GEORGIAFIRST
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
A Project of the University System of Georgia

PeopleSoft 9.2

Asset Management User Acceptance Testing

February 13,2015

1:00pm

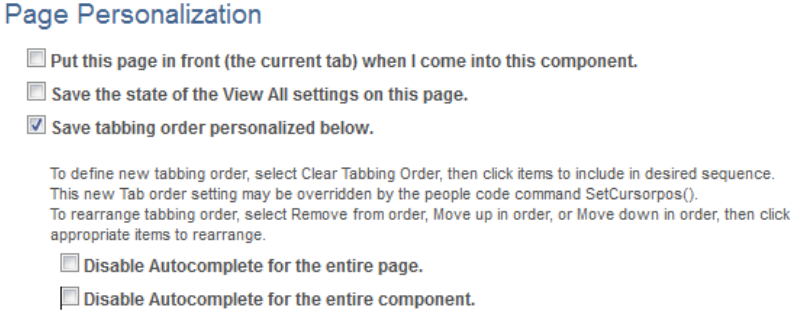
Wanda Aldridge, Christy Todd

Personalizations

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

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

- 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

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.

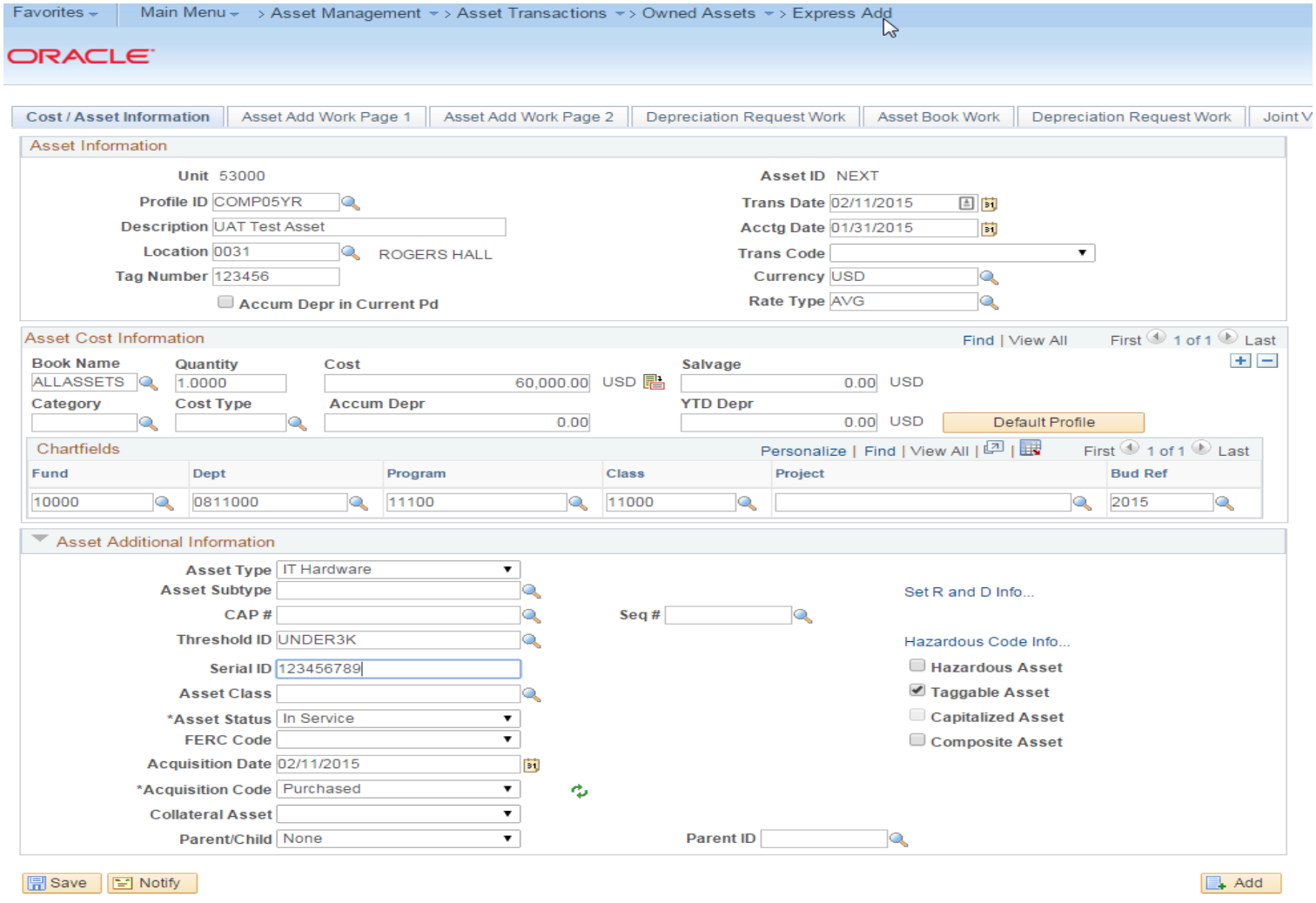
AM Objectives

- 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

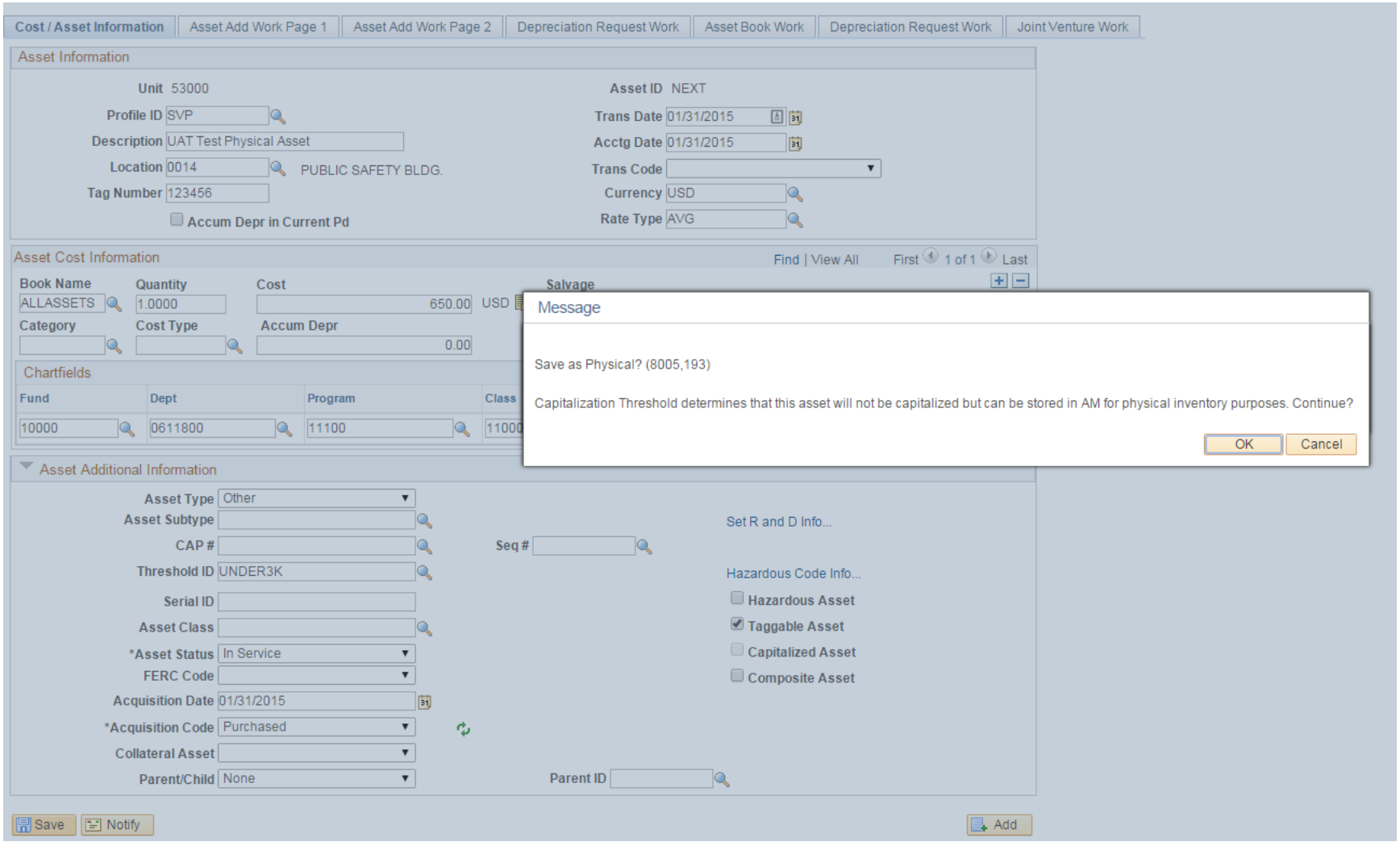
AM Testing Scenarios

- 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
Cost / Asset Information
Asset Add Work Page 1
Asset Add Work Page 2
Depreciation Request Work
Asset Book Work
Depreciation Request Work
Joint V
Asset Information
Unit 53000
Profile ID COMP05YR
Description UAT Test Asset
Location 0031 ROGERS HALL
Tag Number 123456
Accum Depr in Current Pd
Asset ID NEXT
Trans Date 02/11/2015
Acctg Date 01/31/2015
Trans Code
Currency USD
Rate Type AVG
Asset Cost Information
Find | View All
First 1 of 1 Last
Book Name ALLASSETS
Quantity 1.0000
Cost 60,000.00 USD
Salvage 0.00 USD
Category
Cost Type
Accum Depr 0.00
YTD Depr 0.00 USD
Default Profile
Chartfields
Personalize | Find | View All |
First 1 of 1 Last
Fund 10000
Dept 0811000
Program 11100
Class 11000
Project
Bud Ref 2015
Asset Additional Information
Asset Type IT Hardware
Asset Subtype
CAP #
Seq #
Threshold ID UNDER3K
Serial ID 123456789
Asset Class
*Asset Status In Service
FERC Code
Acquisition Date 02/11/2015
*Acquisition Code Purchased
Collateral Asset
Parent/Child None
Parent ID
Set R and D Info...
Hazardous Code Info...
Hazardous Asset
Taggable Asset
Capitalized Asset
Composite Asset
Save
Notify
Add
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

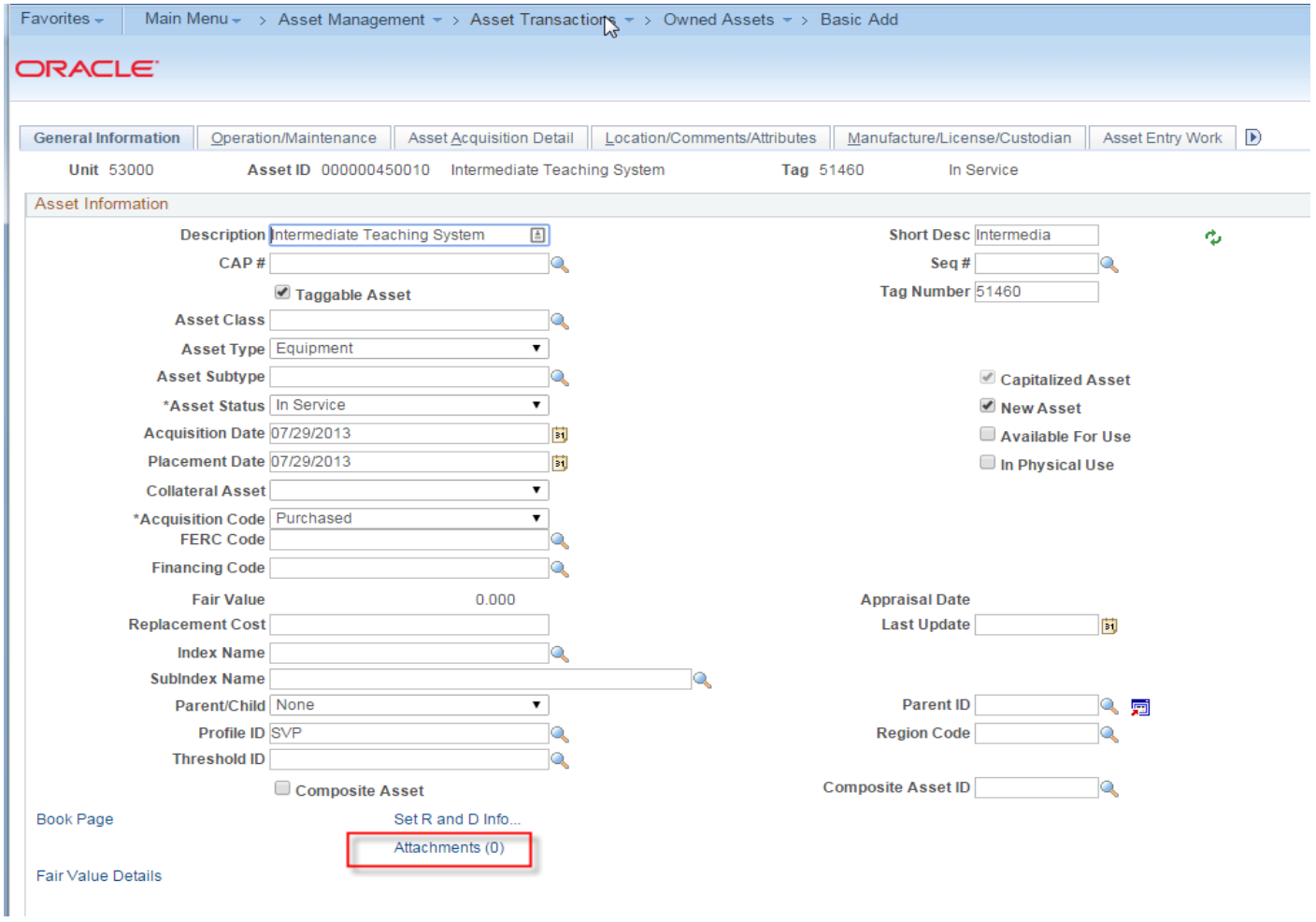
Physical Assets



AM Testing Scenarios

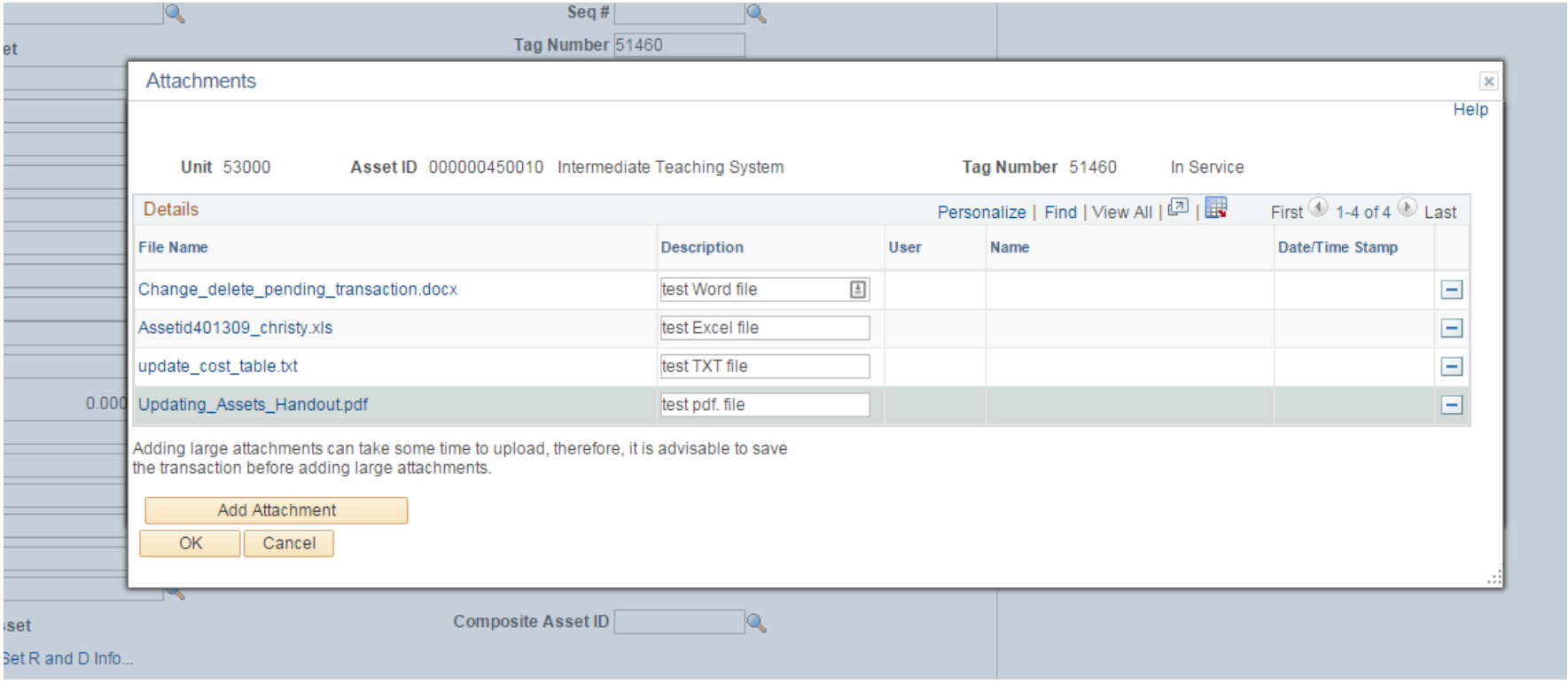
	Test Scenario	Expected Result
3	Add an Asset with a cost over $5000.00 using Basic Add AM →Asset Transactions→Owned Assets →Basic Add	Asset will be created
4	Add an asset with a cost over $5000.00 using Express Add. Use a January accounting date. AM →Asset Transactions→Owned Assets →Express Add	Asset 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

Attach a file



Attach a file

- All file types can be attached.



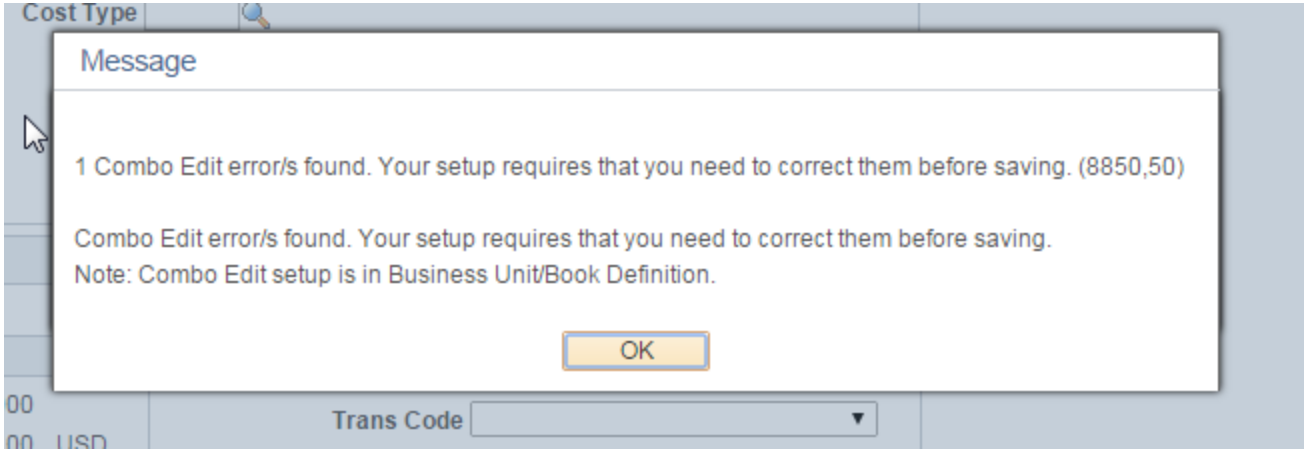
AM Testing Scenarios

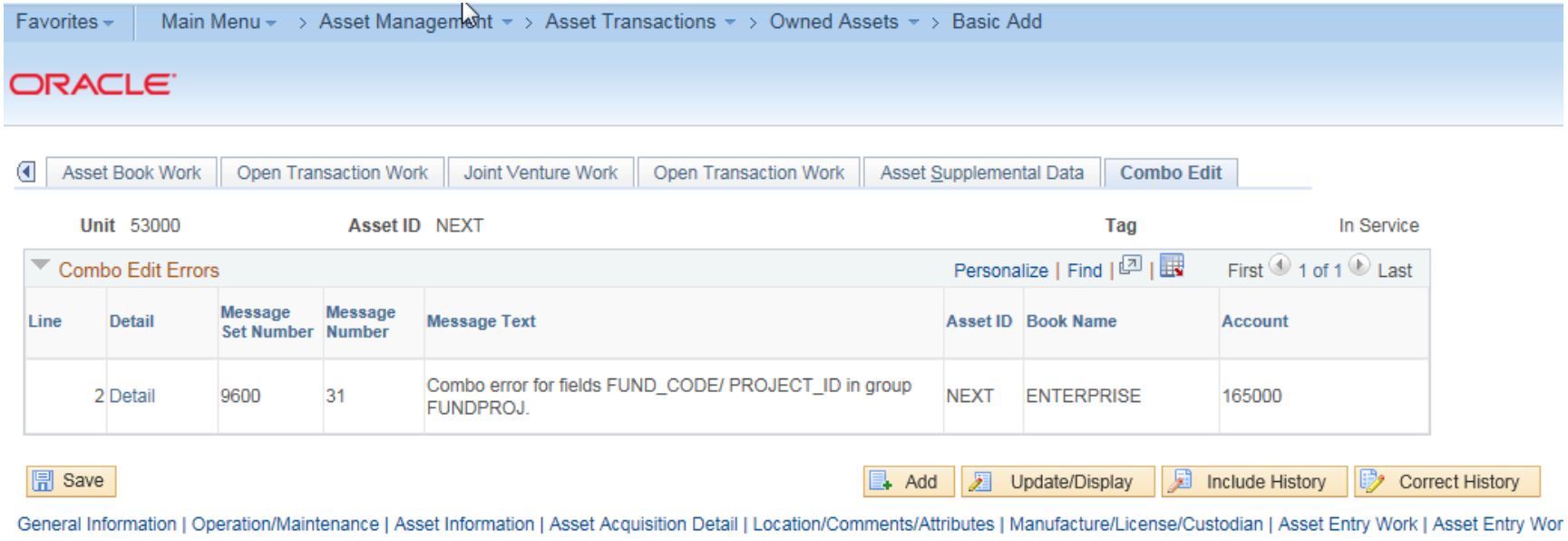
	Test Scenario	Expected Result
6	Attach a file to an asset – either one you are creating in UAT or an existing asset. AM →Asset Transactions→Owned Assets →Basic Add. Link at the bottom of the General Information tab.	See the Attachments link on the General Information page Successfully able to attach a file

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, 20000-299999, 300000-399999 (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)

Combo Edits in Asset Management





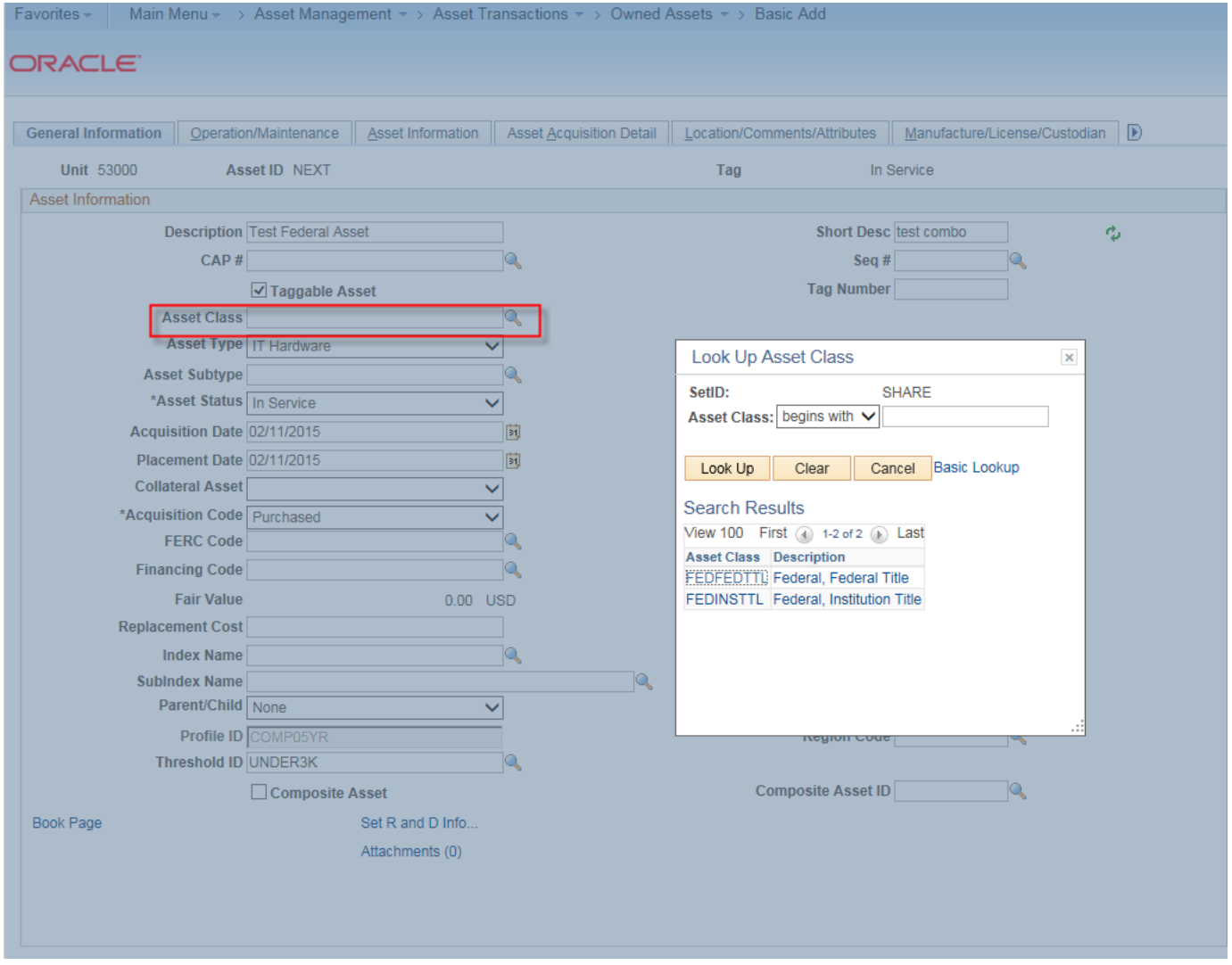
AM Testing Scenarios

	Test Scenario	Expected Result
7	Attempt to add an asset with a fund code = 20000 with no project id in Basic Add, Asset Acquisition Detail. AM →Asset Transactions→Owned Assets →Basic Add.	Receive an error that a combo edit error was found. See combo edit error on Combo Edit Page
8	Attempt to add an asset with a fund code = 20000 with no project id in Express Add AM →Asset Transactions→Owned Assets →Express Add.	Receive an error that a combo edit error was found. See combo edit error on Combo Edit Page

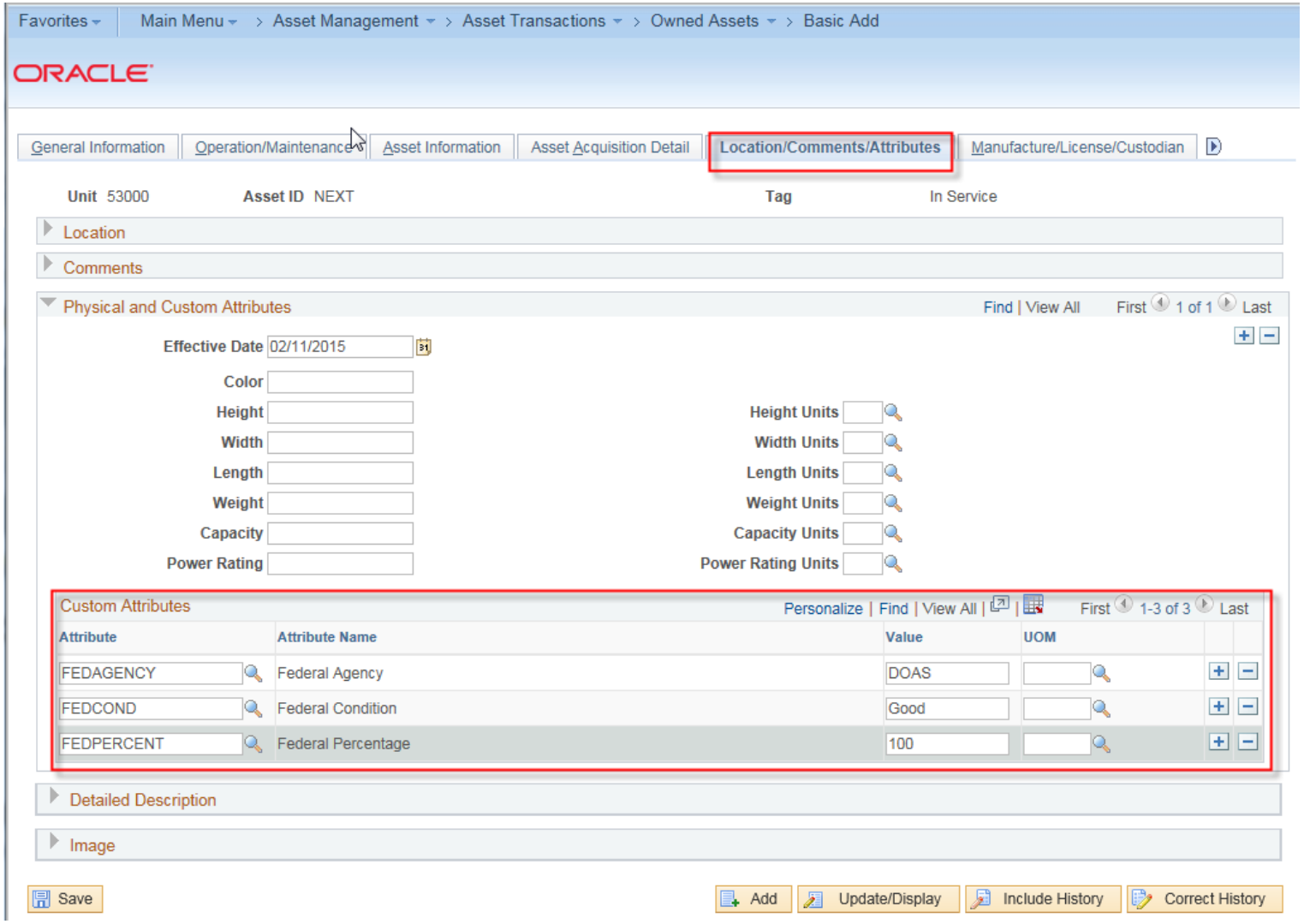
Create a Federal Asset

- 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



Create a Federal Asset

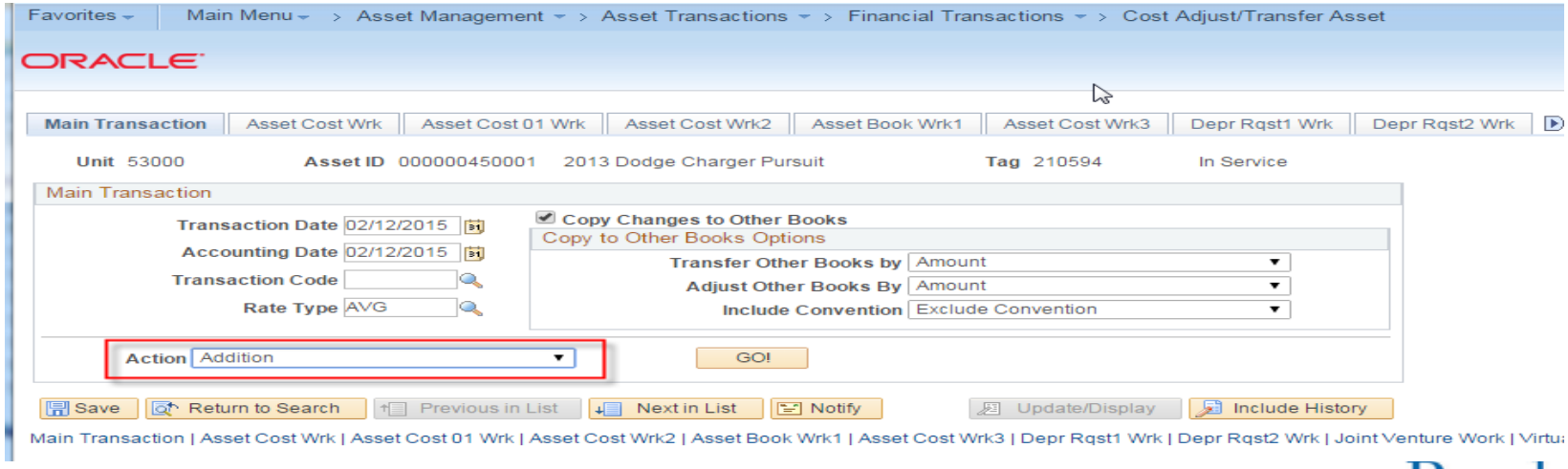


AM Testing Scenarios

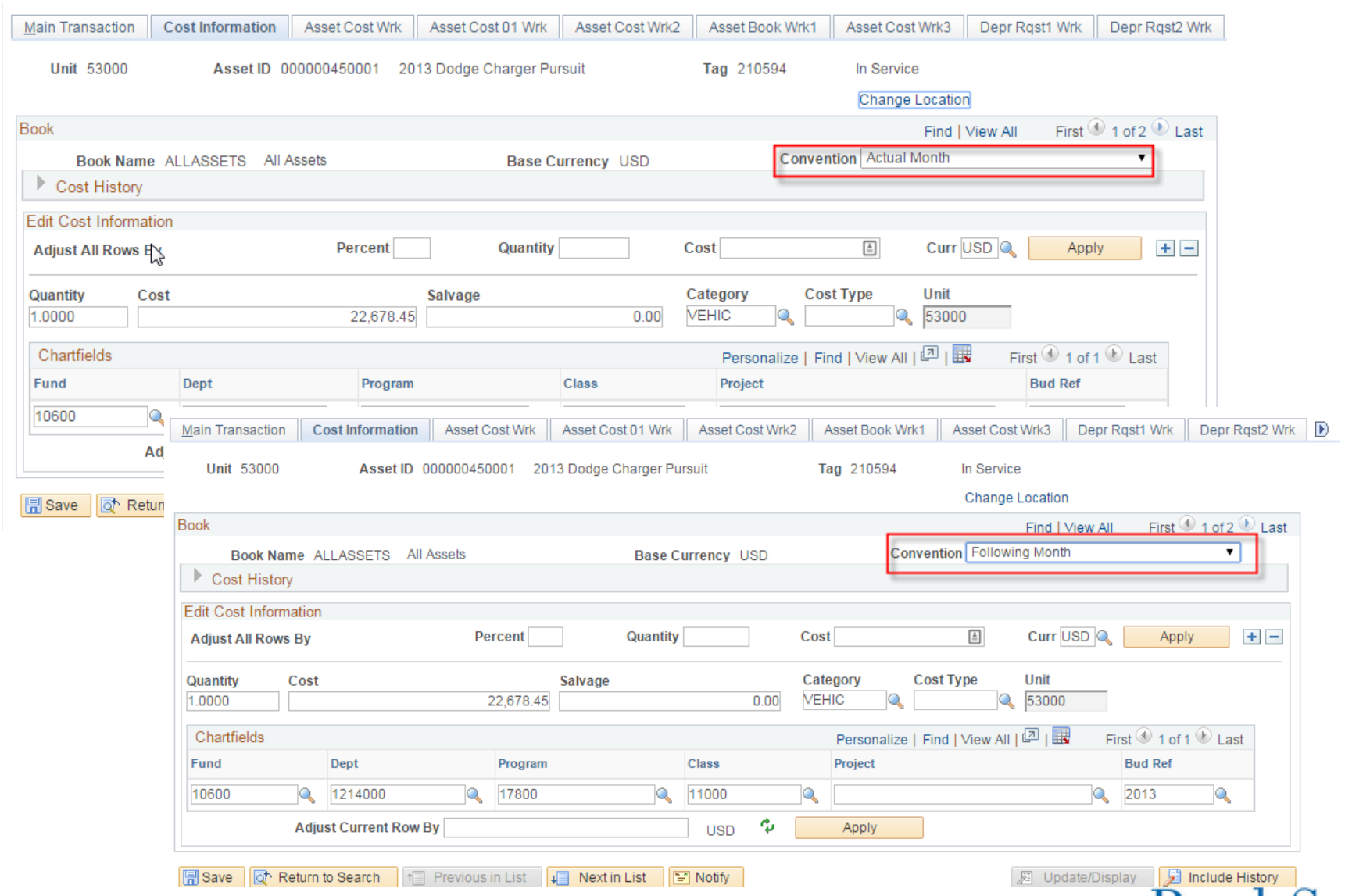
	Test Scenario	Expected Result
9	Create a Federal Asset Populate Asset Class on the General Information page with one of the federal asset codes in the drop down box Go to the Location/Comments/Attributes page and populate the custom attributes AM →Asset Transactions→Owned Assets →Basic Add	Should see 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”



Addition Cost Adjustments



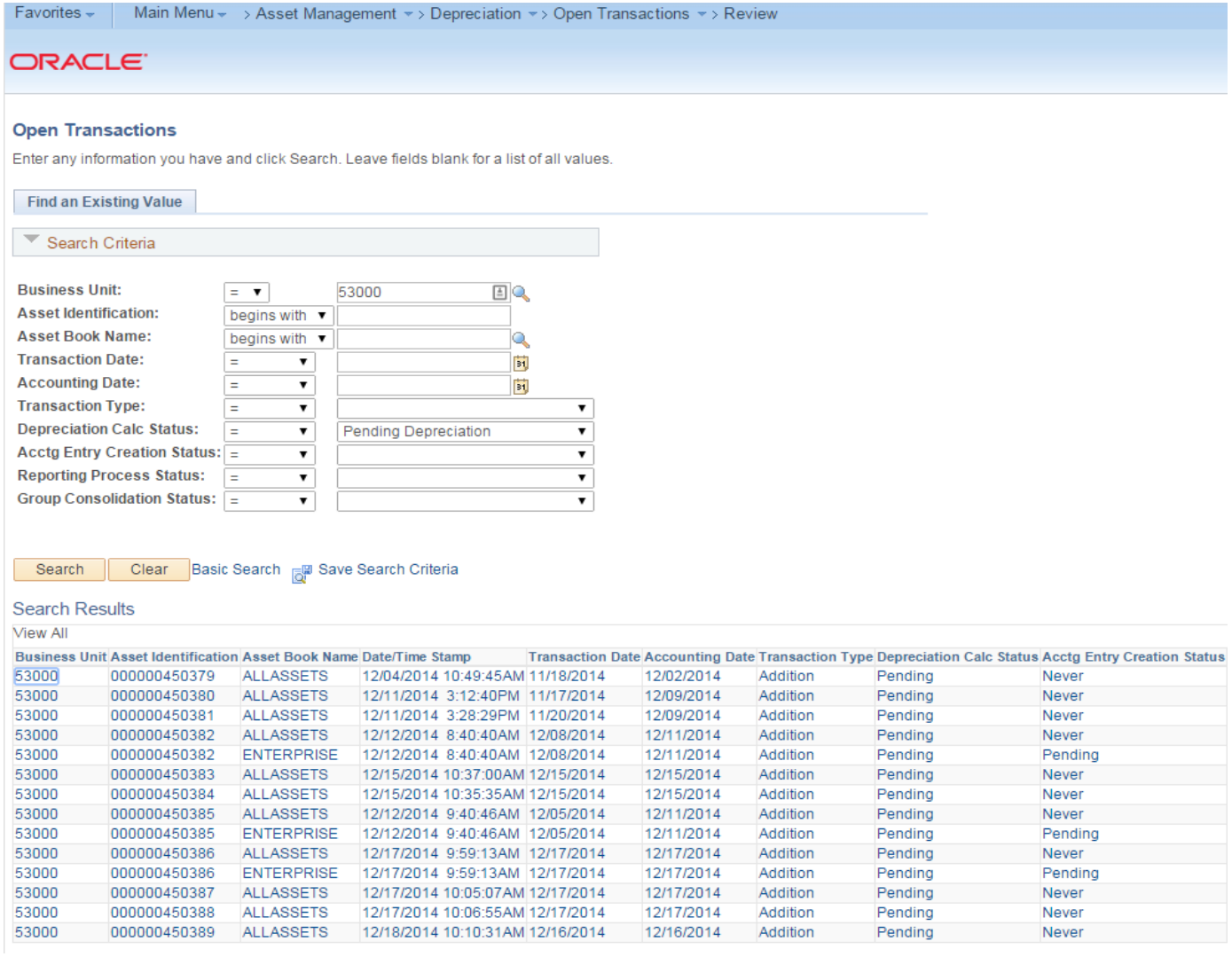
AM Testing Scenarios

	Test Scenario	Expected Result
10	Perform an "Addition" Cost Adjustment to an asset. Change the Depreciation convention to Following Month (default will be Actual Month) Use a January accounting date for the transaction Asset Management →Asset Transactions →Financial Transactions →Cost Adjust/Transfer Asset	Actual Month will default as the depreciation convention; Cost will be modified on an asset.

AM Testing Scenarios

	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

Business Unit:	=	53000
Asset Identification:	begins with	
Asset Book Name:	begins with	
Transaction Date:	=	
Accounting Date:	=	
Transaction Type:	=	
Depreciation Calc Status:	=	Pending Depreciation
Acctg Entry Creation Status:	=	
Reporting Process Status:	=	
Group Consolidation Status:	=	

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All

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

AM Testing Scenarios

	Test Scenario	Expected Result
13	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.

AM Testing Scenarios

	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

AM Testing Scenarios

	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?