



Asset Management User Acceptance Testing February 13,2015 1:00pm Wanda Aldridge, Christy Todd

its Information Technology Services • University System of Georgia

Personalizations

- My Personalizations > Navigation Personalizations
 - You can turn off the Auto-Complete functionality for all pages.

No

 You can also set the Drop Down Menu to be permanently sorted alphabetically (Ascending or Descending)

Drop down Menu Sort Order

Autocomplete

None

Yes

Ascending - Explain

Explain

•

Personalize Page

 The AutoComplete can also be disabled at the Component and Page level by going to the Personalize Page link from the page.





Personalizations

	Test Scenario	Expected Result
1	 From Home page: Click on Personalize Content and choose Menu type: Top Menu, Menu (left), or Main menu (left with icons) 	User is able to choose Menu Option
2	 Navigate to My Personalizations > Navigation Personalizations Choose your menu sort and AutoComplete options (if desired). (Menu sort only applicable to Top Menu) 	User is able to select options and it has the desired effect



AM Module Overview

- Basic PeopleSoft Asset Management functionality remains the same
- AM Security remains unchanged.
- Some modifications due to the elimination of BOR modifications in favor of PS delivered functionality
 - Ex: Federal Assets
- New functionality
 - Ability to add items that need to be tracked that are less than \$3000
 - Express Add

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AM Module Overview

- New functionality
 - Combo-edit rules in AM
 - File Attachments
- All AM queries now use the naming convention, BOR_AM_xyz so some query names have changed.



AM Objectives

- Exposure to the new 9.2 environment
- Ensure that you are able to execute key processes such as creating assets, performing adjustments, and running month end processes
- High level validation of data (please keep timing differences in mind)
- Additional business unit specific testing outside of the ITS system testing



- Adding Assets:
 - Add an Asset with a cost over \$5000.00 using Basic
 - Add an asset with a cost over \$5000.00 using Express Add
 - Only basic asset information is available to entry (i.e. no access to licenses, attributes, etc.)
 - Capitalization occurs upon Save
 - Add an asset with a cost below \$3000.00. These will be physical assets (below the 3000 threshold)
 - Items with a cost below 3000.00 are stored in a separate table, Cost_Non_Cap



Express Add

Favorites - Main Menu - > Asset Management -> Asset Transactions -> Owned Assets -> Express Add

ORACLE

Asset Information Unit 5300 Asset ID NEXT Profile ID OMPOSYR Profile ID OMPOSYR Caccum Depr In Current Pd Catcum Depr In Current Pd Catcum Depr 0.00 Set Rand D Info Cat Type Accum Depr Cost Type Accum Depr Cost Type Cost Ty	Cost / Asset Information	Asset Add	Work Page 1	Asset Add	Work Page	2 Dep	preciation Red	quest Work	Asset Boo	ok Work	Deprecia	tion Request V	Vork Joint
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Cost / Asset Information | Asset Add Work Page 1 | Asset Add Work Page 2 | Depreciation Request Work | Asset Book Work | Depreciation Request Work | Joint Venture Work



Physical Assets

Cost / Asset Information	Asset Add Work Page 1	Asset Add Work Page 2	Depreciation Request Work	Asset Book Work	Depreciation Request Work	Joint Venture Work	
Asset Information							
Unit {	53000		Asset ID NEX	хт			
Profile ID S	VP 🔍		Trans Date 01/3	1/2015 🗎 🕅			
Description U	AT Test Physical Asset		Acctg Date 01/3	1/2015			
Location 0	014 Q PUBL	IC SAFETY BLDG.	Trans Code		¥		
Tag Number 1	23456		Currency USD				
(Accum Depr in Current I	Pd	Rate Type AVG	i 🔍			
Asset Cost Information				Find 1	View All First 🕢 1 of 1 🕟	Last	
Book Name Quanti	ty Cost		Salvage				
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Category Cost T	ype Accum Depr	0.00					
		0.00	Save as Physical? (8005,19	93)			
Fund Dent	Progr	cir					
			Capitalization Threshold de	etermines that this ass	set will not be capitalized but ca	n be stored in AM for phy	sical inventory purposes. Continue?
			000				OK Cancel
Asset Additional Infor	mation						
Asse	t Type Other	•					
Asset S	ubtype			Set R and D Inf	io		
	CAP#	Q 5	Seq #				
Thres	hold ID UNDER3K	Q		Hazardous Coo	de Info		
Se	erial ID			Hazardous	Asset		
Asset	Class	Q		🗹 Taggable A	isset		
*Asset	Status In Service	T		Capitalized	Asset		
FERO	Code	T		Composite Composite	Asset		
Acquisitio	n Date 01/31/2015	31					
*Acquisition	Code Purchased	• ~ ~					
Collateral	Asset	• •	Parent ID				
Paren		•	Parentib				
Save Notify					— A	dd	





	Test Scenario	Expected Result
3	Add an Asset with a cost over \$5000.00 using Basic Add AM →Asset Transactions→Owned Assets →Basic Add	Asset will be created
4	Add an asset with a cost over \$5000.00 using Express Add. Use a January accounting date. AM →Asset Transactions→Owned Assets →Express Add	Asset will be created
5	Add an asset with a cost below \$3000.00 using Basic Add or Express Add. Use a January accounting date.	Receive message: "Save as Physical?" Reply OK to message

People 5.2 ft



Attach a file

eneral Information	peration/Maintenance	Asset Acquisition Detail	Location/Comments/Attributes	Manufacture/License/Custodian	Asset Entry Work	
Unit 53000	Asset ID 00000045	0010 Intermediate Teach	ing System Tag 51	460 In Service		
sset Information						
Descr	intion Intermediate Tea	ching System		Short Desc Intermedia	<i>.</i>	
0	AP#			Sea #	 	
		ent		Tag Number 51460		
Asset	Class	Q				
Asset	Type Equipment					
Asset Su	btype	Q		Capitalized	Asset	
*Asset S	tatus In Service	T		New Asset		
Acquisition Date 07/29/2013		81		Available For Use		
Placement	Date 07/29/2013	31		🗆 In Physical	Use	
Collateral A	Asset	¥				
*Acquisition	Code Purchased	•				
FERC	Code					
Financing	Code			A secolar I Dete		
Fair	Cost	0.000		Appraisal Date		
Index	Name			Last opuno		
Subindex 1	Name		Q			
Parent	Child None	T		Parent ID	a 🛒	
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Thresh	old ID	Q,				
	Composite A	sset	C	omposite Asset ID		



Attach a file

> All file types can be attached.

	🧠 Seq #	Q				
et	Tag Number 5146	0				
	Attachments					×
	Unit 53000 Asset ID 000000450010 Intermediate	Teaching System	Тал	Number 51460 In Service		Help
	Details	Fouring of term	Person	onalize Find View All 🗇 🎟 First 🕚 1-4 of 4 🕑		
	File Name	Description	User	Name	Date/Time Stamp	
	Change_delete_pending_transaction.docx	test Word file 🗎				-
	Assetid401309_christy.xls	test Excel file				-
	update_cost_table.txt	test TXT file				-
0.000	Updating_Assets_Handout.pdf	test pdf. file				-
	Adding large attachments can take some time to upload, therefore, it is the transaction before adding large attachments.	advisable to save				
	OK Cancel					.::
set	Composite Asset ID					
Set R and D Info.						

People



Test ScenarioExpected ResultAttach a file to an asset - either one you are
creating in UAT or an existing asset.See the
Attachments link
on the General
Information pageAM →Asset Transactions→Owned
Assets →Basic Add.Successfully able to
attach a fileLink at the bottom of the General
Information tab.Successfully able to
attach a file



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Combo Edits in Asset Management

- Combo Edit rules enforced in AM
 - Valid Budget Ref required(ACCTBDREF)
 - Valid Fund code required(ACCTFUND)
 - Fund codes 60000, 61000, 62000 require accounts between 100000-1999999, 20000-2999999, 300000-3999999 (AGENCYFUND)
 - Fund code of 60000 requires a Dept id of 0000000, A000001-A999999 or E1000000-E2000000 (FUNDDEPT)
 - Valid fund and program code required for fund codes starting with 12(FNDPRGACCT)
 - Fund codes beginning with 12 must have program codes within a specified range (FUNDPROG)
 - Fund 20000 requires a valid project id (FUNDPROJ)



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Combo Edits in Asset Management

Cost	Туре	Q						
	Message							
	 Combo Edit error/s found. Your setup requires that you need to correct them before saving. (8850,50) Combo Edit error/s found. Your setup requires that you need to correct them before saving. Note: Combo Edit setup is in Business Unit/Book Definition. 							
	SD.	T	rans Code	T				
Favori	tes - Main	Menu 👻 🚿	Asset Mana	igen wht -> Asset Transactions -> Owned Assets - :	Basic A	dd		
50								
A	sset Book Work	Open Tra	nsaction Wor	Asset Solution Work Open Transaction Work Asset	<u>S</u> upplemer	tal Data Combo Edi	it	
	Unit 53000		Asset ID	NEXT		Tag	In Service	
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Line	Detail	Message Set Number	Message Number	Message Text	Asset ID	Book Name	Account	
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🔒 S	ave			Add	/ 🗶 l	Jpdate/Display	nclude History 📝 Corr	rect History

General Information | Operation/Maintenance | Asset Information | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Entry Work | Asset Entry Work



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Test Scenario

Attempt to add an asset with a fund code = 20000 with no project id in Basic Add, Asset Acquisition Detail.

AM \rightarrow Asset Transactions \rightarrow Owned Assets \rightarrow Basic Add.

Attempt to add an asset with a fund code = 20000 with no project id in Express Add

8

7

AM \rightarrow Asset Transactions \rightarrow Owned Assets \rightarrow Express Add.

Expected Result

Receive an error that a combo edit error was found.

See combo edit error on Combo Edit Page

Receive an error that a combo edit error was found.

See combo edit error on Combo Edit Page

reopie<mark>§9</mark>ft

Create a Federal Asset

- Federal Assets will be tracked using PeopleSoft delivered fields
 - Asset Class Field will store type of federal asset
 - Asset Attribute fields will store agency, condition, and percent



Create a Federal Asset

Favorites - Main Menu - > ORACLE General Information Unit 53000 Ass	Asset Management -> Asset Tr n/Maintenance Asset Information	ansactions → Owned A	Assets -> Basic Add Location/Comments/Attributes Tag In S	Manufacture/License/Custodian
Asset Mormation Description CAP #	Test Federal Asset		Short Desc Seq # Tag Number	test combo
Asset Type Asset Subtype *Asset Status Acquisition Date Placement Date Collateral Asset *Acquisition Code FERC Code Financing Code Fair Value Replacement Cost Index Name	IT Hardware		Look Up Asset Class SetID: S Asset Class: begins with ✓ Look Up Clear Car Search Results View 100 First ④ 1-2 of 2 Asset Class Description FEDFEDTTI: Federal, Federal T FEDINSTTL Federal, Institution	HARE heel Basic Lookup Last tite Title
SubIndex Name Parent/Child Profile ID Threshold ID Book Page	None COMP05YR COMP05YR UNDER3K Composite Asset Set R and D Info Attachments (0)		Composite Asset ID	



People 5.2 ft

Create a Federal Asset

avorites - Main Menu - >	Asset Management + > Asset Transactions + > Own	ed Assets 👻 > Basic Add			
DRACLE [.]					
General Information Operation/	Maintenance Asset Information Asset Acquisition Detai	Location/Comments/At	tributes Manu	facture/License/Custo	odian 🕑
Unit 53000 Ass	set ID NEXT	Tag	In Service		
Location					
Comments					
Physical and Custom Attribution	utes		Fin	d View All First	🕙 1 of 1 🕑 Last
Effective Date	02/11/2015				+ -
Color					
Height		Height Units	٩		
Width		Width Units	2		
Length		Length Units	۹		
Weight		Weight Units	۹,		
Capacity		Capacity Units	2		
Power Rating		Power Rating Units	Q		
Custom Attributes		Personalize F	ind View All 🗖	🔣 💿 First 🕙 1-	3 of 3 🕑 Last
Attribute	Attribute Name		Value	MOU	
FEDAGENCY	Federal Agency		DOAS		+ -
FEDCOND	Federal Condition		Good		+ -
FEDPERCENT	Federal Percentage		100		+ -
Detailed Description					
Image					
Save		📑 Add 🔊 Update	/Display 🗾 I	Include History	Correct History





Test Scenario

Create a Federal Asset

Populate Asset Class on the General Information page with one of the federal asset codes in the drop down box

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Go to the Location/Comments/Attributes page and populate the custom attributes

AM \rightarrow Asset Transactions \rightarrow Owned Assets \rightarrow Basic Add

Expected Result

Should see two choices under Asset Class related to Federal Assets

Should see FEDAGENCY, FEDCOND, and FEDPERCENT under the section, Physical and Custom Attributes



Addition Cost Adjustment

- For Cost Adjustment type "Addition", the depreciation convention should be "Following Month".
 - Modification that defaulted the depreciation convention to "following month" was eliminated so default is now "actual month"
 - Depreciation convention will need to be manually updated to "following month"

Favorites - Main Menu - > Asset Management - > Asset Transactions - > Financial Transactions - > Cost Adjust/Transfer Asset						
ORACLE						
Main Transaction Asset Cost Wrk Asset Cost 01 Wrk Asset Cost Wrk2 Asset Book Wrk1 Asset Cost Wrk3 Depr Rqst1 Wrk Depr	Rqst2 Wrk 🛛 🕩					
Unit 53000 Asset ID 000000450001 2013 Dodge Charger Pursuit Tag 210594 In Service						
Main Transaction						
Transaction Date 02/12/2015 Copy Changes to Other Books Copy to Other Books Options						
Accounting Date U2/12/2015 Transfer Other Books by Amount						
Transaction Code Adjust Other Books By Amount						
Rate Type AVG AVG Include Convention Exclude Convention						
Action Addition GO!						
🔚 Save 🔯 Return to Search 📋 Previous in List 📮 Next in List 🔄 Notify 🖉 Update/Display 🗾 Include History						

Main Transaction | Asset Cost Wrk | Asset Cost 01 Wrk | Asset Cost Wrk2 | Asset Book Wrk1 | Asset Cost Wrk3 | Depr Rqst1 Wrk | Depr Rqst2 Wrk | Joint Venture Work | Virtu:



Addition Cost Adjustments

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D00 22,678.45 0.00 VEHIC S3000 hartfields Personalize Find View All Image: Pirst Image: Personalize Find View All Image: Personalize Find	
Book Find View All Find I of 1 & Last Book Name ALLASSETS All Assets Base Currency USD Convention Forst @ 1 of 1 @ Last Book Unit 5300 Asset ID 000000450001 2013 Dodge Charger Pursuit Tag 210594 In Service ave © Retur Cost History Convention Folded First @ 1 of 1 @ Last Book Name ALLASSETS All Assets Base Currency USD Convention Edit Cost Information Adjust All Rows By Percent Quantity Cost Cost Apply Quantity Cost 22,678.45 0.00 View All [2] @ First @ 1 of 1 @ Last Fund Dept Program Class Project Bud Ref 10000 22,678.45 0.00 View All [2] @ First @ 1 of 1 @ Last Fund Dept Program Class Project Bud Ref 10600 1214000 17800 11000 2013 2013	
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Expected Result Test Scenario Perform an "Addition" Cost Adjustment to an asset. Actual Month will Change the Depreciation convention to default as the Following Month (default will be Actual depreciation Month) convention; 10 Use a January accounting date for the Cost will be transaction modified on an asset. Asset Management \rightarrow Asset Transactions \rightarrow Financial Transactions \rightarrow Cost Adjust/Transfer Asset



	Test Scenario	Expected Result
11	Perform a Book Adjustment to an asset to change its useful life. Use the Life to Date convention and a January accounting date. Asset Management →Asset Transactions →Asset Book Information →Define Tax/Depr Criteria	Useful life will be modified for an asset.
12	Retire an asset. Use a January accounting date. Asset Management →Asset Transactions →Asset Disposal →Retire/Reinstate Asset	Asset will be retired.



Verify Open Transactions

Favorites - Main Menu - > Asset Management -> Depreciation -> Open Transactions -> Review

ORACLE

Open Transactions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria					
Ducinese Units					
Business Unit:	= •		53000	🖃 🔍	
Asset Identification:	begins with	٠			
Asset Book Name:	begins with	۲		<u></u>	
Transaction Date:	= •	- T		Ħ	
Accounting Date:	= •	-		(iii)	
Transaction Type:	= •	- T			•
Depreciation Calc Status:	= •	- T	Pending Deprec	iation	•
Acctg Entry Creation Status:	= •	-			•
Reporting Process Status:	= •	- T			T
Group Consolidation Status:	= •	- T			T

Search Clear Basic Search R Save Search Criteria

Search Results

VIEW AII								
Business Unit	Asset Identification	Asset Book Name	Date/Time Stamp	Transaction Date	Accounting Date	Transaction Type	Depreciation Calc Status	Acctg Entry Creation Status
53000	000000450379	ALLASSETS	12/04/2014 10:49:45AM	11/18/2014	12/02/2014	Addition	Pending	Never
53000	000000450380	ALLASSETS	12/11/2014 3:12:40PM	11/17/2014	12/09/2014	Addition	Pending	Never
53000	000000450381	ALLASSETS	12/11/2014 3:28:29PM	11/20/2014	12/09/2014	Addition	Pending	Never
53000	000000450382	ALLASSETS	12/12/2014 8:40:40AM	12/08/2014	12/11/2014	Addition	Pending	Never
53000	000000450382	ENTERPRISE	12/12/2014 8:40:40AM	12/08/2014	12/11/2014	Addition	Pending	Pending
53000	000000450383	ALLASSETS	12/15/2014 10:37:00AM	12/15/2014	12/15/2014	Addition	Pending	Never
53000	000000450384	ALLASSETS	12/15/2014 10:35:35AM	12/15/2014	12/15/2014	Addition	Pending	Never
53000	000000450385	ALLASSETS	12/12/2014 9:40:46AM	12/05/2014	12/11/2014	Addition	Pending	Never
53000	000000450385	ENTERPRISE	12/12/2014 9:40:46AM	12/05/2014	12/11/2014	Addition	Pending	Pending
53000	000000450386	ALLASSETS	12/17/2014 9:59:13AM	12/17/2014	12/17/2014	Addition	Pending	Never
53000	000000450386	ENTERPRISE	12/17/2014 9:59:13AM	12/17/2014	12/17/2014	Addition	Pending	Pending
53000	000000450387	ALLASSETS	12/17/2014 10:05:07AM	12/17/2014	12/17/2014	Addition	Pending	Never
53000	000000450388	ALLASSETS	12/17/2014 10:06:55AM	12/17/2014	12/17/2014	Addition	Pending	Never
53000	000000450389	ALLASSETS	12/18/2014 10:10:31AM	12/16/2014	12/16/2014	Addition	Pending	Never





Test Scenario

Expected Result

Verify that the assets that you created or modified in steps 3–12 are shown as Open Trans.

Asset Management →Depreciation
 →Open Transactions →Review. Choose
 Depreciation Cal Status of "Pending
 Depreciation" on the Search page

Should see Open Trans for added or modified assets.



	Test Scenario	Expected Result
14	Run Month End processes for January: Depreciation Calculation Asset Management →Depreciation →Processing Accounting Entry Creation Asset Management →Accounting Entries Depreciation Close Asset Management →Accounting Entries	Entries posted to Dist_Ln



	Test Scenario	Expected Result
15	Run Federal Asset Report BOR Menus →BOR Asset Management →Federal Assets	The Federal asset created in prior step should show up on the report
16	Run BOR_AM_Asset_Listing Query (fomerly BOR_Asset_Listing_Auditors) and verify results Reporting Tools →Query	Verify Results at a very high level
17	Verify that 27 BOR_AM queries exist Reporting Tools →Query	Should see 27 BOR_AM queries
18	Query the Non-Capitalized Cost Table, Cost_Non_Cap Reporting Tools →Query	Asset from Step 5 is in table.



AM Homework

- Generate Capital Ledger Journals for January
- Retrofit any queries
- High level validation
- BOR_AM_ASSET_AP_TO_AM_LOAD (formerly the BORQM002 query) -- optional
 - Due to the "clean-up" required for Pending items, you may not have any items to load.
- Security has not changed for AM, but please verify that all your AM users have access to the menu items they were expecting to see.







Questions?

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