


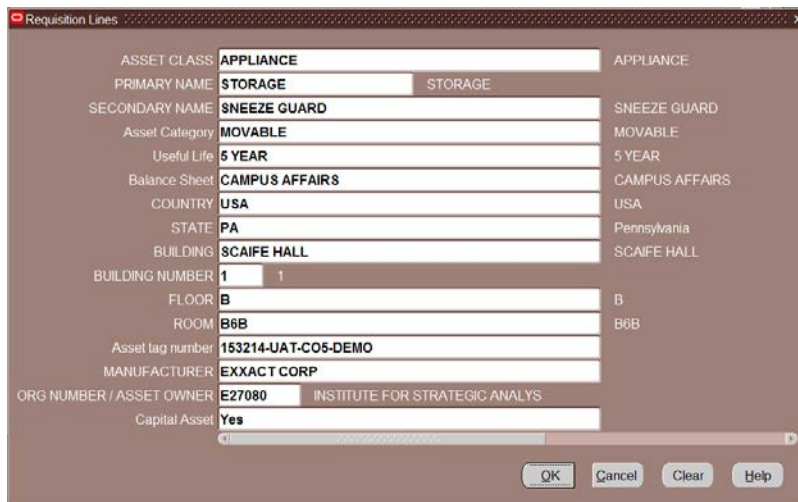
# Carnegie Mellon University

## Finance Division

### Oracle Requisition Form Descriptive Flex Field for Capital Assets

The descriptive flex field (DFF) on the Oracle Requisition Form is accessed by clicking the  and is used by the requisitioner to provide general capital asset and non-capital purchase attributes for each requisition line. Requisitioners should populate fields named with all capital letters. The Property Accounting department populates additional information in the DFF for the field names that are in sentence case. The information entered in the requisition DFF should be in all capital letters and is necessary to create a capital asset record within the Oracle Fixed Assets (OFA) module. The DFF field names, person who populates the field and use of each field are outlined below, followed by an example of a completed Oracle Requisition Form DFF.

Field Name	Who Populates	Use
ASSET CLASS	Requisitioner	Descriptions used to classify asset record. Use the list of values to select a value that best describes the asset. Use 'N/A' if no relevant choices.
PRIMARY NAME	Requisitioner	
SECONDARY NAME	Requisitioner	
Asset Category	Property Accounting	Select the category of the asset from the list of values.
Useful Life	Property Accounting	Designates the life of the asset. Select from the list of values.
Balance Sheet	Property Accounting	Designates the owning organization's balance sheet name. Select from the list of values.
COUNTRY	Requisitioner	The location where the asset will be located once received. Use the list of values to select the appropriate location value. Use '00' for the FLOOR and ROOM fields if none of the available choices are relevant.
STATE	Requisitioner	
BUILDING	Requisitioner	
BUILDING NUMBER	Requisitioner	
FLOOR	Requisitioner	
ROOM	Requisitioner	
Asset tag number	Property Accounting	The CMU capital tag number that will be placed on the asset.
MANUFACTURER	Requisitioner	Manufacturer name from the supplier quote (if available).
ORG NUMBER/ASSET OWNER	Requisitioner	The primary organization that owns and oversees the asset. Select from the list of values.
Capital Asset	Property Accounting	Answer Yes or No to indicate if the requisition line item is a capital asset.



The screenshot shows the 'Requisition Lines' window with the following populated fields:

- ASSET CLASS: APPLIANCE
- PRIMARY NAME: STORAGE
- SECONDARY NAME: SNEEZE GUARD
- Asset Category: MOVABLE
- Useful Life: 5 YEAR
- Balance Sheet: CAMPUS AFFAIRS
- COUNTRY: USA
- STATE: PA
- BUILDING: SCAIFE HALL
- BUILDING NUMBER: 1
- FLOOR: B
- ROOM: B6B
- Asset tag number: 153214-UAT-C05-DEMO
- MANUFACTURER: EXXACT CORP
- ORG NUMBER / ASSET OWNER: E27080 INSTITUTE FOR STRATEGIC ANALYSIS
- Capital Asset: Yes

- ❖ Requisitioners are asked to attach the supplier quote and other related documents to aid in Property Accountings' review and approval of the requisition.