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

PSFIN V8.9 Upgrade Training

Asset Management Participant Guide

**Office of Information and
Instructional Technology**

**Version 3
8/21/2008**

Table of Contents

Introduction and Overview

Welcome

PSFIN 8.9
Asset Management

Instructor: Michael Barnwell

"Creating A More Educated Georgia"

Course Learning Objectives

- Identify the key processes of the AM Module, and key changes from 7.5 to 8.9
- Create assets
- Enter asset adjustments and transfers
- Depreciate an asset
- Retire an asset
- Run asset inquiries
- Run asset integration
- Run asset queries and reports

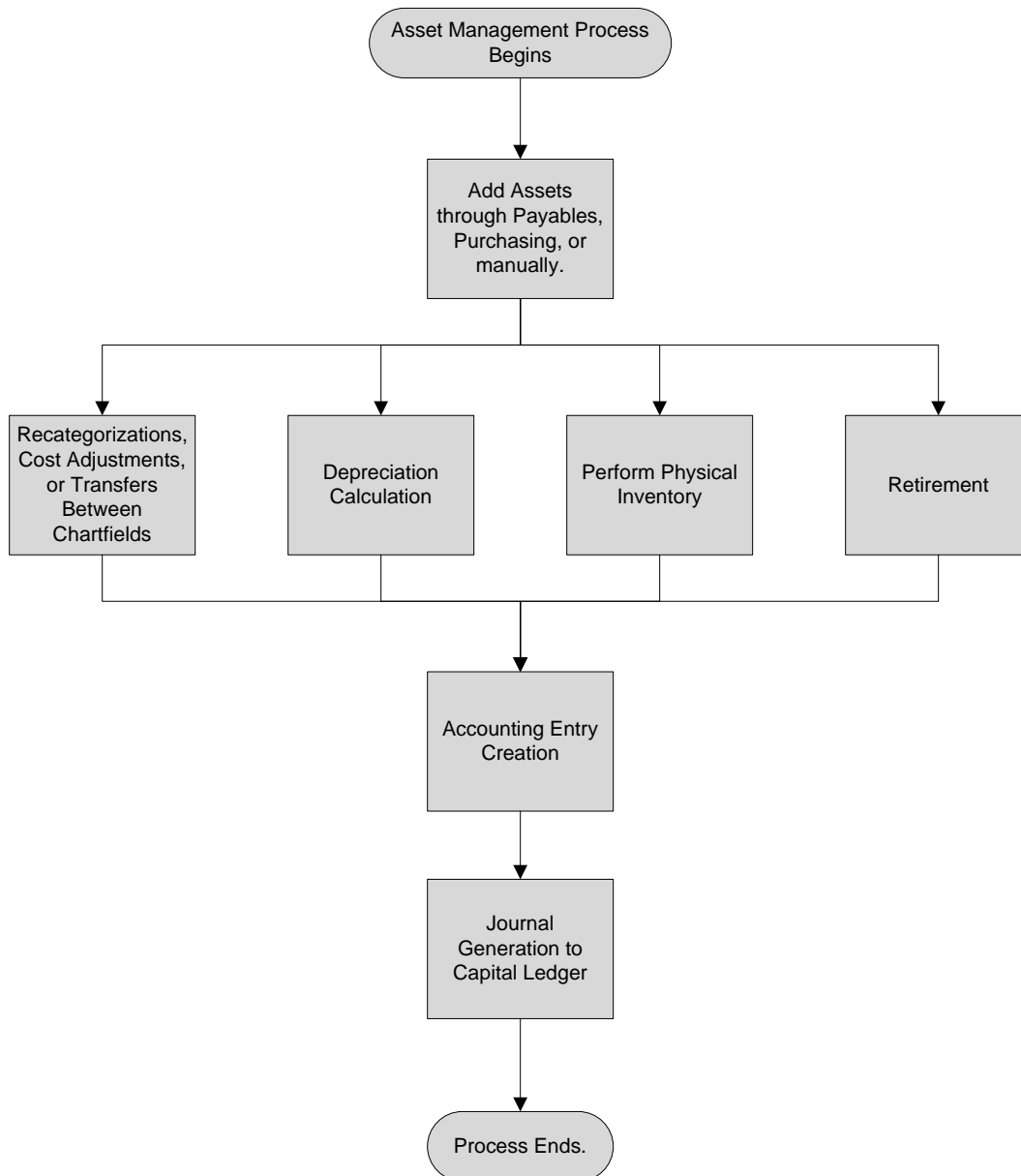*"Creating A More Educated Georgia"*

Course Lessons

- Lesson 1 – Asset Creation
- Lesson 2 – Asset Adjustments and Transfers
- Lesson 3 – Depreciation, Retirement, and Inquiries
- Lesson 4 – Integration
- Lesson 5 – Queries and Reports

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Asset Management Overview Process

```
          ┌─────────────────────────┐
          │ Asset Management Process│
          │         Begins          │
          └─────────────────────────┘
                       │
                       ▼
          ┌─────────────────────────┐
          │      Add Assets         │
          │  through Payables,      │
          │  Purchasing, or         │
          │     manually.           │
          └─────────────────────────┘
```

| Recategorizations, Cost Adjustments, or Transfers Between Chartfields | Depreciation Calculation | Perform Physical Inventory | Retirement |

```
                       ▼
          ┌─────────────────────────┐
          │    Accounting Entry     │
          │       Creation          │
          └─────────────────────────┘
                       │
                       ▼
          ┌─────────────────────────┐
          │       Journal           │
          │   Generation to         │
          │   Capital Ledger        │
          └─────────────────────────┘
                       │
                       ▼
          ┌─────────────────────────┐
          │     Process Ends.       │
          └─────────────────────────┘
```

**Asset Management Overview Process
Narrative**

The Asset Management module was designed to help institutions maintain physical control over their organization's assets, perform complex financial accounting, enable them to plan for future asset needs, and provide a central repository for complex asset information. This module can reduce the associated maintenance, reconciliation, and data integrity problems by incorporating these functions into a single database.

Assets are those items valued at or above $5000, and must be tracked in the AM module. Small Value Property (SVP) items are those items valued between $3000 and $4999.99. SVP items must be also be tracked, but with an SVP profile. In addition, some items with acquisition costs under $3000, such as firearms, must be tracked for regulatory reasons. These items will also be tracked with the SVP profile.

The entire life of an asset can be tracked in the AM module. Users can add assets in the system manually, or most often by adding them through interfaces from the Purchasing and Accounts Payables modules. After assets are added into the system, institutions can then maintain them through adjustments or transfers. Additionally, asset depreciation is managed in this module. Depreciation can be run on a range of assets or just one asset. Finally, the retirement of an asset must be recorded.

The Asset Management module was designed to work directly with other PeopleSoft modules. Receipts from the Purchasing module and Vouchers from the Payables module can be moved into Asset Management through the Payables/Purchasing Interface. Finally, accounting entries are created during asset processing, such as additions, transfers, and depreciation.

Another aspect of the Asset Management module allows you to track and record results of the physical inventory of assets. This module provides a physical inventory system that enables you to extract asset data into a sequential file and load it into a bar code scanning device. After scanning assets during the physical inventory, the results are then loaded back into the module to generate the inventory results.

Asset Management – Changes from 7.5 to 8.9

- Can now rerun the Depreciation Close process
- Can reverse Posted Accounting Entries in the DIST_LN
- Depreciation for a single asset or range of asset IDs
- Loading of Depreciation Reporting Tables must be performed monthly in order to generate costs and depreciation reports

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Asset Management – Changes from 7.5 to 8.9

- Asset must now be identified with an Asset Type as well as Profile ID.
- Users can search for an asset based on certain known criteria which may be helpful when the asset ID is not available.
- A 10% salvage value will automatically calculate when an asset is added to the Buildings and Building Improvements, Facilities and Improvements and Infrastructure categories.

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Lesson One – Asset Creation

Lesson One – Asset Creation

- Adding Assets
- Adding GSFIC Managed Project Assets
- Copying Assets
- Creating and Maintaining Parent-Child Assets

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Lesson One –
Adding Assets

- Adding Assets
  - Assets must now be identified with an Asset Type as well as a Profile ID
  - Key Fields:
    - Basic Add Page – four tabs
      - Asset Information1
      - Asset Information2
      - Asset Acquisition Detail
      - Location/Comments/Attributes
    - Asset Type field

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Lesson One – Adding GSFIC Managed Project Assets

- Adding GSFIC Managed Project Assets
  - A 10% salvage value will automatically calculate when an asset is added to the Buildings and building Improvements, Facilities and Improvements and Infrastructure categories.
  - GSFIC-Managed Project assets are added manually, not through the Payables or Purchasing interface.
  - Key Fields:
    - Taggable Asset and Tag Number fields required
    - Acquisition Code – "Donated"
    - Trans Code is "State-Donated"

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Lesson One – Copying Assets

- Copying Assets
  - Navigation: Asset Management > Asset Transactions > Owned Assets > Copy Existing Asset
  - Num of Assets to Copy field – enter number of desired assets to copy

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Lesson One – Creating and Maintaining Parent-Child Assets

- Creating and Maintaining Parent-Child Assets
  - Most asset additions take place through the PO interface,. Parent/child assets are usually created by updates to pre-existing assets in the system
  - However, new parents and children may be manually added to AM.
  - Key fields:
    - Parent/Child menu
    - Parent Asset ID

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Practice – Asset Creation

Asset Management – Asset Creation

Lesson:	Asset Creation		
Topic	Adding Assets	Business Process	AM.020.040

Activity
In this activity you will: • Add an asset

NAVIGATION	Asset Management > Asset Transactions > Owned Assets > Basic Add	

Enter the following information:
1. Click the **Add a New Value** tab.
2. Click the **Add** button.
3. Enter **"John Deere Tractor"** in the **Description** field.
4. Click the **Taggable Asset** Checkbox
5. Enter "**554868**" in the **Tag Number** Field
6. Click the **Asset Type** list.;
7. Click the **Equipment** list item.
8. Enter **07/30/08** in the **Acquisition Date** field.
9. Enter "**MAINTFARM5**" in the **Profile ID** field.
10. Click the **Asset Information2** tab.
11. Enter "**XJR 2008**" in the **Serial ID** field.
12. Click the Asset Acquisition Detail tab.
13. Enter "**5895.00**" in the **Amount** field.
14. Enter **Today's Date** in the **Trans Date** field.
15. Click the Acquisition Detail Chartfields link.
16. Enter "**10000**" in the **Fund Code** field.
17. Enter "**UATDPT1**" in the **Department** field.
18. Enter "**16300**" in the **Program Code** field.
19. Enter "**11000**" in the **Class** field.
20. Enter "**2009**" in the **Budget Reference** field.
21. Click the **OK** button.
22. Click the **Capitalize** button.
23. Click the scrollbar to scroll to the bottom of the page.
24. Click the Save button to add the asset.

Topic	Adding a GSFIC Managed Project Asset	Business Process	AM.020.080
Activity			

In this activity you will:

- Add a GSFIC Managed Project Asset

NAVIGATION	**Asset Management > Asset Transactions > Owned Assets > Basic Add**

Enter the following information:

1. Click the **Add a New Value** tab.
2. Click the **Add** button.
3. Enter "**Athletic Arena**" in the **Description** field.
4. Click the **Taggable Asset** checkbox.
5. Enter "**00098600**" in the **Tag Number** field.
6. Click the **Asset Type** list.
7. Click the **Facility** list item.
8. Click the **Acquisition Code** list.
9. Click the **Donated** list item.
10. Click the **Look up Profile ID** (Alt+5) button.
11. Choose "**BLDG60**".
12. Click the **Asset Information2** tab.
13. Enter "**XYZSPORTS**" in the **Serial ID** field.
14. Click the **Asset Acquisition Detail** tab.
15. Enter "**Sports Arena**" in the **Description** field.
16. Enter "**102000.00**" in the **Amount** field.
17. Click the **Acquisition Detail Chartfields** link.
18. Enter "**10000**" in the **Fund Code** field.
19. Enter "**UATDPT1**" in the **Department** field.
20. Enter "**16300**" in the **Program Code** field.
21. Enter "**11000**" in the **Class** field.
22. Enter "**UATPRJ1**" in the **Project** field.
23. Enter "**2009**" in the **Budget Reference** field.
24. Click the **OK** button.
25. Click the **Trans Code** list.
26. Click the **State-Donated** list item.
27. Click the **Capitalize** button.
28. You can remove the 10% salvage value by entering '0' in the **Salvage** field under "Asset and Cost Information" and click the "refresh amounts" icon.
29. Click the **Save** button.

Topic	Copying an Asset	Business Process	AM.020.120

Activity

In this activity you will:

- Copy an Asset

NAVIGATION	Asset Management > Asset Transactions > Owned Assets > Copy Existing Asset

Enter the following information:
1. Enter "**40000**" in the **Business Unit** field.
2. Enter "**000000000396**" in the **Asset Identification** field.
3. Click the **Search** button.
4. Enter "**2**" in the **Num of Asset Copies to create** field.
5. Enter "**Sunfire X4100 x64 Server**" in the **Description** field.
6. Click on the **Chartfields tab** under the **ALLASSETS** book
7. Change the **Department ID** to "**UATDPT1**"
8. Change the **Program Code** to "**16300**"
9. Change the **Budget Ref** to "**2009**"
10. Make sure changes are automatically copied to the other book.
11. Make any other changes needed before proceeding to the next step.
12. Click the **Create Assets** button.
13. Make any other necessary changes and click the **Save** button.

Topic	Creating and Maintaining Parent-Child Assets	Business Process	AM.020.180

Activity

In this activity you will:

- Create and Maintain Parent-Child Assets

NAVIGATION	Asset Management > Asset Transactions > Owned Assets > Basic Add

Enter the following information:
1. Enter "**40000**" in the **Business Unit** field.
2. Enter "**000000000396**" in the **Asset Identification** field.
3. Click the **Search** button.
4. In the **Asset Type** field, choose "**Hardware**"
5. Click the **Parent/Child** drop down list.
6. Click the **Parent** list item.
7. Click the **Save** button.
8. Click the **Return to Search** button.
9. Enter "**000000000372**" in the **Asset Identification** field.
10. Click the **Search** button.
11. Click the **Parent/Child** drop down list.

12. Click the **Child** list item.
13. Enter "**000000000396**" in the **Parent ID** field.
14. Click the **Save** button.

Lesson Two – Asset Adjustments and Transfers

Lesson Two – Asset Adjustments and Transfers

- Adding Component Costs to an Asset
- Transferring Assets Between Chartfields
- Adjusting Cost of an Asset
- Changing Asset's Useful Life
- Changing In-Service Date of an Asset

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Lesson Two –
Adding Component Costs to an Asset

- Adding Component Costs to an Asset
- The added component is then tracked as a part of the asset to which it has been added.
- Key Fields:
    - Add a new row from the Acquisition Detail tab
    - Description field important to complete
    - Amount
    - Chartfields

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Lesson Two –
Transferring Assets Between Chartfields

- Transferring Assets Between Chartfields
  - Fund, department, program, or class can be transferred. Account numbers may not be transferred.
  - Only one transfer can be accomplished at a time.
  - Key Fields:
    - Select "Transfer" under Action menu
    - Chartfields that can be transferred: Dept, Fund, Program and Class
    - Account chartfield cannot be transferred

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Lesson Two –
Changing Asset's Useful Life

- Changing Asset's Useful Life
  - When changing the useful life, it must be changed in both the ALLASSETS and ENTERPRISE books.
  - Key Field:
    - Useful Life field – enter the new useful life in months.

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Lesson Two –
Changing In-Service Date of an Asset

- Changing In-Service Date of an Asset
  - Before the In-Service date can be modified, the asset must have a status of "In Service."
  - Both sets of books must be updated – Enterprise and Allassets
  - Key fields:
    - Enterprise field. Emphasize that both the Enterprise and Allassets books must be updated.
    - Calculation Type field. For this asset, the Calculation Type is Life-to-Date field.
    - Allassets field. Emphasize that both the Enterprise and Allassets books must be updated.

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Review-

Creation, Adjustments and Transfers

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Practice – Asset Adjustments and Transfers

Asset Management – Asset Adjustments and Transfers

Lesson:	Asset Adjustments and Transfers

Topic	Adding Component Costs to an Asset	Business Process	AM.020.110
Activity			

In this activity you will:

- Add Component Costs to an Asset

NAVIGATION	Asset Management > Asset Transactions > Owned Assets > Basic Add

Enter the following information:

1. Enter "**40000**" in the **Business Unit** field.
2. Enter "**000000000487**" in the **Asset Identification** field.
3. Click the **Search** button.
4. Click the **Asset Acquisition Detail** tab.
5. Click the Add a new row at row 1 (Alt+7) button.
6. Enter "**Additional Lenses**" in the **Description** field.
7. Enter "**500**" in the **Amount** field.
8. Click the **Acquisition Detail Chartfields** link.
9. Enter "**10000**" in the **Fund Code** field.
10. Enter "**UATDPT2**" in the **Department** field.
11. Enter "**16300**" in the **Program Code** field.
12. Enter "**11000**" in the **Class** field.
13. Enter "**2009**" in the **Budget Reference** field.
14. Click the **OK** button.
15. Click the **Capitalize** button.
16. Click the **Save** button.

Topic	Transferring Assets Between Chartfields	Business Process	AM.020.140

Activity

In this activity you will:

- Transfer an Asset between ChartFields

NAVIGATION	Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

Enter the following information:

1. Enter "**40000**" in the **Business Unit** field.
2. Enter "**000000000424**" in the **Asset Identification** field.
3. Click the **Search** button.
4. Click the **Action** list.
5. Click the **Transfer** list item.
6. Click the **GO!** button.
7. Enter "**UATDPT2**" in the **Department** field.
8. Click the **Save** button.

Topic	Adjusting the Cost of an Asset	Business Process	AM.020.160

Activity

In this activity you will:

- Adjust the Cost of an Asset

NAVIGATION	Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

Enter the following information:

1. Enter "**40000**" in the **Business Unit** field.
2. Enter "**000000000487**" in the **Asset Identification** field.
3. Click the **Search** button.
4. Click the **Action** list.
5. Click the **Adjustment** list item.
6. Click the **GO!** button.
7. Look for "**Adjust Current Row**" under "**Edit Cost Information**"
8. Enter "**-100.00**" in the **Cost** field.
9. Click the **Apply** button on the same row.
10. Click the **Save** button.

Topic	Changing an Asset's Useful Life	Business Process	AM.020.200

Activity

In this activity you will:

- Change an Asset's Useful Life

NAVIGATION	Asset Management > Asset Transactions > Asset Book Information > Define Tax/Depr Criteria

Enter the following information:

1. Enter "**40000**" in the **Business Unit** field.
2. Enter "**000000000461**" in the **Asset Identification** field.
3. Click the **Search** button.
4. Enter "**40**" in the **Useful Life** field.
5. Click the **Save** button.

Topic	Changing In-Service Date of an Asset	Business Process	AM.020.210
		Activity	

In this activity you will:

- Change the In-Service Date of an Asset

NAVIGATION	Asset Management > Asset Transactions > Asset Book Information > Define Tax/Depr Criteria

Enter the following information:

1. Enter "**40000**" in the **Business Unit** field.
2. Enter "**000000000483**" in the **Asset Identification** field.
3. Click the **Search** button.
4. Enter "**09/15/2007**" in the **In Service Date** field.
5. Click the **Calculation Type** list.
6. Click the **Life-to-Date** list item.
7. Click the **Show next row** (Alt+.) button.
8. The Book Name changes to **ENTERPRISE**
9. Enter "**09/15/2007**" in the **In Service Date** field.
10. Click the **Calculation Type** list.
11. Click the **Life-to-Date** list item.
12. Click the **Save** button.

Review Questions

1. How are assets typically added to the Asset Management module?
   a. Manually by Property Control
   b. Through the physical inventory processes
   c. Through feeds from the Purchasing and AP modules

2. Which of the following assets must be manually added to the AM module?
   a. Land
   b. Donations
   c. Capital Lease
   d. Partial Payment Assets
   e. Multiple-Chartfield Assets
   f. All of the Above

3. Any item with an acquisition cost greater than or equal to $3000 and less than $5000 must be tracked in the AM module with a/an _____ profile.

4. When adding a GSFIC-Managed project asset, which Transaction Code should be used when capitalizing the asset?
   a. Federal-Donated
   b. Local-Donated
   c. Private-Donated
   d. State-Donated

5. True/False: When adding assets that are to be allocated to multiple chartstrings, add each chartstring and associated cost individually.

6. _____ are those items that are added to a pre-existing asset that enhance the value of the asset.
   a. Asset subtypes
   b. Asset categories
   c. Asset components
   d. Asset serial numbers

7. What is the maximum number of chartfield transfers that you can accomplish at one time?
   a. One
   b. Two
   c. Five
   d. Ten

8. The cost of an asset can be adjusted in which ways?
    a. By Cost
    b. By Percent
    c. By Quantity
    d. All of the above

9. Why is asset recategorization typically performed?
    a. To transfer an asset to a new owner.
    b. To correct an asset that was originally categorized erroneously.
    c. To change an asset from a depreciable to a non-depreciable status.
    d. To prepare an asset that has been missing for two years to be retired.

10. Why must Property Control be notified of a change in an asset's physical location?
    a. For depreciation purposes
    b. For asset retirement purposes
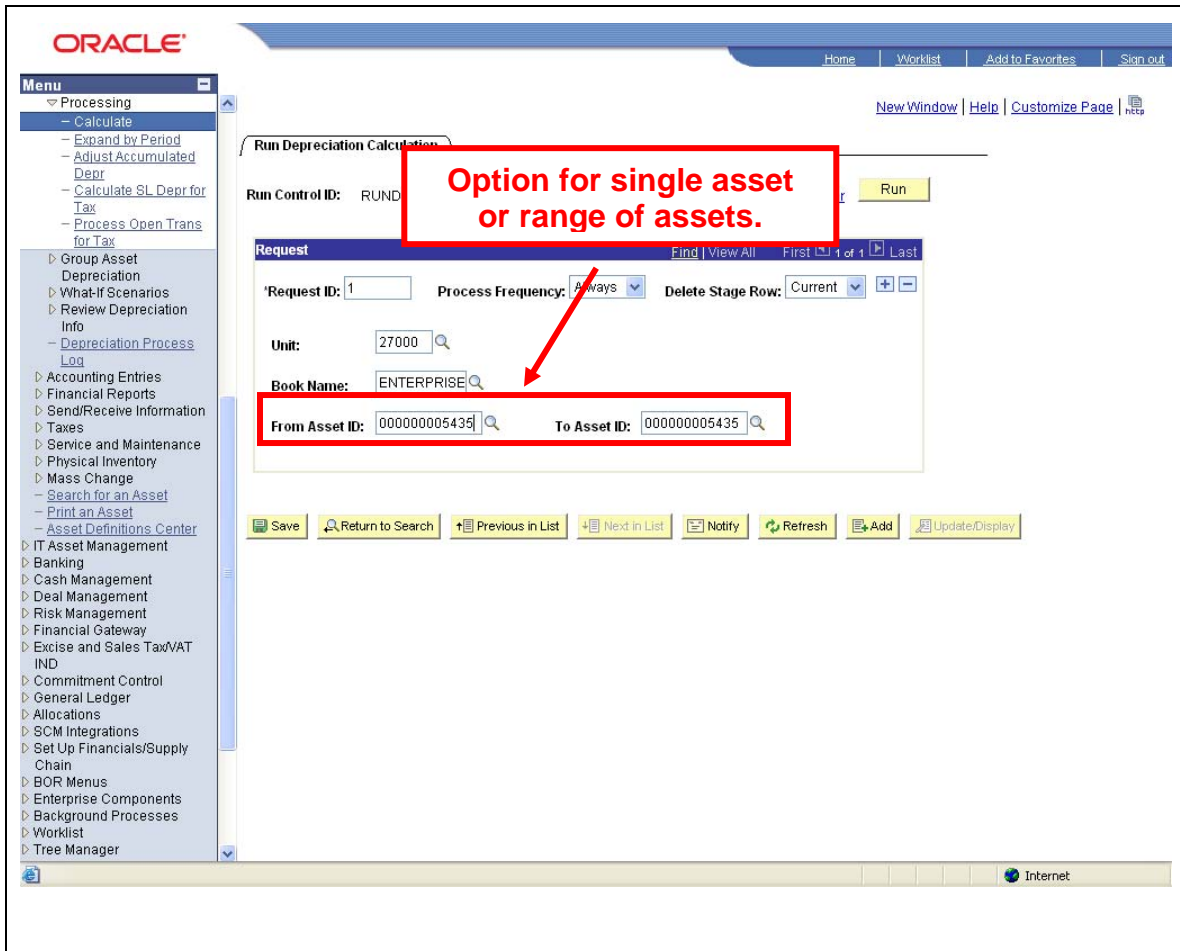   c. For physical inventory purposes

11. What is the result of an asset with an incorrect In-Service Date?
    a. Incorrect useful life
    b. Incorrect chartfields
    c. Incorrect recategorization
    d. Incorrect accumulated depreciation

Lesson Three – Depreciation, Retirement, Inquiries

Lesson Three- Depreciation, Retirement, Inquiries

• Depreciation
  – Depreciating Assets
  – Running the Load Depr Reporting Table (monthly)

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Lesson Three- Depreciation, Retirement, Inquiries

• Retirement
  – Retiring Assets
  – Reinstating Assets
• Inquiries
  – Searching for Assets
  – Reviewing Asset Accounting Entries
  – Verifying Open Transactions

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Depreciation

Lesson Three –
Depreciating Assets

- Depreciating Assets
  - Depreciation can be run for one asset or a range of assets
  - Key Fields:
    - From Asset ID and To Asset ID. This is where you indicate a single asset or a range of assets.

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Lesson Three –
Running Load Depr Reporting Table Monthly

- Ran after Depreciation Calculation
- Loads life-to-date and year-to-date depreciation amounts to reporting table for generating reports:
  - Depreciation Activity Report
  - Deprecation by Fiscal Year
  - Depreciation by Period
  Reports are in Asset Management > Financial Reports > Cost and Depreciation

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| Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | help

Menu
▽ Processing
 – Calculate
 – Expand by Period
 – Adjust Accumulated Depr
 – Calculate SL Depr for Tax
 – Process Open Trans for Tax
 ▷ Group Asset Depreciation
 ▷ What-If Scenarios
 ▷ Review Depreciation Info
 – Depreciation Process Log
 ▷ Accounting Entries
 ▷ Financial Reports
 ▷ Send/Receive Information
 ▷ Taxes
 ▷ Service and Maintenance
 ▷ Physical Inventory
 ▷ Mass Change
 – Search for an Asset
 – Print an Asset
 – Asset Definitions Center
 ▷ IT Asset Management
 ▷ Banking
 ▷ Cash Management
 ▷ Deal Management
 ▷ Risk Management
 ▷ Financial Gateway
 ▷ Excise and Sales Tax/VAT IND
 ▷ Commitment Control
 ▷ General Ledger
 ▷ Allocations
 ▷ SCM Integrations
 ▷ Set Up Financials/Supply Chain
 ▷ BOR Menus
 ▷ Enterprise Components
 ▷ Background Processes
 ▷ Worklist
 ▷ Tree Manager

Run Depreciation Calculation

Run Control ID: RUND   Run

Option for single asset or range of assets.

Request   Find | View All   First ◀ 1 of 1 ▶ Last

'Request ID: 1   Process Frequency: Always ▾   Delete Stage Row: Current ▾ [+] [−]

Unit: 27000 🔍

Book Name: ENTERPRISE 🔍

From Asset ID: 000000005435 🔍   To Asset ID: 000000005435 🔍

[Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Refresh] [Add] [Update/Display]

Internet

Depreciating an Asset

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Practice – Depreciation

Asset Management – Depreciation

Lesson:	Depreciation, Retirement, and Inquiries		
Topic	Depreciating Assets	Business Process	AM.100.010
Activity			

In this activity you will:

- Depreciate an Asset

NAVIGATION	Asset Management > Depreciation > Processing > Calculate

Enter the following information:

1. Click the **Add a New Value** tab.
2. Enter "**RUNDEP**" in the **Run Control ID** field.
3. Click the **Add** button.
4. Click the **Process Frequency** list.
5. Click the **Always** list item.
6. Enter "**40000**" in the **Unit** field.
7. Click the Look up **Book Name** (Alt+5) button.
8. Click "**ENTERPRISE**" in the **Asset Book Name** column.
9. Enter "**000000000464**" in the **From Asset ID** field.
10. Enter "**000000000464**" in the **To Asset ID** field.
11. Click the **Run** button.
12. Click the **Server Name** list.
13. Click the **PSUNX** list item.
14. **Type** should default to **Web**. Click the **Format** list.
15. Click the **PDF** list item.
16. Click the **OK** button.
17. Click the **Process Monitor** link.
18. Click the **Refresh** button until the **Run Status** is Success and the **Distribution Status** is **Posted**.

Topic	Running Load Depr Reporting Table (Monthly)	Business Process	AM.100.050
	Activity		

In this activity you will:

- Run the Load Depreciation Reporting Table (Monthly)

NAVIGATION	Asset Management > Financial Reports > Load Reporting Tables > Depr Reporting Table

Enter the following information:

1. Click the **Add a New Value** tab.
2. Enter "**LDDEPRPT**" in the **Run Control ID** Field.
3. Click the **Add** button.
4. Click the **Voucher ID** list item.
5. Enter "**LDDEPRPT**" in the **Request ID** field.
6. Click the **Process Frequency** List box and select **Always**.
7. Click the **Open Trans** Checkbox.
8. Enter "**2008**" in the **TO Year** field.
9. Enter "**40000**" in the **Unit** field.
10. Click the **Book Name** List box and select **ENTERPRISE**.
11. Click the **Save** button.
12. Click the **Run** button.
13. Click the **Server Name** list and choose **PSUNX**.

You can now run the following reports:

Depreciation Activity Report
Deprecation by Fiscal Year
Depreciation by Period
Reports are in Asset Management > Financial Reports > Cost and Depreciation

Retirement

Lesson Three – Reinstating Assets

- Retiring Assets
  - Assets are retired after reaching their useful life, or after 2 years from being stolen or missing
  - Assets can be retired when traded-in for a newer asset
  - Key field:
    - Retire As drop-down list

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Lesson Three – Reinstating Assets

- Reinstating Assets
  - Once reinstated, the asset's status changes from "Disposed" to "In Service."
  - Retired assets acquired through a donation are not reinstated. The system will not correctly reverse the accounting entries.
  - Key field:
    - Reinstate button – reinstates asset

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     29

Practice – Retirement

Asset Management – Retirement

Lesson:	Depreciation, Retirement, and Inquiries		
Topic	Retiring Assets	Business Process	AM.020.220

Activity

In this activity you will:

- Retire an Asset

NAVIGATION	Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset

Enter the following information:

1. Enter "**40000**" in the **Business Unit** field.
2. Enter "**000000000455**" in the **Asset Identification** field.
3. Click the **Search** button.
4. Click the down arrow to view the **Retire As** options.
5. Click the **Retirement By Sale** list item.
6. Click the **Go** button.
7. Keep the default date in the **Trans Date** field.
8. Keep the default date in the **Acctg Date** field.
9. Click the **Save** button.

Topic	Reinstating Assets	Business Process	AM.020.230

Activity

In this activity you will:

- Reinstate an Asset

NAVIGATION	Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset

Enter the following information:

1. Enter "**40000**" in the **Business Unit** field.
2. Enter "**00000000455**" in the **Asset Identification** field.
3. Click the **Search** button.
4. Click the **Reinstate** button.
5. Keep the default date in the **Acctg Date** field.
6. Click the **Save** button.

Online Asset Inquiry

Lesson Three-
Online Asset Inquiries

- Online Asset Inquiries
  - Searching for Assets
  - Reviewing Asset Accounting Entries
  - Verifying Open Transactions

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Lesson Three –
Searching for Assets

- Searching for Assets
  - Enables you to look for an asset using multiple criteria
  - You can review detailed information for it under different Asset Management components
  - "Drill Down To" field allows you to view information about assets such as Accounting Entries, Basic Information, Component Hierarchy, Cost Adjust/Transfers, Cost History, Depreciation, and Retirements

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Lesson Three –
Reviewing Asset Accounting Entries

- Reviewing Asset Accounting Entries
  - Typically used to review accounting entries that have been created during asset processing, such as additions, transfers, and depreciation
  - Property Control and Accounting personnel review these panels prior to closing the accounting period for depreciation

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Lesson Three –
Verifying Open Transactions

- Verifying Open Transactions
  - Property Control may need to run Depreciation Calculation on a specific open transaction or a range of transactions from time to time
  - Before running the Depreciation Calculation process, the open transactions must be identified

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Review

Time for a Review

Practice – Online Asset Inquiry

Asset Management – Online Asset Inquiry

Lesson:	Online Asset Inquiry		
Topic	Searching for Assets	Business Process	AM.060.010
Activity			

In this activity you will:

- Search for Assets

NAVIGATION	Asset Management > Search for an Asset

Enter the following information:

1. Enter "**40000**" in the **Business Unit** field.
2. Click the Look up **Category** (Alt+5) button.
3. Click on "**BLDG**" in the **Asset Category** column.
4. Click the **Search** button.
5. Click the radio button to select Asset ID **000000000360**.
6. Click the **Drill-Down To** list.
7. Click the **Asset Basic Information** list item.
8. Click the **GO!** button.
9. Review the **Asset Information 1** page and then click the **Asset Acquisition Detail** tab to review the data there.
10. Click the **Return to Search** button.
11. Click the **Clear** button.

Topic	Reviewing Asset Accounting Entries	Business Process	AM.060.040

Activity

In this activity you will:

- Reviewing Asset Accounting Entries

NAVIGATION	Asset Management > Accounting Entries > Review Financial Entries

Enter the following information:

1. Enter "**40000**" in the **Business Unit** field.
2. Enter "**000000000464**" in the **Asset Identification** field.
3. Click the **Search** button.
4. View the **Accounting Lines** and **Chartfields.**

Topic	Verifying Open Transactions	Business Process	AM.060.050

Activity

In this activity you will:

- Verify Open Transactions

NAVIGATION	Asset Management > Depreciation > Open Transactions > Review

Enter the following information:

1. Enter "**40000**" in the **Business Unit** field.
2. Enter "**000000000297**" in the **Asset Identification** field.
3. Click the **Search** button.
4. Review the Detail and note the Open Transaction ID

Review Questions

1. When must depreciation calculation be ran?
   a. After recategorization of an asset
   b. After change in useful life of an asset
   c. After performing a transfer
   d. After performing a cost adjustment
   e. All of the above

2. What does the Load Depr Reporting Table process generate?
   a. List of asset creation errors
   b. Net Book Value information
   c. Cost and depreciation reports
   d. Asset accounting entry reports

3. When retiring an asset that has was stolen over two years ago, what disposal code do you input into the system?
   a. Surplus
   b. Expired
   c. Abandonment
   d. Missing Asset

4. Which of the following is NOT a valid reason to retire an asset?
   a. It has been damaged beyond repair.
   b. It has been moved to another location.
   c. It has reached the end of its useful life.
   d. It has been missing for over two years.

5. Which of the following can be added and tracked in the AM module?
   a. Asset warranties
   b. Maintenance contracts
   c. Repair service information
   d. All of the above
   e. None of the above

6. The _____ of an asset is a permanent record of adjustments made to it during its useful life.
    a. Cost history
    b. Book history
    c. Useful life history
    d. Property control history

7. Asset additions and adjustments completed in batch or online create open transactions that are considered pending until _____.
    a. Book history is reviewed.
    b. Open transactions are verified.
    c. Depreciation calculation is run.
    d. Asset accounting entries are reviewed.

Lesson Four - Integration

Lesson Four - Integration

- Consolidating Assets
- Running the Interface Process

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Lesson Four –
Consolidating Assets

- Consolidating Assets
  - A PO and voucher with multiple lines representing a single asset may be consolidated into a single asset.
  - Done after the Payables/Purchasing interface but before the Transloader process has been ran

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Lesson Four –
Running the Interface Process

End-of-Month process – five steps
1. Running BORQM002 Query
2. Moving Receivers to AM
3. Loading Vouchers to AM
4. Running Payables/Purchasing Interface
   - Consolidating Assets (if any)
5. Running the Transloader process

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Lesson Four –
Running the Interface Process

1. Running BORQM002 Query
   – The BORQM002 Query provides the Receiver IDs
     and Voucher IDs that are ready to be moved to the
     Asset Management module.
   – Run on a daily, weekly or monthly basis
2. Moving Receiver to AM
   – The PO_RECVPUSH job is processed for each
     receipt that is ready to be loaded into the AM
     module. The receipt status should be updated to
     Moved.

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Lesson Four –
Running the Interface Process

3. Loading Vouchers into AM
   – Processed for each voucher interfaced to AM
   – Review receivers and vouchers in the Pre-AM
     pages at Asset Management > Send/Receive
     Information > Preview AM/PO information
4. Running Payables/Purchasing Interface – two
   step process:
   – Data is processed to INTFC_PHY_A and
     INTFC_FIN tables via Payables/Purchasing
     Interface.

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Lesson Four –
Running the Interface Process

   - Review interface data at Asset Management >
   Send/Receive Information > Approve Financial
   information > Review

   • Consolidate Assets
5. The Transaction Loader process is run to
   move the data into AM and assign the
   Asset ID to the new asset

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Practice – Integration

Asset Management – Integration

Lesson:	Integration

Integration Procedure:

1. Running BORQM002 Query
2. Moving Receivers to AM (loads into INTFC_PRE_AM table)
3. Loading Vouchers to AM (loads into INTFC_PRE_AM table)
4. Review Pre-AM pages
5. Running Payables/Purchasing Interface (loads into INTFC_PHY_A and INTFC_FIN tables)
6. Review interface pages
7. Any consolidations need to be done before running the next process
8. Running the Transloader process

Topic	Running BORQM002 Query	Business Process	AM.020.010
	Activity		

In this activity you will:

- Run BORQM002

NAVIGATION	**Reporting Tools > Query > Query Viewer**

Enter the following information:

1. Enter "**BORQM002**" in the **begins with** field.
2. Click the **Search** button.
3. Click an entry in the **Run to HTML** column.
4. Results will open in a new window.

Topic	Moving Receiver to AM	Business Process	AM.020.011

Activity

In this activity you will:

- Move Receiver to AM

NAVIGATION	Purchasing > Receipts > Process Receipts

Enter the following information:

1. Click the **Add a New Value** tab.
2. Enter "**PROC_RECPTS**" in the **Run Control ID** field.
3. Click the **Add** button.
4. Enter "**40000**" in the **Business Unit** field.
5. Enter "**0000300015**" in the **Receipt Number** field.
6. Click the **Run** button.
7. Click the **Select** checkbox next to the **PO_RECVPUSH** process.
8. Click the **Server Name** list.
9. Click the **PSUNX** list item.
10. Click the **Format** list.
11. Click the **PDF** list item.
12. Click the **OK** button.
13. Click the **Process Monitor** link.
14. Click the **Refresh** button until the **Run Status** shows Success and the **Distribution Status** shows **Success**.
15. Click an entry in the **Details** column.
16. Click the **View Log/Trace** link.

Click an entry in the **Name** column to view results of the process.

Topic	Loading Vouchers into AM	Business Process	AM.020.012

Activity

In this activity you will:

- Load Vouchers into AM

NAVIGATION	Accounts Payable > Batch Processes > Extracts and Loads > Load Asset Requests

Enter the following information:

1. Click the **Add a New Value** tab. (If you have already created a Run Control ID for this process, simply click the **Search** button.)
2. Enter "**LD_ASSETS**" in the **Run Control ID** field.
3. Click the **Add** button.
4. Enter "**LOAD**" in the **Request ID** field.
5. Enter "**Load Vouchers into AM**" in the **Request ID** field.
6. Click the **Always Process** list item.
7. Click the **Process Option** list.
8. Click the **Process Voucher** list item.
9. Enter "**40000**" in the **Business Unit** field.
10. Enter "**03000013**" in the **Voucher ID** field. Or you may use the **Look Up** option.
11. Click the **Save** button.
12. Click the **Run** button.
13. Click the **Server Name** list.
14. Click the **PSUNX** list item.
15. Click the **Format** list.
16. Click the **PDF** list item.
17. Click the **OK** button.
18. Click the **Process Monitor** link to track progress.
19. Click the **Refresh** button until the **Run Status** is Success and **Distribution Status** is Posted.
20. Click an entry in the **Details** column to see results of the process.
21. Click the **View Log/Trace** link.
22. Click an entry in the **Name** column to view results of process.

This process loads vouchers into the INTFC_PRE_AM table. You can review this information by navigating to **Asset Management > Send/Receive Information > Preview AM/PO information**

Topic	Running Payables/ Purchasing Interface	Business Process	AM.020.013
Activity			

In this activity you will:

- Run Payables/Purchasing Interface

NAVIGATION	Asset Management > Send/Receive Information > Retrieve Info from AP/PO

Enter the following information:

1. Click the **Add a New Value** tab.
2. Enter "**APPOAMINT**" in the **Run Control ID** field.
3. Click the **Add** button.
4. Enter "**Interface**" in the **Request ID** field.
5. Enter "**Run AP/PO/AM Interface**" in the **Request ID** field.
6. Click the **Process Frequency** list.
7. Click the **Always Process** list item.
8. Change the **Process Option** to "**Process All Pending Entries**"
9. Click the **Save** button.
10. Click the **Run** button.
11. Click the **Server Name** list.
12. Click the **PSUNX** list item.
13. Click the **Format** list.
14. Click the **PDF** list item.
15. Click the **OK** button.
16. Click the **Process Monitor** link.
17. Click the **Refresh** button until the **Run Status** says **Success** and the **Distribution Status** says **Posted**.
18. Click an entry in the **Details** column.
19. Click the **View Log/Trace** link.
20. Click an entry in the **Name** Column.

This process loads receipts and vouchers into the INTFC_PHY_A and INTFC_FIN tables. Review this information by navigating to **Asset Management > Send/Receive Information > Approve Financial information > Review**
Change the **Load Status** to "**Pending**" and click **Search**
You may want to make a note of the Interface ID to use in the next process, running the Transloader process, or you can run the Transloader for all pending transactions.

Topic	Running Transloader Process	Business Process	AM.020.014

Activity

In this activity you will:

- Run Transloader Process

NAVIGATION	Asset Management > Send/Receive Information > Load Transactions > Load Transactions into AM

Enter the following information:

1. Click the **Add a New Value** tab.
2. Enter "**LOADTRANS**" in the **Run Control ID** field.
3. Click the **Add** button.
4. Click the **Load Status** button.
5. Click the **Pending** selection.
6. Click the **Process Frequency** list.
7. Click the **Always** list item.
8. Enter **Interface ID**, or search for **Pending** transactions to get an Interface ID

NOTE: You must run this for a pending transaction or range of transactions. You cannot leave the default to "0 to 0".

9. Populate the **Interface ID** field.
10. Click the **Search** button.
11. Click the **Run** button.
12. Click the **Server Name** list.
13. Click the **PSUNX** list item.
14. Click the **Format** list.
15. Click the **PDF** list item.
16. Click the **OK** button.
17. Click the **Process Monitor** link.
18. Click the **Refresh** button until the **Run Status** is Success and the **Distribution Status** is Posted.
19. Click an entry in the **Details** column.
20. Click the **View Log/Trace** link.
21. Click an entry in the **Name** column.

The interface process is complete.

Review Questions

1. What are the results from running the BORQM002 Query?
   a. Asset IDs
   b. Voucher IDs
   c. Receiver IDs
   d. All of the Above
   e. Both b and c

2. What is the status of a receipt after it has been pushed through the Receiver Interface Push process?

   a. Moved
   b. Loaded
   c. Changed
   d. In Service

3. Vouchers are loaded individually into the AM module, after the BORQM002 Query is run and the Receiver Interface Push process is complete.

   a. True
   b. False

4. List the processes below in the order they should be run.

   a. Transloader Process
   b. Consolidating an Asset
   c. Payables/Purchasing Interface

5. What are the results of the Transloader Process?

   a. Receiver and Voucher IDs are obtained.
   b. Data is moved into AM module and asset IDs are assigned.
   c. Single-line vouchers representing more than one asset are unitized.
   d. Multiple-line vouchers representing a single asset are consolidated.

6. The Department of Administrative Services (DOAS) requires that each institution submit a report which lists all assets in their inventory system. How often is this report run?
   a. Monthly
   b. Quarterly
   c. Semi-Annually
   d. Annually

Lesson Five – Queries and Reports

Lesson Five-
Queries and Reports

- Running Assets Below Capital Threshold Query
- Running Calc Asset Depreciation for Period Query
- Running Voucher Accounting Line Query
- Running Asset Location Report (BORRM002)
- Running Capital Assets FN - Auxiliary Report

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Lesson Five-
Running Assets Below Capital Threshold Query

- Running Assets Below Capital Threshold Query
  - Returns the asset ID, tag number, description, category, and cost for each asset below the capital threshold

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Lesson Five-
Running Calc Asset Depreciation for Period Query

- Running Calc Asset Depreciation for Period Query
  - Calculates the depreciation for each asset in a specified accounting period. The query returns the asset ID, fund, department, program, class, project, and category

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Lesson Five-
Running Voucher Accounting Line Query

- Running Voucher Accounting Line Query
  - Returns accounting information for all vouchers in a specified period. This information includes the account, department, description, amount, quantity, accounting date, period, year, PO number, fund, class, program, journal ID and receipt number

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Lesson Five-
Running Asset Location Report

- Running Asset Location Report
  (BORRM002)
  - Lists all assets by location and includes the tag number, asset ID, location, description, serial ID, acquisition date and cost

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Lesson Five-
Running Capital Assets FN - Auxiliary Report

- Running Capital Assets FN - Auxiliary Report
  - Auxiliary enterprises are classified as business operations and are to be budgeted in accordance with published budget instructions
  - Budgets are submitted to the Board of Regents on an annual basis
  - Budget need is based on a funding formula which includes the purchase of, and expenses related to assets
  - This report is needed to assist in the allocation of budgets to the individual institutions

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Queries

Query Name	Description	Parameters
Assets Missing Tag Numbers Query	• Provides a list of all assets in the system without a tag #. • Includes the business unit, asset ID, description and asset status. • Often run prior to performing physical inventory.	
Assets to Load Query	• Returns the identification of the receipts and vouchers that are ready to be interfaced to the AM Module	
Asset Listing for Auditors Query	• Returns the following for each asset listed in a book: Asset ID, Tag Number, description, acquisition code, acquisition date, profile ID, serial ID, category, cost, department and location.	• Asset Book Name
Assets by Building Query	• Returns the total cost of assets per building by building code	
SVP Actuals Journals Query	• Returns details related to journal entries in the Actuals Ledger for small value property.	• Beginning and ending journal dates
SVP Posted Totals - Actuals Query	• Returns the totals of all small value property by account per accounting period in a fiscal year from the Actuals Ledger.	• Fiscal year
SVP AM Transaction Detail	• Returns detailed information for small value property transactions. • When running this query, input the beginning and ending dates that include the transactions.	• Beginning and ending dates that include the transactions
Assets Below Capital Threshold Query	• Returns the asset ID, tag number, description, category, and cost for each asset below the capital threshold.	•
BOR Capital Asset Query	• Returns the journal ID, date, line number, ledger, account and amount for all capital assets in the system.	• Beginning and ending journal dates

Query Name	Description	Parameters
	• To run this query, input the beginning and ending journal dates.	
Capital Ledger Totals by Period Query	• This query returns the accounts and their total amounts for each period in the Capital ledger. • To run this query, input the fiscal year.	• Fiscal year
Detailed Trans in AM Module Query	• Returns detailed information regarding the transactions in the Asset Management Module.	• Beginning and ending accounting dates.
Detail of Ledger Entries by Account Query	• Returns the account, fund, department, program, class, project, year, period, and sum total amount for all ledger entries for a specified accounting period.	• Accounting period • Fiscal year
Calc Asset Depreciation for Period	• Calculates the depreciation for each asset in a specified accounting period. The query returns the asset ID, fund, department, program, class, project, and category too.	• Accounting period • Fiscal year
Depreciation Trans in DIST_LN Table Query	• Returns details on the depreciation transactions. These details include the asset ID, category, sum amount, journal ID, date, period, year, status, fund, department, program, class, and project.	• Accounting period • Fiscal year
Capital Ledger Journal Totals Query	• Returns the total depreciation amount for each account by accounting period in the Capital Ledger	• Period • Fiscal Year
Asset Entries in Actuals Ledger Query	• Returns details related to asset entries in the Actuals Ledger. These details include the source, reference, sum amount, account, fund, department, program, class, budget period, project, period, year, journal ID, and date.	• Accounting Period • Fiscal Year

Query Name	Description	Parameters
Voucher Accounting Line Query	• Returns accounting information for all vouchers in a specified period. • This information includes the account, department, description, amount, quantity, accounting date, period, year, PO number, fund, class, program, journal ID and receipt number.	• Period • Fiscal Year
Assets Capitalized in Error Query	• Returns a list of asset ID numbers, book name, fund, department, program, class, project, cost, and accounting date for those assets that were capitalized in error.	•

Reports

Report Name	Description	Parameters	Process Type
Asset Tag Number Report	• Lists all assets in your GL Unit by department, along with the asset ID, location, description, manufacturer, serial ID, acquisition date, and cost.	• GL Unit	
Asset Location Report	• Lists all assets by location and includes the tag number, asset ID, location, description, serial ID, acquisition date and cost.	• GL Unit	
Capital Assets FN - Auxiliary Report	• Assists in the allocation of budgets to the individual institutions. • Budgetary need is based on a funding formula which includes the purchase of, and expenses related to assets. • Auxiliary enterprises are classified as business operations and are to be budgeted in accordance with published budget instructions.	• Fiscal year	
Asset PO/Voucher Compare Report	• Compares Asset PO's against corresponding vouchers	• GL Unit • Beginning and end date for the comparison.	
Federal Assets Report	• Shows which assets were federally funded and • Needed for reporting purposes by each institution	• GL Unit	

7. What are the results of the Transloader Process?

   a. Receiver and Voucher IDs are obtained.

Practice – Queries and Reports

Asset Management – Queries and Reports

Lesson:	Queries and Reports

Queries

Topic	Running Assets Below Capital Threshold Query	Business Process	AM.075.045
Activity			

In this activity you will:

- Run Assets Below Capital Threshold Query

NAVIGATION	Reporting Tools > Query > Query Viewer

Enter the following information:
1. Enter "**BOR_CAP_THRESHOLD**" in the **begins with** field.
2. Click the **Perform Search** button.
3. Click an entry in the **Run to HTML** column.

Topic	Running Calc Asset Depreciation for Period Query	Business Process	AM.075.070
Activity			

In this activity you will:

- Run Calc Asset Depreciation for Period Query

NAVIGATION	Reporting Tools > Query > Query Viewer

Enter the following information:
1. Enter "**BOR_DEPR_AM_DET_BY_PERIOD_BQ**" in the **begins with** field.
2. Click the **Perform Search** button.
3. Click an entry in the **Run to HTML** column.
4. Enter "**12**" in the **Accounting Period** field.
5. Enter "**2008**" in the **Fiscal Year** field.
6. Click the **View Results** button.

Topic	Running Voucher Accounting Line Query	Business Process	AM.075.090
Activity			

In this activity you will:

- Run Voucher Accounting Line Query

NAVIGATION	Reporting Tools > Query > Query Viewer

Enter the following information:
1. Enter "**BOR_VCHR_ACCTG_LN_BQ**" in the **begins with** field.
2. Click the **Perform Search** button.
3. Click an entry in the **Run to HTML** column.
4. Enter "**12**" in the **Accounting Period** field.
5. Enter "**2008**" in the **Fiscal Year** field.
6. Click the **View Results** button.

Reports

Topic	Running Asset Location Report (BORRM002)	Business Process	AM.070.020
Activity			

In this activity you will:

- Run Asset Location Report

NAVIGATION	BOR Menus > BOR Asset Management > BOR AM Reports > Asset Location

Enter the following information:
1. Click the **Add a New Value** tab.
2. Enter "**ASSETLOCATION**" in the **Run Control ID** field.
3. Click the **Add** button.
4. Enter "**40000**" in the **Business Unit** field.
5. Click the **Run** button.
6. Click the **Server Name** list.
7. Click the **PSUNX** list item.
8. Click the **OK** button.
9. Click the **Process Monitor** link.
10. Once the **Run Status** shows **Success** and **Distribution Status** shows **Posted**, click an entry in the **Details** column.
11. Click the **View/Trace Log** link.

Topic	Running Capital Assets FN - Auxiliary Report	Business Process	AM.070.030

Activity

In this activity you will:

- Run Capital Assets FN - Auxiliary Report

NAVIGATION	BOR Menus > BOR General Ledger > BOR Year End > Year End Reports > Capital Assets FN - Auxiliary

Enter the following information:

1. Click the **Add a New Value** tab.
2. Enter "**CAPASSRPT**" in the **Run Control ID** field.
3. Click the **Add** button.
4. Enter "**2008**" in the **For Fiscal Year Ending** field.
5. Click the **Run** button.
6. Click the **Server Name** list.
7. Click the **PSUNX** list item.
8. Click the **OK** button.
9. Click the **Process Monitor** link.
10. Click the **Refresh** button until the **Run Status** shows **Success** and the **Distribution Status** shows **Posted**.
11. Click an entry in the **Details** column.
12. Click the **View/Trace Log** link.
13. Click an entry in the **Name** column.