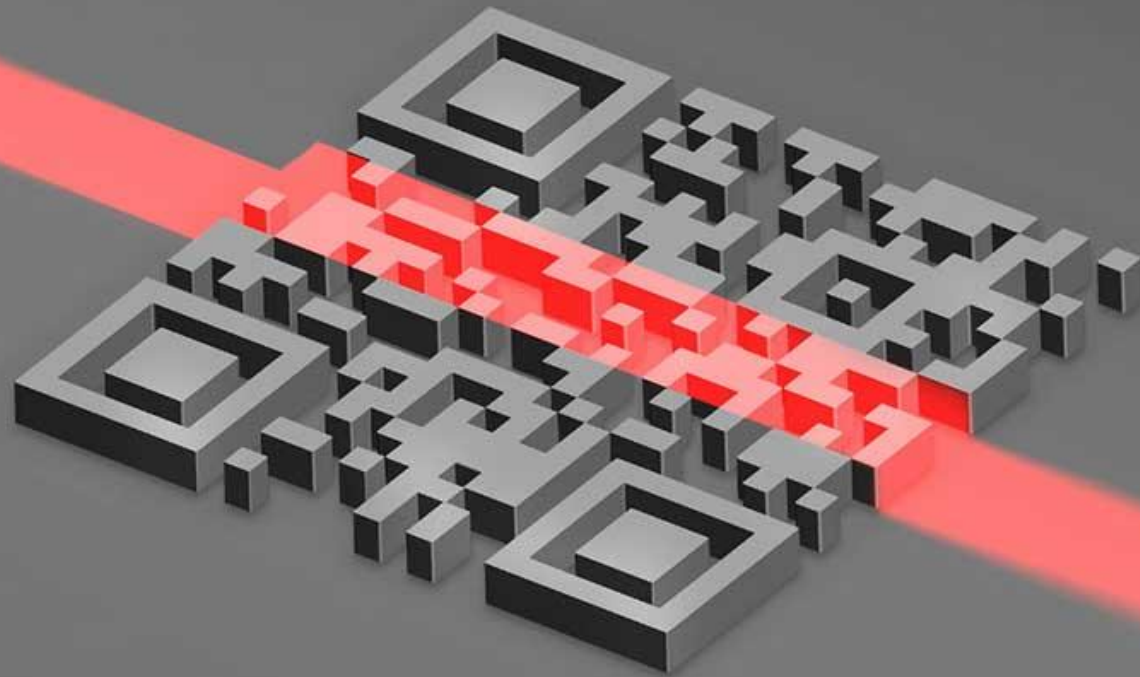
8. **Model** : untuk merubah/melengkapi informasi merk dan type aset

9. **Asset Key** : kolom ini diperuntukan khusus untuk aset yang diperoleh dari Hibah untuk diisi informasi perolehan Hibah dari Negara/Daerah/Lainnya (non negara dan non pemerintah/swasta) sesuai kebutuhan

10. **Employee** : untuk merubah/melengkapi informasi unit pemilik/pengguna

11. **Attachment** : untuk mengunggah/meng-*upload* file aset terkait (foto, dokumen, dan sebagainya) sesuai kebutuhan

12. Apabila sudah selesai menambahkan/mengubah informasi terkait aset maka silakan klik **Save and Close**



THANK YOU