



# Asset Management Training Series

(Part 2 of 4)

Basic Asset Management and Beginner  
Reconciliation

May 31, 2012

# Agenda

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- Wimba Ground Rules
- Asset Management transactions
  - Tables that are updated
  - Impact of Dates
- Asset Management processes and timely review
- Monthly Balancing Queries
- Monthly Recon Basics
- Q & A

# Wimba Ground Rules

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- Submit questions via chat function to “Main Room”
- We may hold some questions to the end of the session

# AM Transactions

## Basic Add/Asset Information 1

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### – Basic Add

- Asset Information 1 – updates **Asset Table**
- The Asset Table contains information related to asset's physical Information
- Path: Asset Management → Owned Assets → Basic Add
  - **Acquisition Date** – overwritten by Transaction Date in Asset Acquisition Detail
  - **Placement Date** -- overwritten by Transaction Date in Asset Acquisition Detail
  - **Profile ID** – overwritten by Profile ID in Asset Acquisition Detail

Unit: 98000    Asset ID: NEXT    Tag:    In Service

**Asset Information**

Description: Test AM Asset    Short Description: Test AM

CAP #:    Seq #:    [Set R and D Info...](#)

Taggable Asset    Tag Number:    Region Code:     Capitalized Asset

Asset Class:    Asset Type: Hardware     New Asset

Asset Subtype:     Available For Use

\*Asset Status: In Service     Composite Asset

Acquisition Date: 05/30/2012    Placement Date: 05/30/2012    Composite Asset ID:   

Collateral Asset:    \*Acquisition Code: Purchased

FERC Code:    Financing Code:    Replacement Cost:    Last Update:   

Index Name:    SubIndex Name:    Parent/Child: None    Parent ID:    Book Page

Profile ID: COMP05YR

# AM Transactions

## Asset Acquisition Detail



- Asset Acquisition Detail – updates the **Asset\_Acq\_Det** table.

-**Category** \*

-**Chartfields** \*

\* Can be updated prior to capitalization. After Capitalization, any changes to Category or Chartfields must be done as a Cost Adjustment

Asset Information2 | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian

Unit: 98000 Asset ID: NEXT Tag: In Service

Acquisition Details Find | View All First 1 of 1 Last

Description: [ ] Base Currency: USD

System Source: [ ]

Incentive ID: [ ]

Quantity: [ 1.0000 ]

Amount: [ 10,000.00 ] Currency: USD

Sales Tax: [ 0.00 ]

Use Tax: [ 0.00 ]

Freight: [ 0.00 ]

Misc Charge: [ 0.00 ]

Amount: [ ]

Total Amount: \$10,000.00

\*Capitalize: To be Capitalized


Interferes Info...  
Category: ITEQP  
Cost Type: [ ]  
Acquisition Detail Chartfields

# AM Transactions

## Asset Acquisition Detail Chartfields

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 **Acquisition Detail Chartfields**

Fund Code:	<input type="text" value="14000"/>	 Departmental Sales and Service
Department:	<input type="text" value="7340000"/>	 Enterprise Services
Program Code:	<input type="text" value="16400"/>	 Administrative Computing
Class Field:	<input type="text" value="41500"/>	 Dept. Sales/Svcs-Other
Project:	<input type="text"/>	
Budget Reference:	<input type="text" value="2012"/>	 2012

# AM Transactions

## Capitalization Information



Asset Information2 | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian

Unit: 98000 Asset ID: NEXT Tag: In Service

Acquisition Details Find | View All First 1 of 1 Last

Description: [ ] Base Currency: USD

System Source: [ ]

Incentive ID: [ ]

Quantity: 1.0000

Amount: 10,000.00 Currency: USD

Sales Tax: 0.00

Use Tax: 0.00

Freight: 0.00

Misc Charge Amount: 0.00

Total Amount: \$10,000.00

\*Capitalize: To be Capitalized

Interfaces Info...  
Category: ITEQP  
Cost Type: [ ]  
Acquisition Detail Chartfields

Capitalization Information

Profile ID: COMP05YR Default Book: ALLASSETS Trans Date: 02/01/2012

Rate Type: AVG Accum Depr in Current Pd Acctg Date: 05/30/2012

Trans Code: [ ]

Capitalize Amount left to Capitalize: 10,000.00 USD Quantity left to Capitalize: 1.0000



# AM Transactions

## Capitalization Information

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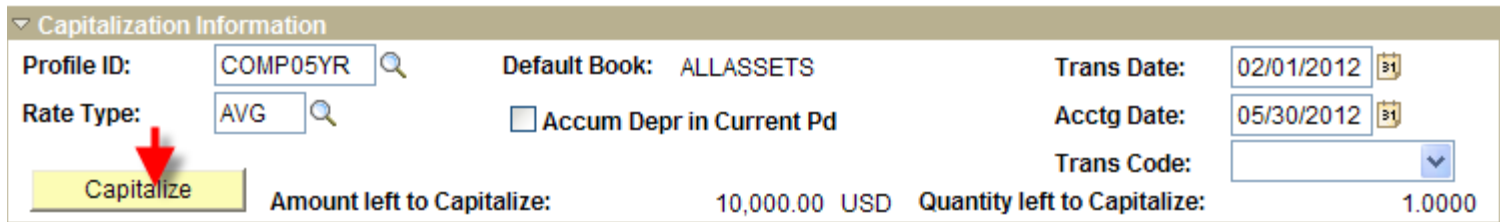
- Capitalization – occurs on Asset Acquisition Detail and updates **Book** and **Cost** tables.
  - **Accounting Date** – current date default; must be in an open period
  - **Transaction Date** –
    - » must be earlier than or equal to accounting date.
    - » Will determine the In Service date.
    - » The difference between the accounting date and the transaction date will determine prior period depreciation (PDP).
    - » Will overwrite the Acquisition and Placement dates on Asset Information 1

# AM Transactions



## Capitalization Information

- **Trans Code** – determines account number for transaction (will be discussed in next slide)
- **Profile ID** – determines depreciable life of asset; will overwrite the Profile ID entered on Asset Information



The screenshot shows a web form titled "Capitalization Information". It contains several input fields and a button. A red arrow points to the "Capitalize" button. The form fields are: Profile ID (COMP05YR), Rate Type (AVG), Default Book (ALLASSETS), Accum Depn in Current Pd (checkbox), Trans Date (02/01/2012), Acctg Date (05/30/2012), and Trans Code (dropdown menu). At the bottom, it displays "Amount left to Capitalize: 10,000.00 USD" and "Quantity left to Capitalize: 1.0000".

- Once the asset has been capitalized, any changes made to Asset will have no financial impact
- Additional component costs can be handled through adding another row to Asset Acquisition Detail or a Cost Adjustment.

# Book Table

ASSET_ID	BOOK	IN_SERVICE_DT	DEPR_STATUS	LIFE	METHOD	SALVAGE_VAL	LIFE_IN_YRS	LAST_BK_DTTM_STAMP	LAST_TRANS_DT
000000400260	ALLASSETS	2/1/2012	D	60	SL	0	5	5/30/2012 1:26:45 PM	2/1/2012
000000400260	ENTERPRISE	2/1/2012	D	60	SL	0	5	5/30/2012 1:26:45 PM	2/1/2012

# Cost Table

ASSET_ID	BOOK	DTTM_STAMP	PROJECT_ID	DEPTID	CATEGORY	TRANS_TYPE	TRANS_CODE	TRANS_DT	ACCOUNTING_DT
000000400260	ALLASSETS	5/30/2012 1:26:45 PM		7340000	ITEQP	ADD		2/1/2012	5/30/2012
000000400260	ENTERPRISE	5/30/2012 1:26:45 PM		7340000	ITEQP	ADD		2/1/2012	5/30/2012

QUANTITY	TXN_COST	COST	FUND_CODE	CLASS_FLD	PROGRAM_CODE	BUDGET_REF
1	10000	10000	14000	41500	16400	2012
1	10000	10000	14000	41500	16400	2012

# AM Transactions

## Accounting Entry Template

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- The fields entered during the Capitalization determine what account numbers will be used in accounting entries
- The accounting entry template is found on the **DIST\_TMPLLN\_TBL**
- A combination of the following determine the account number used:
  - **Category** – ARTCN, ITEQP, BLDG, IMPR, etc.
  - **Trans\_Type** – ADD, ADJ, BKS, RECAT, TRF, RET, etc.
  - **Trans\_Code** -- Fed, Loc, Priv, ST Donated, or CWIP
  - **Distribution Type** – AD (Accumulated Depreciation), DE (Depreciation Expense, FA (Fixed Asset), GA (Gain), GL (Loss), etc.

# AM Transactions

## Accounting Entry Template



SETID	CATEGORY	TRANS_TYPE	TRANS_CODE	ACCT_ENT_TMPL_ID	DISTRIBUTION_TYPE	ACCOUNT_SIGN	ACCOUNT
98000	ITEQP	ADD		DEFAULT	AP	-1	843300
98000	ITEQP	ADD		DEFAULT	FA	1	165000
98000	ITEQP	ADD	CWIP	DEFAULT	AP	-1	169000
98000	ITEQP	ADD	CWIP	DEFAULT	FA	1	165000
98000	ITEQP	ADD	F	DEFAULT	AP	-1	485200
98000	ITEQP	ADD	F	DEFAULT	FA	1	165000
98000	ITEQP	ADD	L	DEFAULT	AP	-1	485600
98000	ITEQP	ADD	L	DEFAULT	FA	1	165000
98000	ITEQP	ADD	P	DEFAULT	AP	-1	485800
98000	ITEQP	ADD	P	DEFAULT	FA	1	165000
98000	ITEQP	ADD	ST	DEFAULT	AP	-1	485400
98000	ITEQP	ADD	ST	DEFAULT	FA	1	165000

# AM Processes

## Depreciation Calculation

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- Depr calc inserts depreciation for the life of the asset -- updates the **Depreciation** table
  - Path: Asset Management → Depreciation  
→ Processing → Calculate
  - Uses information from Book and Cost tables to determine appropriate monthly depreciation amount.
  - If you make Book or Cost adjustments, Depr Calc will look at Pending Open trans to determine if recalculation is necessary

# AM Processes

## Depreciation Calculation

- Builds Projected Depreciation for the life of an asset
- If corrections to asset(s) is required, this process can be re-run for a single asset.
- Must be done before the Depr Reporting Table and NBV reporting table can be built

Run Depreciation Calculation

Run Control ID: cmt2 [Report Manager](#) [Process Monitor](#)

**Request** Find | View All First 1 of 1 Last

\*Request ID:  Process Frequency:  Delete Stage Row:

Unit:

Book Name:

From Asset ID:   To Asset ID:

# AM Processes

## Depreciation Calculation

### Depreciation Table populated by Depr Calc

ASSET_ID	BOOK	FISCAL_YEAR	START_PD	END_PD	TRANS_TYPE	TRANS_DT	DEPTID	CATEGORY	ACTUAL_END_PD	FUND_CODE	CLASS_FLD	PROGRAM_CODE	DEPR
000000400260	ALLASSETS	2012	11	11	PDP	3/1/2012	7340000	ITEQP	11	14000	41500	16400	333.34
000000400260	ALLASSETS	2012	11	12	DPR	5/1/2012	7340000	ITEQP	12	14000	41500	16400	333.33
000000400260	ALLASSETS	2013	1	12	DPR	5/1/2012	7340000	ITEQP	12	14000	41500	16400	2000
000000400260	ALLASSETS	2014	1	12	DPR	5/1/2012	7340000	ITEQP	12	14000	41500	16400	2000
000000400260	ALLASSETS	2015	1	12	DPR	5/1/2012	7340000	ITEQP	12	14000	41500	16400	2000
000000400260	ALLASSETS	2016	1	12	DPR	5/1/2012	7340000	ITEQP	12	14000	41500	16400	2000
000000400260	ALLASSETS	2017	1	8	DPR	5/1/2012	7340000	ITEQP	8	14000	41500	16400	1333.33
000000400260	ENTERPRISE	2012	11	11	PDP	3/1/2012	7340000	ITEQP	11	14000	41500	16400	333.34
000000400260	ENTERPRISE	2012	11	12	DPR	5/1/2012	7340000	ITEQP	12	14000	41500	16400	333.33
000000400260	ENTERPRISE	2013	1	12	DPR	5/1/2012	7340000	ITEQP	12	14000	41500	16400	2000
000000400260	ENTERPRISE	2014	1	12	DPR	5/1/2012	7340000	ITEQP	12	14000	41500	16400	2000
000000400260	ENTERPRISE	2015	1	12	DPR	5/1/2012	7340000	ITEQP	12	14000	41500	16400	2000
000000400260	ENTERPRISE	2016	1	12	DPR	5/1/2012	7340000	ITEQP	12	14000	41500	16400	2000
000000400260	ENTERPRISE	2017	1	8	DPR	5/1/2012	7340000	ITEQP	8	14000	41500	16400	1333.33



# AM Processes

## Accounting Entry Creation

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### Accounting Entry Creation

Asset Management > Accounting Entries > Review  
Financial Entries

- Creates accounting entries based on Open Transactions for assets
- **Accounting entries are inserted into DIST\_LN**
- This process can be run for a single asset

# AM Processes

## Accounting Entry Creation

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Create Accounting Entries

Run Control ID: cmt2 [Report Manager](#) [Process Monitor](#) **Run**

Find | View All First 1 of 1 Last

\*Request ID: 1 Process Frequency: Always

\*Unit: 98000  Cost Summarize

\*Book Name: ENTERPRISE Currency: USD

From Asset ID: 000000400260 To Asset ID: 000000400260

# AM Processes



## Accounting Entry Creation

### Updates Dist\_Ln table

ASSET_ID	BOOK	ACCOUNT	DISTRIBUTION_TYPE	TRANS_TYPE	ACCOUNTING_DT	DEPTID	FUND_CODE	CLASS_FLD	PROGRAM_CODE	BUDGET_REF	CATEGORY	AMOUNT
00000400260	ENTERPRISE	165000	FA	ADD	5/30/2012	7340000	14000	41500	16400	2012	ITEQP	10000
00000400260	ENTERPRISE	843300	AP	ADD	5/30/2012	7340000	14000	41500	16400	2012	ITEQP	-10000

Dist\_Ln Entries can be seen on the Review Financial Entries page. Path: Asset Management → Accounting Entries → Review Financial Entries

List **Detail**

Unit: 98000    Asset ID: 00000400260    Test AM Asset    Tag:    In Service

Book Find | View All    First 1 of 1 Last

Book Name: ENTERPRISE    Enterprise    Base Currency: USD

Customize | Find | View All | First 1-2 of 2 Last

Accounting Lines	Chartfields	Journal								
Acctg Date	Trans Type	Account	Fund Code	Department	Program Code	Class Field	Project	Budget Reference	Amount	Detail
1 05/30/2012	ADD	165000	14000	7340000	16400	41500		2012	10,000.00	<a href="#">Detail</a>
2 05/30/2012	ADD	843300	14000	7340000	16400	41500		2012	-10,000.00	<a href="#">Detail</a>

# AM Processes

## Depreciation Close

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- **Depreciation Close**

- Asset Management > Accounting Entries > Close Depreciation

- Processes normal monthly depreciation for ALL assets
- **Inserts PDP and DPR entries into DIST\_LN table**
- If corrections to asset(s) is necessary, this process can be re-run, for one or all assets, provided journal generate has not been run.

# AM Processes

## Depreciation Close



Run Depreciation Close Process [Work](#)

Run Control ID: cmt2 [Report Manager](#) [Process Monitor](#) [Run](#)

**Request** Find | View All First 1 of 1 Last

\*Request ID: 1 Process Frequency: Always

Process in Parallel

\*Unit: 98000

\*Book Name: ENTERPRISE Currency: USD

\*Fiscal Year: 2012 \*Period: 11

**Options**

Rerun depreciation close

Reverse Posted Entries

Create budgeted depreciation

Process a range of assets From Asset ID: 000000400260 To Asset ID: 000000400260

# AM Processes

## Depreciation Close



Depr Close inserts DPR and PDP entries into Dist\_Ln

ASSET_ID	BOOK	ACCOUNT	DISTRIBUTION_TYPE	TRANS_TYPE	ACCOUNTING_DT	DEPTID	FUND_CODE	CLASS_FLD	PROGRAM_CODE	BUDGET_REF	CATEGORY	AMOUNT
000000400260	ENTERPRISE	165000	FA	ADD	5/30/2012	7340000	14000	41500	16400	2012	ITEQP	10000
000000400260	ENTERPRISE	843300	AP	ADD	5/30/2012	7340000	14000	41500	16400	2012	ITEQP	-10000
000000400260	ENTERPRISE	165900	AD	DPR	5/31/2012	7340000	14000	41500	16400	2012	ITEQP	-166.67
000000400260	ENTERPRISE	165900	AD	PDP	5/31/2012	7340000	14000	41500	16400	2012	ITEQP	-333.34
000000400260	ENTERPRISE	890100	DE	DPR	5/31/2012	7340000	14000	41500	16400	2012	ITEQP	166.67
000000400260	ENTERPRISE	890100	DE	PDP	5/31/2012	7340000	14000	41500	16400	2012	ITEQP	333.34

# AM Processes

## Depreciation Close

Dist\_Ln Entries can be seen on the Review Financial Entries page. Path: Asset Management → Accounting Entries → Review Financial Entries

List **Detail**

Unit: 98000 Asset ID: 000000400260 Test AM Asset Tag: In Service

Book Find | View All First 1 of 1 Last

Book Name: ENTERPRISE Enterprise Base Currency: USD

Accounting Lines **Chartfields** Journal Customize | Find | View All First 1-6 of 6 Last

Acctg Date	Trans Type	Account	Fund Code	Department	Program Code	Class Field	Project	Budget Reference	Amount	Detail
1 05/30/2012	ADD	165000	14000	7340000	16400	41500		2012	10,000.00	<a href="#">Detail</a>
2 05/30/2012	ADD	843300	14000	7340000	16400	41500		2012	-10,000.00	<a href="#">Detail</a>
3 05/31/2012	DPR	165900	14000	7340000	16400	41500		2012	-166.67	<a href="#">Detail</a>
4 05/31/2012	PDP	165900	14000	7340000	16400	41500		2012	-333.34	<a href="#">Detail</a>
5 05/31/2012	DPR	890100	14000	7340000	16400	41500		2012	166.67	<a href="#">Detail</a>
6 05/31/2012	PDP	890100	14000	7340000	16400	41500		2012	333.34	<a href="#">Detail</a>

# AM Processes

## Review Depreciation and NBV

Path: Asset Management → Depreciation → Review Depreciation Info → Asset Depreciation

**Asset**
Depreciation
Period Depreciation

Unit: 98000    Asset ID: 000000400260    Test AM Asset
Status: In Service


**Book**
Find | View All
First ◀ 1 of 2 ▶ Last

Book Name: ALLASSETS    All Assets
Currency: USD

▶ Depreciation Attributes

▼ Net Book Value

Cost:	10,000.00	As Of Fiscal Year:	2012 ▼	Period:	11
Salvage Value:	0.00				
Accum Depr:	500.01				
Net Book Value:	9,499.99				



**Yearly Depreciation**

Customize | Find | View All
First ◀ 1-6 of 6 ▶ Last

Year	Depreciation Amt	Fund	Dept	Program	Class	Project	Bud Ref	Category	Cost Type
<a href="#">2012</a>	666.67	14000	7340000	16400	41500		2012	ITEQP	
<a href="#">2013</a>	2,000.00	14000	7340000	16400	41500		2012	ITEQP	
<a href="#">2014</a>	2,000.00	14000	7340000	16400	41500		2012	ITEQP	
<a href="#">2015</a>	2,000.00	14000	7340000	16400	41500		2012	ITEQP	
<a href="#">2016</a>	2,000.00	14000	7340000	16400	41500		2012	ITEQP	
<a href="#">2017</a>	1,333.33	14000	7340000	16400	41500		2012	ITEQP	

**Net Book Value = Cost – Salvage Value – Accumulated Depreciation**



# AM Processes

## Book Adjustment

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- Path: Asset Management → Asset Transactions  
→ Asset Book Information → Define Tax/Depr  
Criteria
- Book Adjustments can be made to adjust:
  - In –Service Date
    - Verify the Calculation type -- Life-to-Date vs. Remaining Value. You should choose Life-to-Date
  - Useful Life – for incorrect useful life or modification to asset that requires change to useful life

# AM Processes

## Book Adjustment

Book - Depreciation | Book - Tax | Request Work0 | Asset Book Wrk1 | Request Work1 | Request Work2 | Joint Venture Work

Unit: 98000 Asset ID: 000000400260 Test AM Asset Tag: In Service  
Trans Date: 05/30/2012 Accounting Date: 05/30/2012 Profile ID: COMP05YR

**Depreciation Attributes** Find | View All First 1 of 2 Last

\*Book Name: ALLASSETS All Assets Base Currency: USD  
Status: Depreciable Total Cost: 10,000.00  
In Service Date: 01/01/2012  Depreciate When In Service  
Begin Depr Date: 03/01/2012  
Convention: Following Month Retire Conv: Following Month

\*Method: Straight Line Calculation Type: Life-to-Date  
Percent: Limit Pct: Low Limit:  Monthly  
Useful Life: 60 DB Pct: UOP ID:  Low Value  
Schedule: Method ID:  Depr Pass Life  
End Date: Future Depr Yrs: \*Avg Option: None  
 Special Depreciation [Special Terms](#)

Depr Limit: Cost Basis Limit:  
Salvage %:  
Multi-Shift Code:  
 Child Inherits Parent's Life [Go to Asset Basic Information](#)  
 Impairment Process

Tip: make changes to both Books!

# AM Processes

## Book Adjustment

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### Book Table

ASSET_ID	BOOK	IN_SERVICE_DT	IN_SERVICE_PD	IN_SERVICE_FY	BEGIN_DEPR_DT
000000400260	ALLASSETS	1/1/2012	7	2012	2/1/2012
000000400260	ENTERPRISE	1/1/2012	7	2012	2/1/2012

Cost table not impacted by Book Adjustments

# AM Processes

## Re-running Depr Close to capture Book Adjustment

Run Depreciation Close Process [Work](#)

Run Control ID: cmt2 [Report Manager](#) [Process Monitor](#) [Run](#)

**Request** Find | View All First 1 of 1 Last

\*Request ID: 1 Process Frequency: Always

Process in Parallel

\*Unit: 98000

\*Book Name: ENTERPRISE Currency: USD

\*Fiscal Year: 2012 \*Period: 11

**Options**

Rerun depreciation close

Reverse Posted Entries

Create budgeted depreciation

Process a range of assets From Asset ID: 000000400260 To Asset ID: 000000400260

# AM Processes



## Re-running Depr Close to capture Book Adjustment



Dist\_Ln Table – notice that the PDP has changed from the original value of \$333.34 to \$500.01 to account for the additional month of PDP now that we have changed the In-Service date by one month.


ASSET_ID	BOOK	ACCOUNT	DISTRIBUTION_TYPE	TRANS_TYPE	ACCOUNTING_DT	DEPTID	FUND_CODE	CLASS_FLD	PROGRAM_CODE	BUDGET_REF	CATEGORY	AMOUNT
000000400260	ENTERPRISE	165000	FA	ADD	5/30/2012	7340000	14000	41500	16400	2012	ITEQP	10000
000000400260	ENTERPRISE	843300	AP	ADD	5/30/2012	7340000	14000	41500	16400	2012	ITEQP	-10000
000000400260	ENTERPRISE	165900	AD	DPR	5/31/2012	7340000	14000	41500	16400	2012	ITEQP	-166.66
000000400260	ENTERPRISE	165900	AD	PDP	5/31/2012	7340000	14000	41500	16400	2012	ITEQP	-500.01
000000400260	ENTERPRISE	890100	DE	DPR	5/31/2012	7340000	14000	41500	16400	2012	ITEQP	166.66
000000400260	ENTERPRISE	890100	DE	PDP	5/31/2012	7340000	14000	41500	16400	2012	ITEQP	500.01

# AM Processes


## Book Adjustment

Trans Date:       
 Accounting Date:       
 Profile ID: COMP05YR

**Depreciation Attributes** Find | View All    First  1 of 2  Last

\*Book Name:  All Assets      Base Currency: USD 

Status:       Total Cost: 10,000.00

In Service Date:         Depreciate When In Service


Begin Depr Date: 02/01/2012



Convention:       Retire Conv:


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\*Method:       Calculation Type:

Percent:       Limit Pct:       Low Limit:        Monthly

Useful Life:       DB Pct:       UOP ID:         Low Value

Schedule:        Method ID:         Depr Pass Life

End Date:        Future Depr Yrs:       \*Avg Option:

Special Depreciation      [Special Terms](#)

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Depr Limit:       Cost Basis Limit:

Salvage %:

Multi-Shift Code:

Child Inherits Parent's Life      [Go to Asset Basic Information](#)

Impairment Process

# AM Processes

## Cost Adjustment

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- Path: Asset Management → Asset Transactions  
→ Cost Adjust/Transfer Asset
  - Importance of transaction and accounting dates
- Actions – Addition, Adjustment, Recategorize, Transfer
- Page can be used to adjust Salvage Value if needed

# AM Processes



## Cost Adjustment

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- Recategorization – can recategorize if incorrect asset category was originally assigned
  - Should not be done when an asset needs to be re-categorized from a depreciable category to a non-depreciable category, such SVP to Equipment or vice versa
- Adjustment – can be done to adjust the cost or salvage value of an asset.
  - Transaction Code can be specified if the original cost was not charged to a trans code and should have been.



# AM Processes

## Cost Adjustment

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- Addition – adding cost to an asset
- Transfer – transferring an asset from one chartfield to another

Change must be made on both books – choose  
“View All”

# AM Processes

## Cost Adjustment

**Main Transaction** | **Asset Cost Wrk** | **Asset Cost 01 Wrk** | **Asset Cost Wrk2** | **Asset Book Wrk1** | **Asset Cost Wrk3** | ▶

Unit: 98000    Asset ID: 000000400260    Test AM Asset    Tag:    In Service

Transaction Date: 01/01/2012	<input checked="" type="checkbox"/> Copy Changes to Other Books
Accounting Date: 05/30/2012	<b>Copy to Other Books Options</b>
Transaction Code: <input type="text"/>	Transfer Other Books by: Amount ▼
Rate Type: AVG	Adjust Other Books By: Amount ▼
	Include Convention: Exclude ▼

Action: Recategorize ▼    **GO!**

# AM Processes

## Cost Adjustment

[Main Transaction](#) | [Cost Information](#) | [Asset Cost Wrk](#) | [Asset Cost 01 Wrk](#) | [Asset Cost Wrk2](#) | [Asset Book Wrk1](#) | [Asset Cost Wrk3](#)

Unit: 98000    Asset ID: 000000400260    Test AM Asset    Tag:    In Service

[Change Location](#)

---

**Book**    Find | View 1    First 1-2 of 2 Last

Book Name: ALLASSETS    All Assets    Base Currency: USD    Convention: Actual Month

Cost History

Edit Cost Information

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000	10,000.00	0.00	ITEQP		98000

Fund: 14000    Dept: 7340000    Program: 16400    Class: 41500    Project:    Bud Ref: 2012

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Book Name: ENTERPRISE    Enterprise    Base Currency: USD    Convention: Actual Month

Cost History

Edit Cost Information

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000	10,000.00	0.00	ITEQP		98000

Fund: 14000    Dept: 7340000    Program: 16400    Class: 41500    Project:    Bud Ref: 2012

# AM Processes

## Retirements



**Retire Assets** | [Other Options](#) | [By Chartfield](#) | [Retirement Work](#) | [Asset Retire Work](#) | [Asset Retire Work](#) | [Local Tax](#)

**Unit:**      **Asset ID:**      **Tag:** 010941      **In Service**

**Trans Date:** 05/31/2012      **Acctg Date:** 05/31/2012      **Rate Type:** AVG

---

**Book**      [Find](#) | [View All](#)      First 1 of 2 Last

**Book Name:** ALLASSETS All Assets      **Base Currency:** USD      **As Of:** 05/31/2012

**Retire As:** Retirement by Sale           

**Copy Changes to Other Books**      **Quantity:** 1.0000      **Cost:** 10,263.94

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**Retirement**      [Find](#) | [View All](#)      First 1 of 1 Last

**\*Disposal Code:** Retirement by Sale      **Date/Time:** 05/31/12 1:01:34PM      **Ret Status:** New

**Quantity:** -1.0000      **Retirement Amt:** -10,263.94 USD

**Removal Cost:** 0.00      **RC Curr:** USD      **Base Removal Cost:** 0.00

**Proceeds:** 0.00      **Pr Curr:** USD      **Base Proceeds:** 0.00

**Convention:** Following Month      **Accum Depr:** 0.00

**Trans Code:**      **Gain/Loss:** 0.00

**Retire Option:** Calculate Gain/Loss

# AM Processes

## Retirements

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- Pay attention to Trans\_Date – trans date chosen may generate negative PDP
- Retirements also update the Cost Table
- Gain/Loss may be generated upon retirement; the account number for the Gain/Loss transaction can be found on the Accounting Entry Template

# Balancing Queries



## BOR\_ACTUALS\_CAP\_DTL\_BQ

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- **AM.075.085 -**

- The Asset Entries in the ***Actuals Ledger Balanced Query*** (BOR\_ACTUALS\_CAP\_DTL\_BQ) 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.
- To run this query, input the accounting period and fiscal year.

# Balancing Queries

## BOR\_ACTUALS\_CAP\_DTL\_BQ

Business Unit:

Fiscal Year:

Accounting Period:

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	Unit	Ledger	Source	Ref	Sum Amount	Account	Fund	Dept	Program	Class	Budget Period	Project	Period	Year	Journal ID	Date
1	43000	ACTUALS	AP	04085144	11348.240	841100	13000	1360002	15990	11000			10	2012	AP00773658	04/02/2012
2	43000	ACTUALS	AP	04086557	5862.000	843100	20000	1046213	11100	61000		431271	10	2012	AP00779888	04/17/2012
3	43000	ACTUALS	AP	04086617	1599.440	843100	10500	1091800	17500	11000			10	2012	AP00780412	04/18/2012
4	43000	ACTUALS	AP	04086787	12051.000	843100	10000	1008020	11100	11000			10	2012	AP00781035	04/19/2012
5	43000	ACTUALS	AP	04086983	29900.000	843100	10000	1046213	14600	11000			10	2012	AP00781591	04/20/2012

**Actuals Ledger Balanced Query** -- Retrieves ONL journal entries posted to asset accounts (833000 and 889999); from Jrnl\_Ln and Jrnl\_Header; to understand why sub-module and ledger may be out of balance in asset accounts

# Balancing Queries

## BOR CAP ACT DTL BQ

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- **AM.075.065 -**
  - The Detail of Ledger Entries by **Account Balanced Query** (BOR\_CAP\_ACT\_DTL\_BQ) returns the account, fund, department, program, class, project, year, period, and sum total amount for all ledger entries for a specified accounting period.
  - To run this query, input the accounting period and fiscal year.



# Balancing Queries



## BOR\_CAP\_ACT\_DTL\_BQ

Accounting Period:

Fiscal Year:

Business Unit:

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	Ledger	Account	Fund	Dept	Program	Class	Project	Year	Period	Sum Total Amt
1	CAPITAL	860100	10600	1001056	17660	16500		2012	10	16017.040
2	ACTUALS	843100	10000	1008020	11100	11000		2012	10	12051.000
3	CAPITAL	843100	10000	1008020	11100	11000		2012	10	-12051.000
4	ACTUALS	843210	10500	1036100	14100	11000		2012	10	1071.640
5	ACTUALS	843210	10600	1036100	14100	11000		2012	10	1059.750

**Actual Ledger Balanced Query** -- Retrieves asset information from Capital and Actuals Ledger; pulls from Ledger table for any account that begins with an "8" (except 890100 depreciation expense and 843200 asset contra account)

# Balancing Queries

## BOR\_VCHR\_ACCTG\_LN\_BQ

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- **AM.075.090**
  - The ***Voucher Accounting Line Balanced Query*** (BOR\_VCHR\_ACCTG\_LN\_BQ) 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.
  - To run this query, input the period and fiscal year

# Balancing Queries

## BOR\_VCHR\_ACCTG\_LN\_BQ



Period:

Year:

Business Unit:

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	Voucher	Account	Dept	Descr	Amount	Quantity	Acctg Date	Period	Year	PO No.	Fund	Class	Program	Journal ID	Receipt No
1	04087986	843210	1036100	Industry Norms & Key Business	697.640	1.0000	04/27/2012	10	2012	0000412005	10500	11000	14100	AP00784579	
2	04086983	843100	1046213	SimMom birthing simulation man	29900.000	1.0000	04/20/2012	10	2012	0000406692	10000	11000	14600	AP00781591	0000403933
3	04086997	843210	1036100	American Library Directory, 65	374.000	1.0000	04/20/2012	10	2012	0000411810	10500	11000	14100	AP00781591	
4	04087387	843210	1036100	Friends of the Library Magazin	1059.750	1.0000	04/26/2012	10	2012	0000411903	10600	11000	14100	AP00783985	
5	04087783	843100	1093000	2012 Club Car Carryall Electri	9355.280	1.0000	04/26/2012	10	2012	0000409367	10500	11000	16300	AP00783985	0000403876

***Voucher Accounting Line Balanced Query*** – used to investigate differences between Actuals and Capital Ledgers that are identified in the BOR\_CAP\_ACT\_DTL\_BQ; pulls data from Vchr\_Acctg\_Line table and excludes 843200 contra asset account

## BOR\_DEPR\_AM\_DET\_BY\_PERIOD\_BQ

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- **AM.075.070 -**

- The ***Calculate Asset Depreciation for Period Balanced Query***

(BOR\_DEPR\_AM\_DET\_BY\_PERIOD\_BQ) 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.

- To run this query, input the accounting period and fiscal year.

# Balancing Queries



## BOR\_DEPR\_AM\_DET\_BY\_PERIOD\_BQ

Accounting Period:

Fiscal Year:

Business Unit:

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	Asset ID	Fund	Dept	Program	Class	Project	Category	Trans Type	Period	Year	Sum Pd Depr
1	000000001597	52000	1042204	14600	11000		M&E	DPR	10	2012	22.0666
2	000000004652	52000	1007052	11100	11000		M&E	DPR	10	2012	42.0908
3	000000004781	52000	1063428	16400	11000		M&E	DPR	10	2012	336.6616
4	000000005374	52000	1057404	14600	11000		M&E	DPR	10	2012	48.2616
5	000000005796	52000	1063428	16400	11000		M&E	DPR	10	2012	972.2266

**Calculate Asset Depreciation for Period Balanced Query** -- Predicts depreciation amounts for each period by asset id. Results should equal NBV report; Pulls data from a Depreciation view.

# Balancing Queries

## BOR\_DEPR\_AM\_DIST\_LN\_BQ

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- **AM.075.075 -**
  - ***The DIST\_LN Table Balanced Query***  
(BOR\_DEPR\_AM\_DIST\_LN\_BQ) returns details on depreciation transactions. These details include the asset ID, category, sum amount, journal ID, date, period, year, status, fund, department, program, class, and project.
  - To run this query, input the accounting period and fiscal year.

# Balancing Queries



## BOR\_DEPR\_AM\_DIST\_LN\_BQ

Accounting Period:

Fiscal Year:

Business Unit:

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	Asset ID	Category	Sum Amount	Journal ID	Date	Period	Year	Status	Fund	Dept	Program	Class	Project
1	00000001597	M&E	22.070	DEPR785640	04/30/2012	10	2012	D	52000	1042204	14600	11000	
2	00000004652	M&E	42.090	DEPR785640	04/30/2012	10	2012	D	52000	1007052	11100	11000	
3	00000004781	M&E	336.660	DEPR785640	04/30/2012	10	2012	D	52000	1063428	16400	11000	
4	00000005374	M&E	48.260	DEPR785640	04/30/2012	10	2012	D	52000	1057404	14600	11000	
5	00000005796	M&E	972.230	DEPR785640	04/30/2012	10	2012	D	52000	1063428	16400	11000	

***The DIST\_LN Table Balanced Query*** – retrieves depreciation expense from AM for account 890100; Pulls data from Dist\_Ln so it reflects what depreciation expense went to the Journal and the Ledger.

# Balancing Queries



## BOR\_DEPR\_CAP\_LED\_TTL\_BQ

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- **AM.075.080 -**
  - The ***Capital Ledger Journal Totals Balanced Query*** (BOR\_DEPR\_CAP\_LED\_TTL\_BQ) query returns the total depreciation amount for each account by accounting period in the Capital Ledger.
  - To run this query, input the period and fiscal year.



# Balancing Queries

## BOR\_DEPR\_CAP\_LED\_TTL\_BQ

---

Accounting Period:   
Fiscal Year:   
Business Unit:

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First  1-1 of 1  Last

	Ledger	Account	Period	Year	Sum Total Amt
1	CAPITAL	890100	10	2012	1174020.230

***The DIST\_LN Table Balanced Query*** – retrieves depreciation expense from the Capital Ledger for the period specified; pulls from Ledger table

# Monthly Recon Basics

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- Review transactions/tables. Review open trans when you enter the transaction.
- When new assets are added or unusual adjustments are made, Depr Calc and Accounting Entry Creation can be run for those assets individually so that transaction can be verified and corrected.

# Monthly Recon Basics

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- The NBV report uses the Depreciation table. This provides the NBV for a given period based on calculated or projected depreciation. This may differ from the actual depreciation posted to Dist\_Ln.
- Dist\_Ln (balanced by account) and Jrnl\_Ln (balanced by fund and account) should be the same unless the journal has been modified prior to posting to GL or manual (ONL) journals have been created.

# Upcoming Wimba

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- More discussion on reconciling items
- YE reconciliation
- Trouble-shooting and how-to's when differences are identified between the AM module and the GL

# Other Resources

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- Self-paced, online Asset Management courses available:
  - *Introduction to Asset Management*
  - *Creating Assets Manually*
  - *Integrating Asset Management with Purchasing and Accounts Payable*
  - *Working with Existing Assets*
- Register on the GeorgiaFIRST website at:  
<http://www.usg.edu/gafirst-fin/training/online>  
or e-mail [allie.cox@usg.edu](mailto:allie.cox@usg.edu)

# Other Resources

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- Wimba Presentation – Updating Assets – September 14, 2010
- Summit presentation – The ABC’s (and Don’t Forget D!) of Asset Management Reconciliation

# Q & A

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# Wrap Up

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- Archive
- Follow-Up Survey
- Thank you for participating!