PSFIN V8.9 Training

Georgia*FIRST* Wimba Training Series

Interfacing Asset Management with Purchasing and Accounts Payable, plus Monthly AM Closing Tasks

June 9, 2010

Handouts

Office of Information and Instructional Technology
Version 1.0
Last Updated: 06/10/2010

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
A Project of the University System of Georgia

Agenda

- Wimba Ground Rules
- Review Objectives
- Overall process of AM Integration
- PO and Voucher Requirements
- Completing AM integration steps
- Additional end-of-month AM tasks
- Q & A

Wimba Ground Rules

- Use the chat box to submit questions
- Submit questions to "Main Room"
- We may hold some questions to the end of the session

Objectives

- Review the process flow of interfacing assets from the Purchasing and Accounts Payable modules into the Asset Management module
- Identify requirements for creating a PO and PO Receipt for an asset
- Identify requirements for creating a Voucher for an asset
- Identify the query used to list assets that are ready to be loaded from PO and AP into AM
- Review how to pull asset data from PO into AM
- Review how to load assets from vouchers
- Identify what actions can be taken in the Pre-AM pages
- Demonstrate how to run the Payables/Purchasing Interface
- Identify what actions can be taken in the Interface pages
- Identify when assets should be consolidated and/or unitized
- Demonstrate how to run the Transloader Process
- Identify the tasks that should be completed at the end of each month for AM
- Review how to process depreciation calculation
- Review how to process accounting entry calculation
- Review how to process depreciation close

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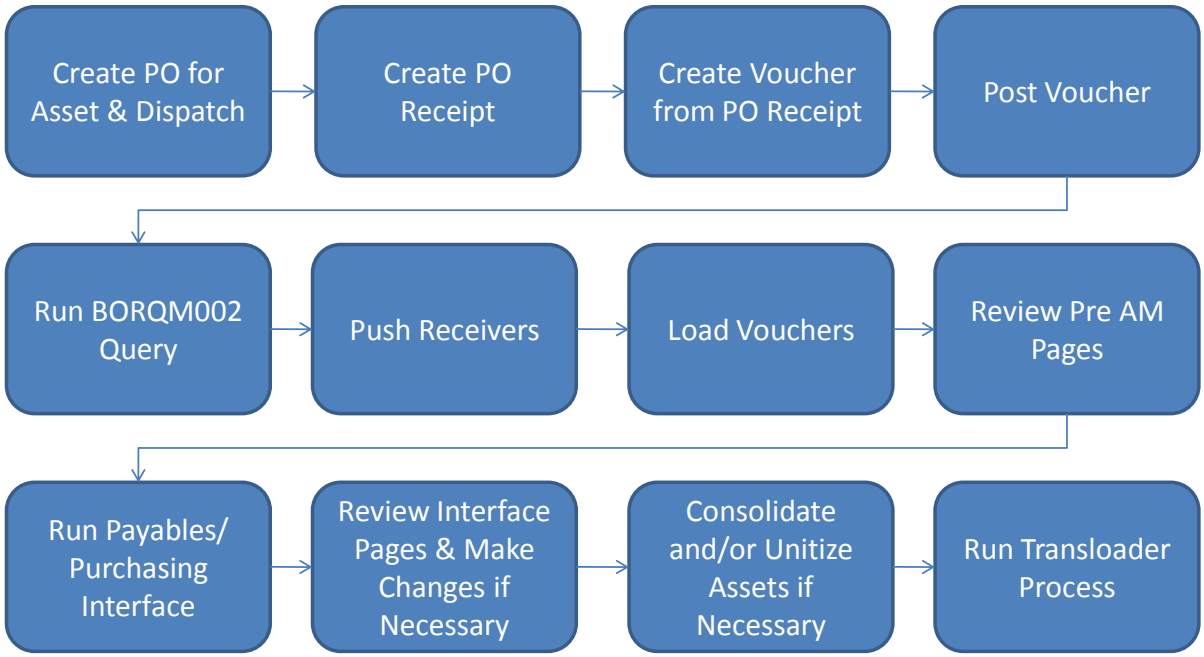
Process Flow of Interfacing Assets



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PO Requirements for Assets

- On PO, enter asset information on AM Tab of Distribution line of PO
  - AM Unit
  - Asset Profile ID
- Business Process: PO.020.860

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PO Receipt Requirements for Assets

- Must create receipt for asset
- On Receipt Lines tab, select "Serial" checkbox
- Select Pending link under AM Status
- Enter Serial ID (or tag number)
  - Only Serial ID is required
- Business Process: PO.020.250 or PO.020.240

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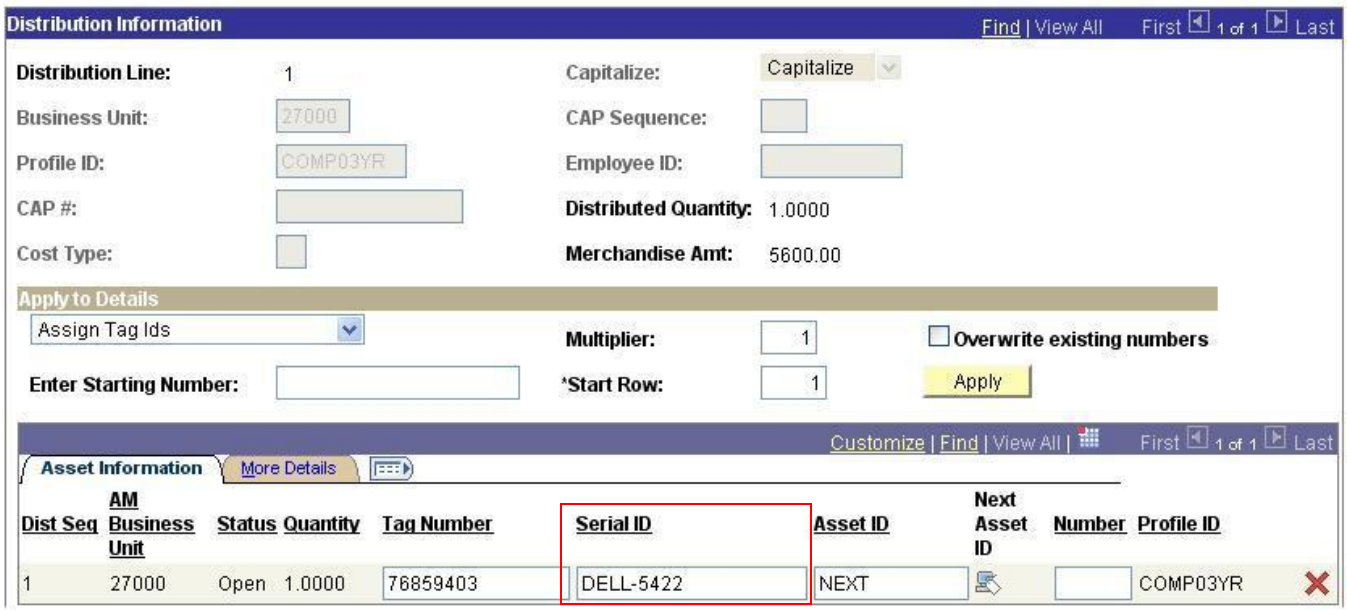

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Voucher Requirements for Assets

- Create Voucher from PO Receipt
  - Use Worksheet Copy Option
  - Copy from PO Receipt (required of all GeorgiaFIRST institutions)
- Asset information carried over from PO to Receipt
  - Distribution Lines section, Assets tab
- Business Process: AP.020.021
- Post Voucher

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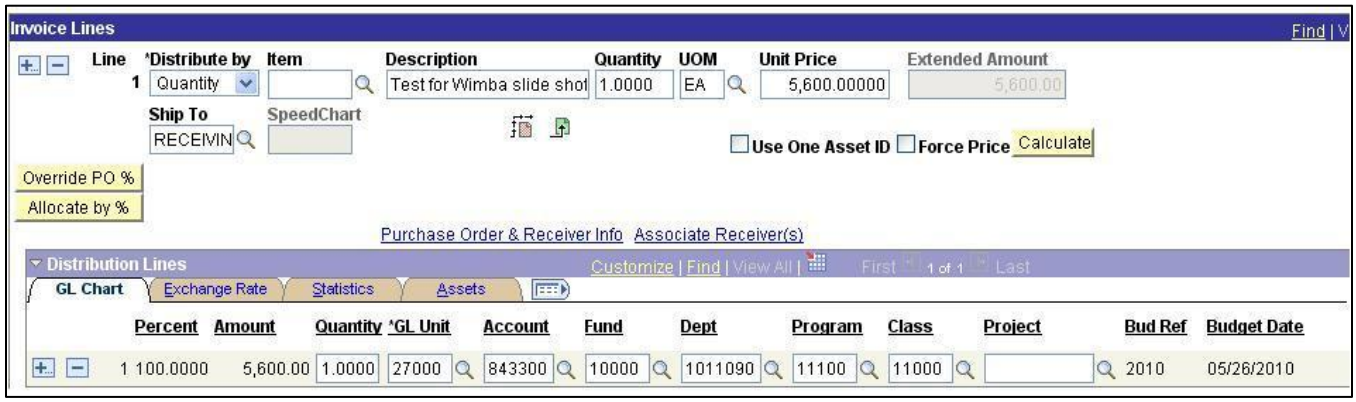

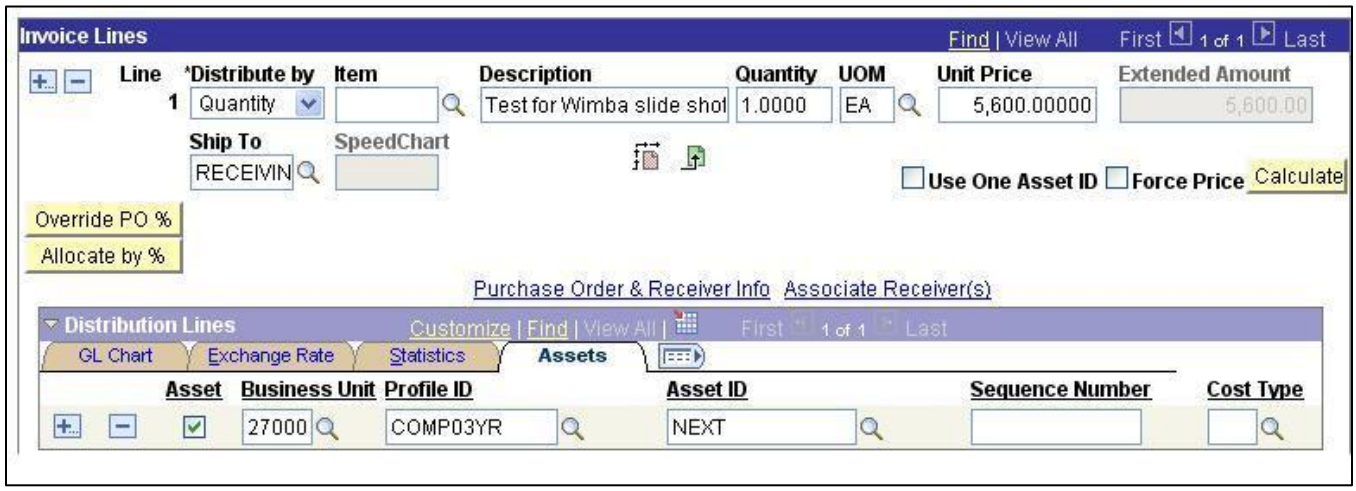

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BORQM002 Query

- Before running any AM processes, run BORQM002 (Assets to Load) query
- Lists Receiver IDs and Voucher IDs that are ready to be moved to AM
- Run on a routine basis to provide the identification of receipts and vouchers that are ready to be moved
- BORQM002_AP_AM_ASSET_LOAD
- Business Process: AM.020.010

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AP Unit	Voucher	Line	Quantity	Receipt No	Receipt Li	PO No.	PO Line	Profile ID	Cost	Unit Cost	Descr
27000	04007122	1	1.0000	0000400308	1	0000400619	1	VEHIC10YR	20844.700	20844.700	SWC # 9079
27000	04007122	2	1.0000	0000400308	2	0000400619	2	VEHIC10YR	3585.000	3585.000	SWC # 9079
27000	04007122	3	1.0000	0000400308	3	0000400619	3	VEHIC10YR	100.000	100.000	SWC # 9079
27000	04007199	1	1.0000	0000400311	1	0000401261	1	OFFMCH05Y	5458.000	5458.000	Canon IR 32
27000	04007279	1	1.0000	0000400382	1	0000401391	1	OTHEQ10YR	15203.000	15203.000	Pizza oven,
27000	04007280	1	2.0000	0000400388	1	0000401696	1	SVP	8270.000	4135.000	Yamaha Ver
27000	04007554	1	1.0000	0000400420	1	0000402185	1	COMP03YR	5600.000	5600.000	Test for Wim

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Process Receipts

- PO_RECVPUSH is run for each receipt that is ready to be loaded into the AM module
- Receipt status should be updated to "Moved" after the process is run
- Navigation: Purchasing > Receipts > Process Receipts
- Business Process: AM.020.011

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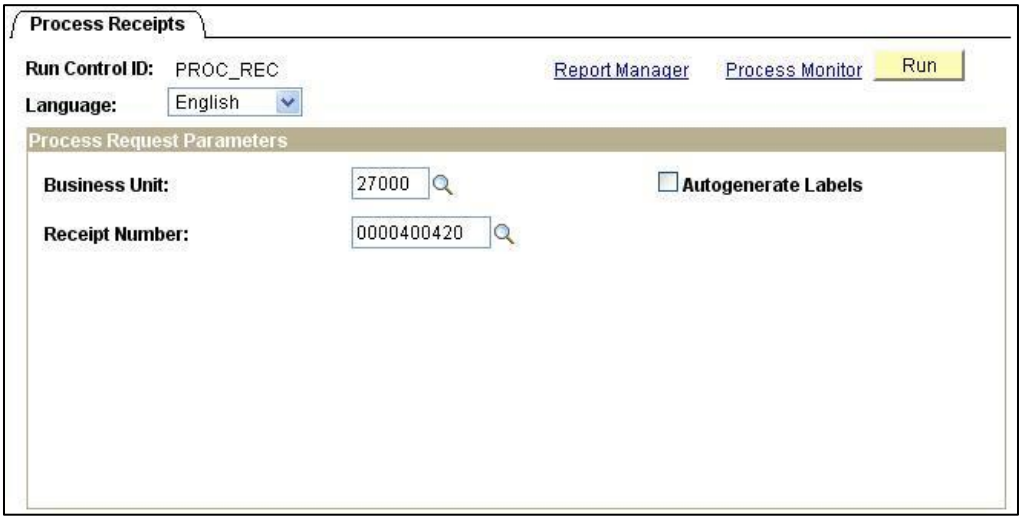

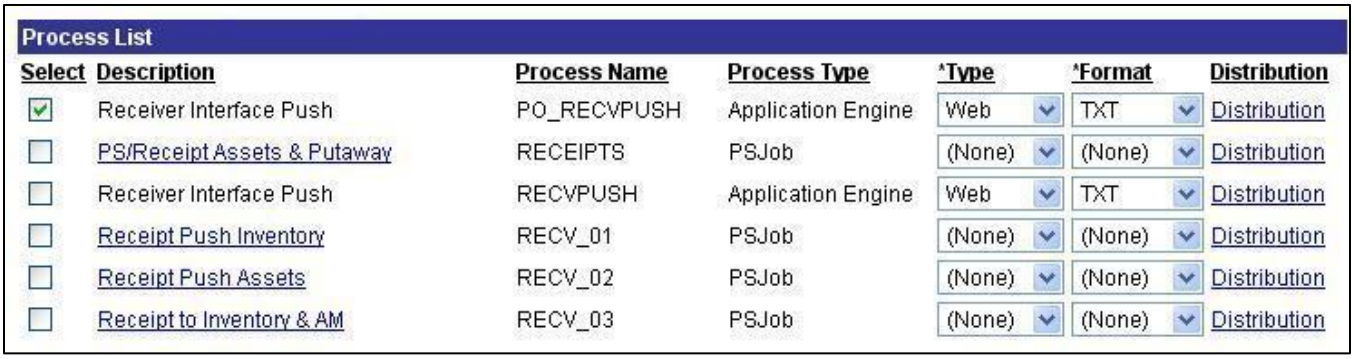

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Confirm Receipt is showing “moved” after the Receiver Push Process

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Load Assets

- Loading asset info from vouchers from AP to AM
- Navigation: Accounts Payable > Batch Processes > Extracts and Loads > Load Assets Request
- Business Process: AM.020.012

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Reviewing Pre AM Pages

- Can review Pre AM Pages after loading vouchers and pushing receivers and before running the interface
- Navigation: Asset Management > Send/Receive Information > Preview AP/PO Information
- Business Process: AM.020.015

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Load Preview - Pre-AM

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

Find an Existing Value

Pre-Interface ID:	=	
Pre-Interface Line Number:	=	
AM Business Unit:	=	27000
PO Business Unit:	=	
Receiving Business Unit:	=	
AP Business Unit:	=	
System Source:	=	
Load Status:	=	
Asset Profile ID:	begins with	
PO Number:	begins with	
Receipt Number:	begins with	0000400420
Voucher ID:	begins with	

Search Results

View All

First 1-2 of 2 Last

Pre-Interface ID	Pre-Interface Line Number	AM Business Unit	PO Business Unit	Receiving Business Unit	AP Business Unit	System Source	Load Status	Asset Profile ID	PO Number	Receipt Number	Voucher ID
401828	1	27000	27000	27000	(blank)	PO Online	Pending	COMP03YR	0000402185	0000400420	(blank)
401829	1	27000	27000	27000	27000	AP Page	Pending	COMP03YR	0000402185	0000400420	04007554

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Pre-Interface ID: 401828 **Line:** 1

Asset Information Find | View All First 1 of 1 Last

Business Unit:	27000	**Date/Time:**	05/26/2010 4:12:32PM
Asset ID:	NEXT	**Load Status:**	Pending
PO Unit:	27000	**Interface ID:**	**Line:**
PO/Line:	0000402185 1 **Sched:** 1	**System Source:**	PO Online
BU Recv:	27000	**Trans Date:**	05/26/2010
Receiver/Ln:	0000400420 1 **Ship Seq:** 1	**Accounting Date:**	05/26/2010
AP Unit:		**Cost:**	5,600.00
Voucher/Ln:	**Dist:**	**Base Cost:**	5,600.00
Vendor ID:	0000000002	**Quantity:**	1.0000
Invoice:		**Sales Tax:**	
Invoice Date:		**Base Sales Tax Amount:**	
Tag:	76859403	**Use Tax:**	
Serial ID:	DELL-5422	**Base Use Tax Amount:**	
Descr:	Test for Wimba slide shots	**Freight:**	
Item:		**Base Freight Amount:**	
Manufacturer:		**Misc Charge Amount:**	
Model:		**Base Misc. Amount:**	
Custodian:		**VAT Amount:**	
EmplID:		**Total VAT Base Amount:**	
CAP #:		**Merchandise Amt:**	
		Base Merchandise Amount:	
Location:	BUSOFFICE	**Currency:**	USD
Profile ID:	COMP03YR	**Base Currency:**	USD
Capitalize:	Y	**Cost Type:**	
		Fund Code:	10000
		Department:	1011090
An Type:		**Program Code:**	11100
		Class Field:	11000
		Project:	
		Budget Reference:	2010
UPC Code:			

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Pre-Interface ID: 401829 **Line:** 1

Asset Information Find | View All First 1 of 1 Last

Business Unit:	27000	**Date/Time:**	05/26/2010 4:21:04PM
Asset ID:	NEXT	**Load Status:**	Pending
PO Unit:	27000	**Interface ID:**	**Line:**
PO/Line:	0000402185 1 **Sched:** 1	**System Source:**	AP Page
BU Recv:	27000	**Trans Date:**	05/05/2010
Receiver/Ln:	0000400420 1 **Ship Seq:** 1	**Accounting Date:**	05/26/2010
AP Unit:	27000	**Cost:**	5,600.00
Voucher/Ln:	04007554 1 **Dist:** 1	**Base Cost:**	5,600.00
Vendor ID:	0000000002	**Quantity:**	1.0000
Invoice:	HI-JACK	**Sales Tax:**	
Invoice Date:	05/05/2010	**Base Sales Tax Amount:**	
Tag:	76859403	**Use Tax:**	
Serial ID:	DELL-5422	**Base Use Tax Amount:**	
Descr:	Test for Wimba slide shots	**Freight:**	
Item:		**Base Freight Amount:**	
Manufacturer:		**Misc Charge Amount:**	
Model:		**Base Misc. Amount:**	
Custodian:		**VAT Amount:**	
EmplID:		**Total VAT Base Amount:**	
CAP #:		**Merchandise Amt:**	5,600.00
Location:		**Base Merchandise Amount:**	5,600.00
Profile ID:	COMP03YR	**Currency:**	USD
Capitalize:	Y	**Base Currency:**	USD
		Cost Type:	
		Fund Code:	10000
		Department:	1011090
An Type:		**Program Code:**	11100
		Class Field:	11000
		Project:	
		Budget Reference:	2010

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Deleting an Item from Pre AM Pages

- If an asset is being manually added, and the corresponding receiver and voucher have been pushed/moved, the receiver and voucher must be deleted from the Load Pre AM page to avoid duplication of the asset.
- Manual Asset Additions:
  - Asset with Multiple Chartstrings
  - Capital Leases
  - Donations
  - Partial Payment Assets

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Deleting an Item from Pre AM Pages

- Return to Pre-AM Page
  - Asset Management > Send/Receive Information > Preview AP/PO Information
- Search for receiver to be deleted
  - On Pre AM page 1, ensure that the row to be deleted DOES NOT have a status of “Loaded”
    - Only delete rows with a status of “Pending” or “Errored”
  - Click the Delete button (-)
- Return and search for voucher to be deleted

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Load Status: = Pending
Asset Profile ID: begins with
PO Number: begins with
Receipt Number: begins with
Voucher ID: begins with

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All — First 1-10 of 10 Last

Pre-Interface ID	Pre-Interface Line Number	AM Business Unit	PO Business Unit	Receiving Business Unit	AP Business Unit	System Source	Load Status	Asset Profile ID	PO Number	Receipt Number	Voucher ID
401888	1	24000	24000	24000	(blank)	PO Online	Pending	OTHEQ10YR	0000400716	0000400288	(blank)
401889	1	24000	24000	24000	(blank)	PO Online	Pending	OTHEQ10YR	0000400715	0000400289	(blank)
401889	2	24000	24000	24000	(blank)	PO Online	Pending	OTHEQ10YR	0000400715	0000400289	(blank)
401890	1	24000	24000	24000	(blank)	PO Online	Pending	AV05YR	0000400368	0000400297	(blank)
401891	1	24000	24000	24000	(blank)	PO Online	Pending	OTHEQ05YR	0000400833	0000400328	(blank)
401891	2	24000	24000	24000	(blank)	PO Online	Pending	OTHEQ05YR	0000400833	0000400328	(blank)
401892	1	24000	24000	24000	24000	AP Page	Pending	OTHEQ10YR	0000400715	0000400289	04005960
401892	2	24000	24000	24000	24000	AP Page	Pending	OTHEQ10YR	0000400716	0000400288	04005959
401892	3	24000	24000	24000	24000	AP Page	Pending	AV05YR	0000400368	0000400297	04005962
401892	4	24000	24000	24000	24000	AP Page	Pending	OTHEQ05YR	0000400833	0000400328	04006492

Pre-Interface ID: 401890 **Line:** 1

Asset Information — Find | View All — First 1 of 1 Last

Business Unit: 24000
Asset ID: NEXT
PO Unit: 24000
PO/Line: 0000400368 1 **Sched:** 1
BU Recv: 24000
Receiver/Ln: 0000400297 1 **Ship Seq:** 1
AP Unit:
Voucher/Ln: **Dist:**
Vendor ID: 0000028777
Invoice:
Invoice Date:
Tag: 20227
Serial ID: FTX1404500T
Descr: IP Video Surveillance - see de
Item:
Manufacturer:
Model:
Custodian:
EmplID:
CAP #:
Location: PO_MAIN
Profile ID: AV05YR
Capitalize: N
An Type:

Date/Time: 06/01/2010 12:19:40PM
Load Status: Pending
Interface ID: **Line:**
System Source: PO Online
Trans Date: 04/28/2010
Accounting Date: 04/28/2010
Cost: 16,742.20
Base Cost: 16,742.20
Quantity: 1.0000
Sales Tax:
Base Sales Tax Amount:
Use Tax:
Base Use Tax Amount:
Freight:
Base Freight Amount:
Misc Charge Amount:
Base Misc. Amount:
VAT Amount:
Total VAT Base Amount:
Merchandise Amt:
Base Merchandise Amount:
Currency: USD
Base Currency: USD
Cost Type:
Fund Code: 16000
Department: 1601010
Program Code: 14400
Class Field: 11000
Project:
Budget Reference: 2010

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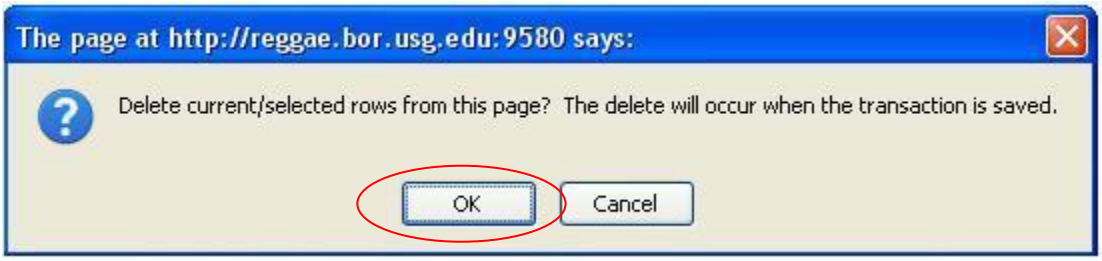

Pre-Interface ID: 401892 **Line:** 3

Asset Information Find | View All First 1 of 1 Last

Business Unit:	24000	**Date/Time:**	06/01/2010 12:22:25PM
Asset ID:	NEXT	**Load Status:**	Pending
PO Unit:	24000	**Interface ID:**	**Line:**
PO/Line:	0000400368 1 **Sched:** 1	**System Source:**	AP Page
BU Recv:	24000	**Trans Date:**	05/03/2010
Receiver/Ln:	0000400297 1 **Ship Seq:** 1	**Accounting Date:**	05/03/2010
AP Unit:	24000	**Cost:**	16,742.20
Voucher/Ln:	04005962 1 **Dist:** 1	**Base Cost:**	16,742.20
Vendor ID:	0000028777	**Quantity:**	1.0000
Invoice:	11007/11007b	**Sales Tax:**	
Invoice Date:	05/03/2010	**Base Sales Tax Amount:**	
Tag:	20227	**Use Tax:**	
Serial ID:	FTX1404500T	**Base Use Tax Amount:**	
Descr:	IP Video Surveillance - see de	**Freight:**	
Item:		**Base Freight Amount:**	
Manufacturer:		**Misc Charge Amount:**	
Model:		**Base Misc. Amount:**	
Custodian:		**VAT Amount:**	
EmplID:		**Total VAT Base Amount:**	
CAP #:		**Merchandise Amt:**	16,742.20
Location:		**Base Merchandise Amount:**	16,742.20
Profile ID:	AV05YR	**Currency:**	USD
Capitalize:	Y	**Base Currency:**	USD
		Cost Type:	
		Fund Code:	16000
		Department:	1601010
An Type:		**Program Code:**	14400
		Class Field:	11000
		Project:	
UPC Code:		**Budget Reference:**	2010

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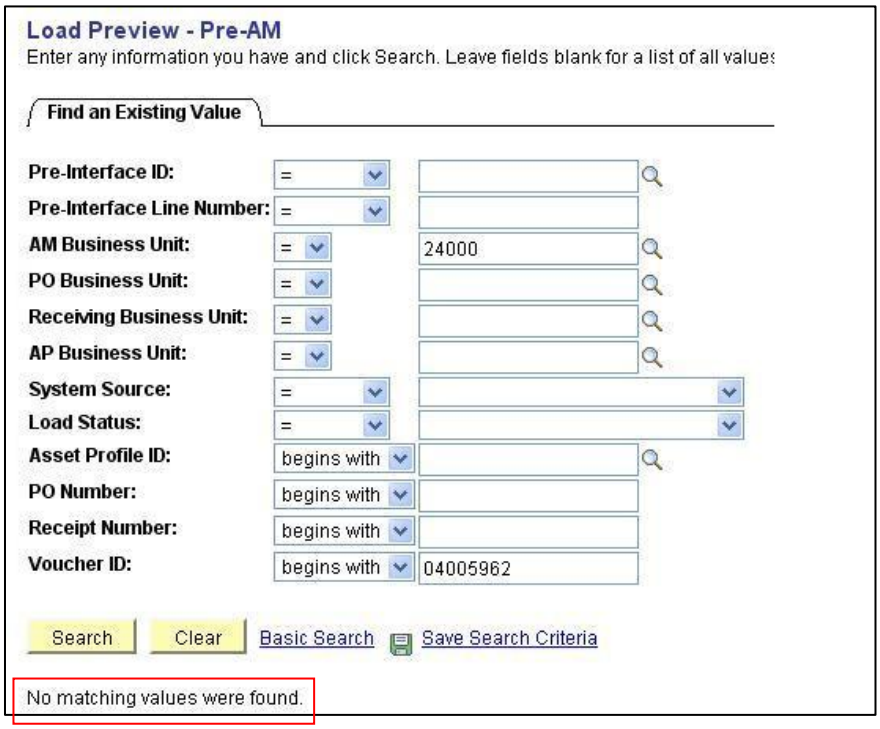

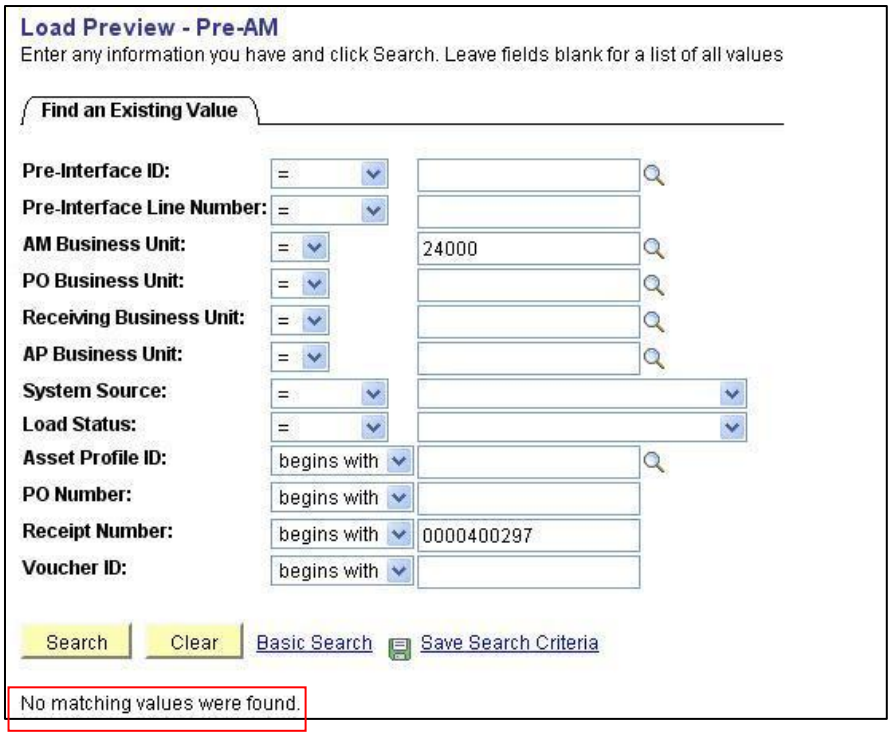

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Payables/Purchasing Interface

- Can run this interface after receivers and vouchers loaded into the Pre AM pages (INTFC_PRE_AM table)
- Data is processed into the INTFC_PHY_A and INTFC_FIN tables via the Payables/Purchasing Interface
- Navigation: Asset Management > Send/Receiver Information > Retrieve Info from AP/PO
- Business Process: AM.020.013

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```
PSAESRV started service request at 12.43.56 2010-06-01

Pre-Interface Loader Generated Data (8860,5)

Pre Interface Id: 401752, Line: 1 -> Interface Id: 40000543, Line: 5 (8860,6)

Pre Interface Id: 401752, Line: 2 -> Interface Id: 40000543, Line: 1 (8860,6)

Pre Interface Id: 401752, Line: 3 -> Interface Id: 40000543, Line: 2 (8860,6)

Pre Interface Id: 401752, Line: 4 -> Interface Id: 40000543, Line: 3 (8860,6)

Pre Interface Id: 401752, Line: 5 -> Interface Id: 40000543, Line: 4 (8860,6)

Pre Interface Id: 401752, Line: 6 -> Interface Id: 40000543, Line: 6 (8860,6)

Application Engine program AMPS1000 ended normally

PSAESRV completed service request at 12.44.17 2010-06-01
```


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Review Interface Pages

- Interface pages available after the Payables/Purchasing Interface is run
- On these pages, you can review financial interface table transactions and physical interface table transactions
- Can edit select information on these pages
- Navigation: Asset Management > Send/Receive Information > Approve Financial Information > Review
- Business Process: AM.020.016

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Review Interface Pages

- Enter Interface ID and Business Unit
  - Obtain Interface ID from resulting file of Payables/Purchasing Interface, or by going to the Pre AM page and keying in the Voucher or Receiver ID

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Load Preview - Financial

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

Find an Existing Value

Interface ID:	=	
Interface Line Number:	=	
Business Unit:	=	24000
Trans Load Type:	=	Financial & Physical Add
System Source:	=	
Mass Change Definition:	begins with	
Physical Inventory ID:	begins with	
Auto Approval Status		☐
Load Status:	=	Pending
Asset Identification:	begins with	

☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All — First 1-6 of 6

Interface ID	Interface Line Number	Business Unit	Trans Load Type	System Source	Mass Change Definition	Physical Inventory ID	Auto Approval Status	Load Status	Asset Identific
40000230	1	24000	Fin Add	AP Page	(blank)	(blank)	Y	Pending	NEXT
40000544	13	24000	Fin Add	AP Page	(blank)	(blank)	Y	Pending	NEXT
40000544	14	24000	Fin Add	AP Page	(blank)	(blank)	Y	Pending	NEXT
40000544	15	24000	Fin Add	AP Page	(blank)	(blank)	Y	Pending	NEXT
40000544	16	24000	Fin Add	AP Page	(blank)	(blank)	Y	Pending	NEXT
40000544	17	24000	Fin Add	AP Page	(blank)	(blank)	Y	Pending	NEXT

Financial Transactions

Interface ID: 40000544 — Interface Line Number: 13

PI ID: — Mass Change Definition:

Financial Information — Find | View All — First 1 of 1 Last

☑ Auto Approval Status

Unit:	24000	Trans Code:	
*Asset ID:	NEXT	Load Type/Status:	FAD Pending
Book Name:		Trans Date:	05/03/2010
Category:		Acctg Date:	05/03/2010
Cost Type:		Cost:	18,859.27 USD
Fund Code:	20000	Base Cost	18,859.27 USD
Department:	1001020	Quantity:	1.0000
Program Code:	11100	Depr Amt:	
Class Field:	61000	Proceeds:	
Project:	241584	Removal Cost:	
Budget Reference:	2010		

Error Message:

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Review Interface Pages

- Next, review Physical Information
- In menu, select Approve Physical Information > Review-A

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Load Preview - Physical A

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

Find an Existing Value

Interface ID:	=	
Interface Line Number:	=	
Business Unit:	=	24000
Trans Load Type:	=	Financial & Physical Add
System Source:	=	
Mass Change Definition:	begins with	
Physical Inventory ID:	begins with	
Auto Approval Status		☐
Load Status:	=	Pending
Asset Identification:	begins with	

☐ **Case Sensitive**

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All — First 1-6 of 6 Last

Interface ID	Interface Line Number	Business Unit	Trans Load Type	System Source	Mass Change Definition	Physical Inventory ID	Auto Approval Status	Load Status	Asset Identification	Date/Time Stamp
40000230	1	24000	Fin Add	AP Page	(blank)	(blank)	Y	Pending	NEXT	11/18/2009 3:22:29PM
40000544	13	24000	Fin Add	AP Page	(blank)	(blank)	Y	Pending	NEXT	06/01/2010 12:22:25PM
40000544	14	24000	Fin Add	AP Page	(blank)	(blank)	Y	Pending	NEXT	06/01/2010 12:22:25PM
40000544	15	24000	Fin Add	AP Page	(blank)	(blank)	Y	Pending	NEXT	06/01/2010 12:22:25PM
40000544	16	24000	Fin Add	AP Page	(blank)	(blank)	Y	Pending	NEXT	06/01/2010 12:22:25PM
40000544	17	24000	Fin Add	AP Page	(blank)	(blank)	Y	Pending	NEXT	06/01/2010 12:22:25PM

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Physical Transactions A

Interface ID: 40000544 **Line Num:** 13
PI ID: **MC Defn ID:**

Physical A Information Find | View All First 1 of 1 Last

Auto Approval Status

Unit:	24000	**Load Type:**	Fin Add
Asset ID:	NEXT	**Load Status**	Pending
Description:	Atomic Absorption Spectrometer	**System Source:**	AP Page
Short Desc:	Atomic Abs	**Profile ID:**	OTHEQ10YR
Tag Number:	20224	**Location:**	PO_MAIN
Serial ID:	200S10011401	**EmplID:**	
Voucher ID:	04005959	**Custodian:**	
Invoice:	5302167025	**Parent ID:**	
Invoice Date:	05/03/2010	**Project:**	241584
PO No.:	0000400716	**Quantity:**	1.0000
Receipt No:	0000400288	**Amount:**	18,859.27 USD
Item ID:		**VAT Inv:**	

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Consolidating Assets

- If you need to consolidate any assets, must be done after the Payables/Purchasing Interface is run, but before the Transaction Loader process is run
- When a PO and corresponding voucher with multiple lines represent a single asset are loaded into AM, the multiple lines may be consolidated into a single asset with a single asset ID
- New asset is then loaded as a single item into AM

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Consolidating Assets

- Review the pending items in the INTFC_PHY_A or INTFC_FIN table (resulting from the Interface) to determine which assets need to be consolidated
- Navigation: Asset Management > Send/Receive Information > Load Transactions > Consolidate Assets
  - Add a New Value
  - Interface ID defaults to “0”; ID will be assigned upon saving
- Business Process: AM.020.020

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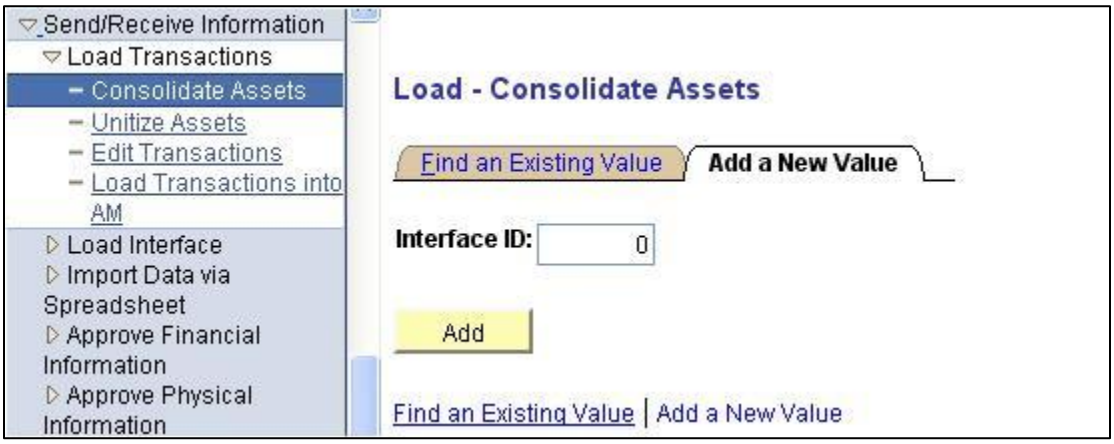

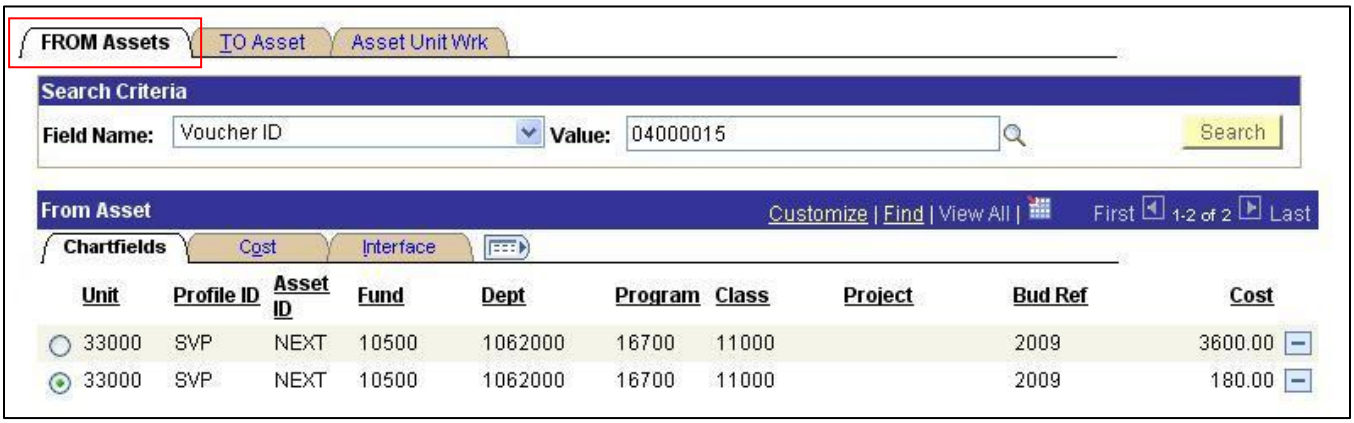

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FROM Assets | **TO Asset** | Asset Unit Wrk

To Asset Information — Find | View All — First 1 of 1 Last

Unit:	33000		
***Profile ID:**	SVP		
***Asset ID:**	NEXT	**Cost:**	3,780.00
Description:	LENOVO THINKPAD W700 MINI DOCK	**Quantity:**	1.0000
Short Desc:	LENOVO THI	**Sales Tax:**	0.00
Tag Number:	3001	**Use Tax:**	0.00
Serial ID:	00001	**Freight:**	0.00
Custodian:		**Currency:**	USD
Location:	PURCHASING	**Base Currency:**	USD
Manufacturer:		**Fund Code:**	10500
Model:		**Department:**	1062000
Merchandise Amt:	3,780.00	**Program Code:**	16700
Total VAT:		**Class Field:**	11000
Non-Recov VAT:		**Project:**	
Recoverable VAT:		**Budget Reference:**	2009

Warning -- The "To" quantity is not equal to the sum of the "From" quantities. Is this okay? (8005,52)

There are some instances where you may want to override the consolidation quantity on the "To" side to NOT equal the sum of the "From" asset quantities.

OK Cancel

If you change the quantity on the “To” tab, you will see this message. Click OK.

40000548 61	33000	Fin Add	AP Page	(blank)	(blank)	Y	Consolidat	NEXT	06/02/2010 12:43:03PM
40000548 62	33000	Fin Add	AP Page	(blank)	(blank)	Y	Consolidat	NEXT	06/02/2010 12:43:03PM
40000548 63	33000	Fin Add	AP Page	(blank)	(blank)	Y	Pending	NEXT	06/02/2010 12:43:03PM

Go to Approve Physical Information > Review A to see the results of the consolidation. A new Pending transaction has been created.

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GeorgiaFIRST Wimba Training Series

Unitizing Assets

- A voucher with a single line representing multiple assets is loaded into AM
- Here, the single line may be unitized into individual assets with unique Asset IDs
- Must be done after Interface but before Transloader process
- Navigation: Asset Management > Send/Receive Information > Load Transactions > Unitize Assets
- Business Process: AM.020.030

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Physical Transactions A

Interface ID: 40000550 **Line Num:** 1
PI ID: **MC Defn ID:**

Physical A Information Find | View All First 1 of 1 Last

☑ **Auto Approval Status**

Unit:	33000	**Load Type:**	Fin Add
Asset ID:	NEXT	**Load Status**	Pending
Description:	Computer	**System Source:**	AP Page
Short Desc:	Computer	**Profile ID:**	SVP
Tag Number:		**Location:**	
Serial ID:		**EmplID:**	
Voucher ID:	04007394	**Custodian:**	
Invoice:	HELP_ME	**Parent ID:**	
Invoice Date:	05/25/2010	**Project:**	
PO No.:		**Quantity:**	15.0000
Receipt No:		**Amount:**	54,000.00 USD
Item ID:		**VAT Inv:**	

A non-PO voucher has been interfaced and needs to be unitized.

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FROM Asset | TO Assets | Asset Unit Wrk

Unit: 33000 **Asset ID:** NEXT
Original Profile ID SVP

From Asset Find | View All First 1 of 1 Last

System Source:	AP Online Entry Page	**PO Unit:**	
Transaction Amount:	54,000.00 USD	**PO No.:**	EZ Unitize...
Amount:	54,000.00 USD	**Receipt No:**	
Quantity:	15.0000	**Item:**	
Sales Tax Amount:		**AP Unit:**	33000
Base Sales Tax Amount:		**Voucher ID:**	04007394 **Vendor:** 0000006249
Use Tax Amount:		**Invoice:**	HELP_ME
Base Use Tax Amount:		**Invoice Date:**	05/25/2010
Freight Amount:			
Base Freight Amount:			
Fund Code:	10000		
Department:	1001103		
Program Code:	11100		
Class Field:	11000		
Project:			
Budget Reference:	2010		

Click the EZ Unitize button and 15 separate assets will be created for the same amount.

Proportional Unitization Defaults

Quantity: 15
Profile ID: SVP
Description: Dell Computers in Teaching Lab

OK | Cancel | Refresh

FROM Asset | TO Assets | Asset Unit Wrk

To Asset Find | View All First 1 of 15 Last

Line Num:	2	**Business Unit:**	33000
***Profile ID:**	SVP	**PO No.:**	
***Asset ID:**	NEXT	**Invoice:**	HELP_ME
Tag Number:		**Activity:**	
Serial ID:		**Voucher:**	04007394 **Line:** 1
Quantity:	1.0000	**Total Tax:**	
Cost:	3,600.00	**Total VAT Base Amount:**	
Base Cost:	3,600.00	**VAT Non Recoverable:**	

This is the first of 15 assets that will be created during the Transaction Loader.

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Transloader Process

- After running the Payables/Purchasing Interface, reviewing the Interface tables, consolidating and/or unitizing any assets, you can then run the Transloader process
- Process moves the data into Asset Management and assigns the Asset ID to the new assets
  - Last step in the process
- Navigation: Asset Management > Send/Receive Information > Load Transactions > Load Transactions into AM
- Business Process: AM.020.014

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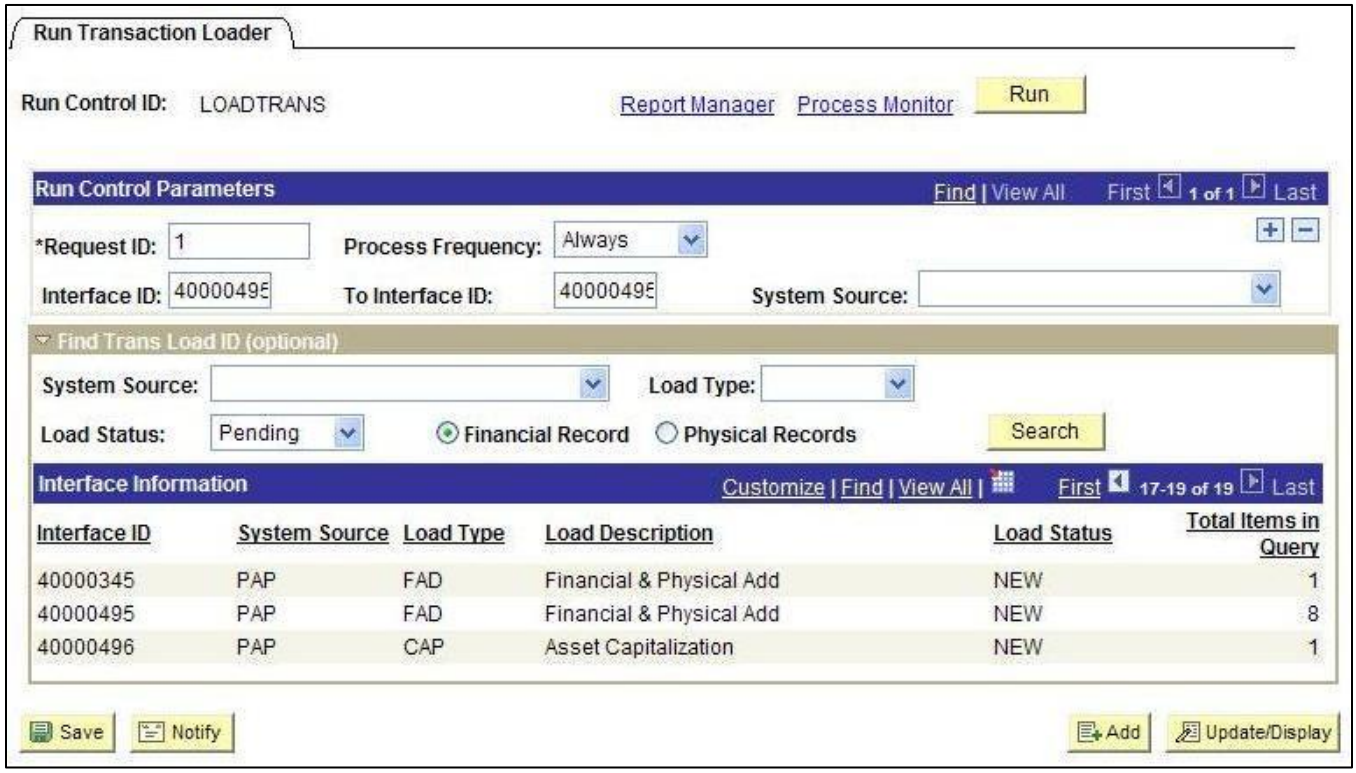

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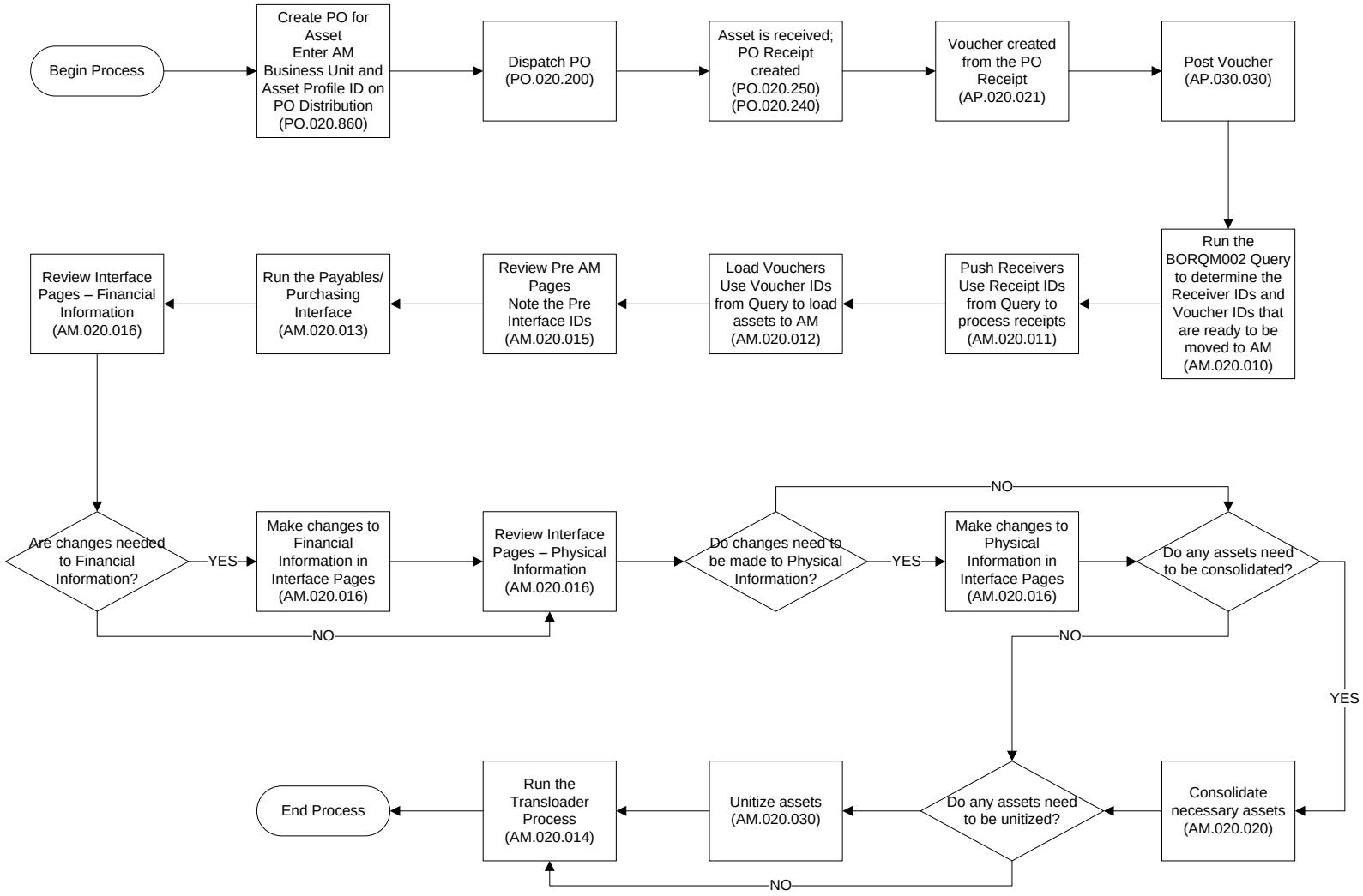
Interfacing Asset Management with Purchasing and Accounts Payable



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Review Questions

1. When creating a PO for an asset, which of the following is required to be entered?
    a. AM Business Unit
    b. Asset Profile ID
    c. Tag Number
    d. All of the above
    e. Both A & B

2. When creating a PO Receipt for an asset, which of the following is required to be entered?
    a. Asset ID
    b. Serial ID
    c. Tag Number
    d. Manufacturer

3. Georgia*FIRST* Financial Institutions are required to copy in assets from a PO Receipt rather than from the Purchase Order only.
    a. True
    b. False

4. What is the first step you should complete when ready to begin interfacing assets from the PO and AP modules?
    a. Review the Pre AM Pages
    b. Run the BORQM002 Query
    c. Run the PO_RECVPUSH process
    d. Run the Load Assets Requests from Vouchers process

5. Which of the following require manual asset addition (meaning that you would need to delete the corresponding receiver and voucher from the Pre AM page to avoid duplication of the asset)?
    a. SVP Item
    b. Capital leases
    c. An asset with multiple chartstrings
    d. All of the above
    e. Both B & C

6. When do you run the Payables/Purchasing Interface?
    a. Whenever you want to
    b. After consolidating assets
    c. After loading receipts and vouchers into the Pre AM pages
    d. Before loading receipts and vouchers into the Pre AM pages

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7. When a PO and corresponding voucher with multiple lines represent a single asset are loaded into AM, what can you do to combine the multiple lines into a single asset with a single asset ID?
    a. Unitize them
    b. Interface them
    c. Consolidate them
    d. Remove them and start over

8. If you need to unitize an asset, when must this be done?
    a. Before the Interface
    b. Whenever you want to
    c. After the Transloader Process
    d. After the Interface, but before the Transloader process

9. What process moves the data into the Asset Management module and assigns the Asset ID to new assets?
    a. New Asset Process
    b. Transloader Process
    c. PO_RECVPUSH Process
    d. Payables/Purchasing Interface

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Review Questions – Answers

1. When creating a PO for an asset, which of the following is required to be entered?
   - ~~a. AM Business Unit~~
   - ~~b. Asset Profile ID~~
   - ~~c. Tag Number~~
   - ~~d. All of the above~~
   - **e. Both A & B**

2. When creating a PO Receipt for an asset, which of the following is required to be entered?
   - ~~a. Asset ID~~
   - **b. Serial ID**
   - ~~c. Tag Number~~
   - ~~d. Manufacturer~~

3. Georgia*FIRST* Financial Institutions are required to copy in assets from a PO Receipt rather than from the Purchase Order only.
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4. What is the first step you should complete when ready to begin interfacing assets from the PO and AP modules?
   - ~~a. Review the Pre AM Pages~~
   - **b. Run the BORQM002 Query**
   - ~~c. Run the PO_RECVPUSH process~~
   - ~~d. Run the Load Assets Requests from Vouchers process~~

5. Which of the following require manual asset addition (meaning that you would need to delete the corresponding receiver and voucher from the Pre AM page to avoid duplication of the asset)?
   - ~~a. SVP Item~~
   - ~~b. Capital leases~~
   - ~~c. An asset with multiple chartstrings~~
   - ~~d. All of the above~~
   - **e. Both B & C**

6. When do you run the Payables/Purchasing Interface?
   - ~~a. Whenever you want to~~
   - ~~b. After consolidating assets~~
   - **c. After loading receipts and vouchers into the Pre AM pages**
   - ~~d. Before loading receipts and vouchers into the Pre AM pages~~

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7. When a PO and corresponding voucher with multiple lines represent a single asset are loaded into AM, what can you do to combine the multiple lines into a single asset with a single asset ID?
   ~~a. Unitize them~~
   ~~b. Interface them~~
   c. <u>Consolidate them</u>
   ~~d. Remove them and start over~~

8. If you need to unitize an asset, when must this be done?
   ~~a. Before the Interface~~
   ~~b. Whenever you want to~~
   ~~c. After the Transloader Process~~
   d. <u>After the Interface, but before the Transloader process</u>

9. What process moves the data into the Asset Management module and assigns the Asset ID to new assets?
   ~~a. New Asset Process~~
   b. <u>Transloader Process</u>
   ~~c. PO_RECVPUSH Process~~
   ~~d. Payables/Purchasing Interface~~

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Additional End-of-Month Tasks

- Process Depreciation Calculation
- Process Accounting Entry Calculation
- Process Depreciation Close

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Process Depreciation Calculation

- Depreciation Calculation must be rerun each time an asset is edited in such a way that its depreciation criteria have been change
  - Includes Recategorization, Change in Useful Life, and Cost Adjustment
  - Each of these changes automatically generates an open transaction that will be picked up the next time depreciation calculation is run
- Multiple steps involved with processing depreciation calculation
  - Verify open transactions
  - Edit or delete pending transactions
  - Run depreciation calculation

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Verify Open Transactions

- Before running Depreciation Calculation process, open transactions must be identified
- May not modify a transaction on the Open Transaction page, but you can make changes to the Chartfields on the Change/Delete Pending Transaction page
- Navigation: Asset Management > Depreciation > Open Transactions > Review
- Business Process: AM.060.050

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Open Transaction Detail

Find | View All First 1 of 1 Last

Business Unit:	51000 Valdosta State University				
Asset Identification:	000000400115				
Asset Book Name:	ALLASSETS All Assets				
Transaction Date:	04/07/2010	Accounting Date:	04/12/2010	Date/Time Stamp:	05/03/2010 2:07:49PM
Transaction Type:	ADD Asset Addition			Transaction In/Out:	
Transfer Unit:		Transfer Asset ID:		Transfer From Book:	
Depreciation Calc Status:	Completed	Acctg Entry Creation Status:	Never		
Reporting Process Status:	Completed	Group Consolidation Status:	Never		
Open Transaction ID:	400224				
User ID:	GGRALL		Gary Grall		

Save | Return to Search | Previous in List | Next in List | Notify

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Edit/Delete Pending Transactions

- Asset additions and adjustments completed in batch or online will create open transactions that are considered “pending” until depreciation calculation is run
- Can edit pending transactions for assets that are identified as requiring modification or transaction deletions
  - Must be done prior to running depreciation calculation

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Edit/Delete Pending Transactions

- Depending on the transaction type you want to edit, only certain fields are available on the Pending Trans/Update Display panel
  - All fields are available for "Addition" transactions
  - Cost and quantity fields are available for "Adjustment" transactions
  - Only Chartfields are available for "transfers"
  - Only Category is available for "re-categorization"

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Edit/Delete Pending Transactions

- When modifying or deleting a pending transaction, remember to record the action in both books
- Retirement transactions and parent/child asset transactions cannot be modified or deleted
- Navigation: Asset Management > Asset Transactions > Financials Transactions > Change/Delete Pending Transactions
- Business Process: AM.020.240

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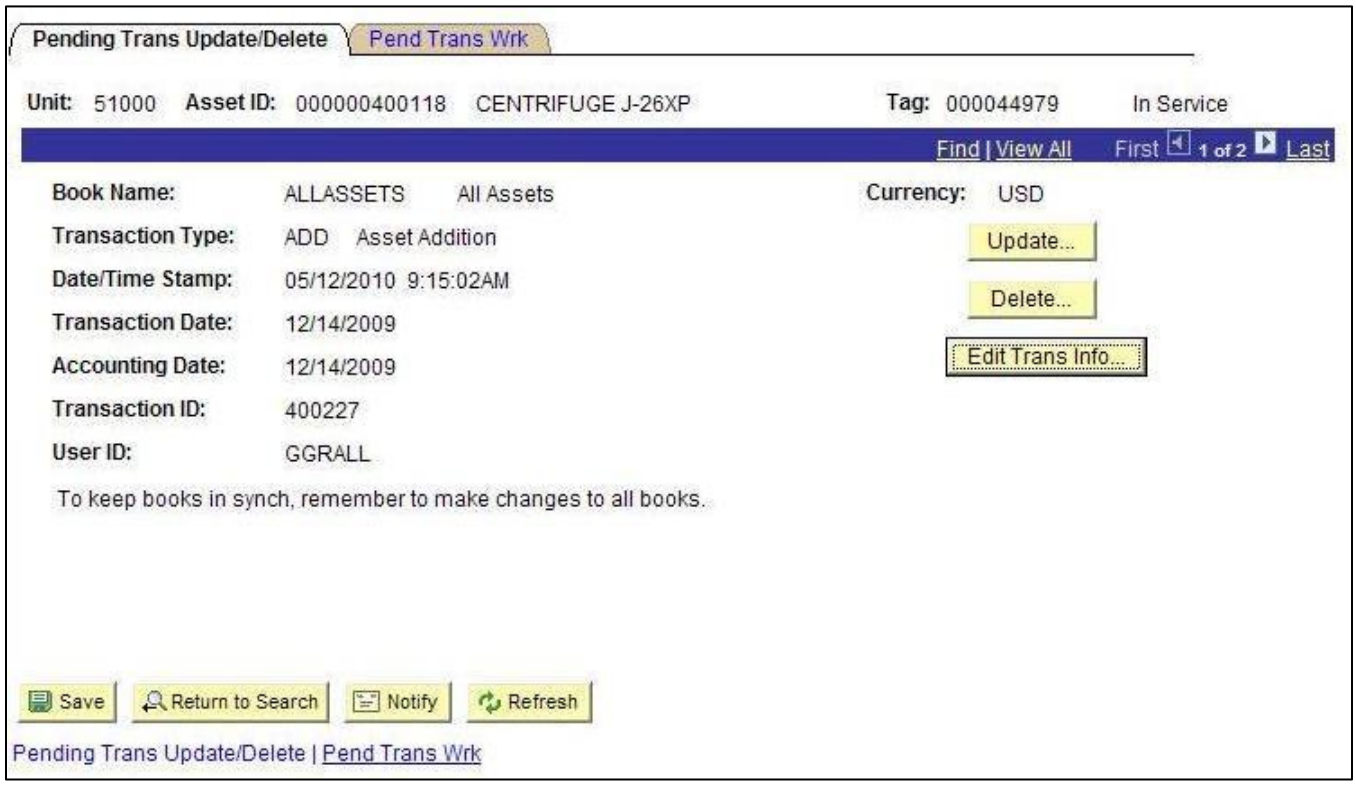

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Process Depreciation Calculation

- Generally run in batch, but can be run on a single asset or range of assets
- When running for month-end, run it in batch for your business unit
- Navigation: Asset Management > Depreciation > Processing > Calculate
- Business Process: AM.100.010

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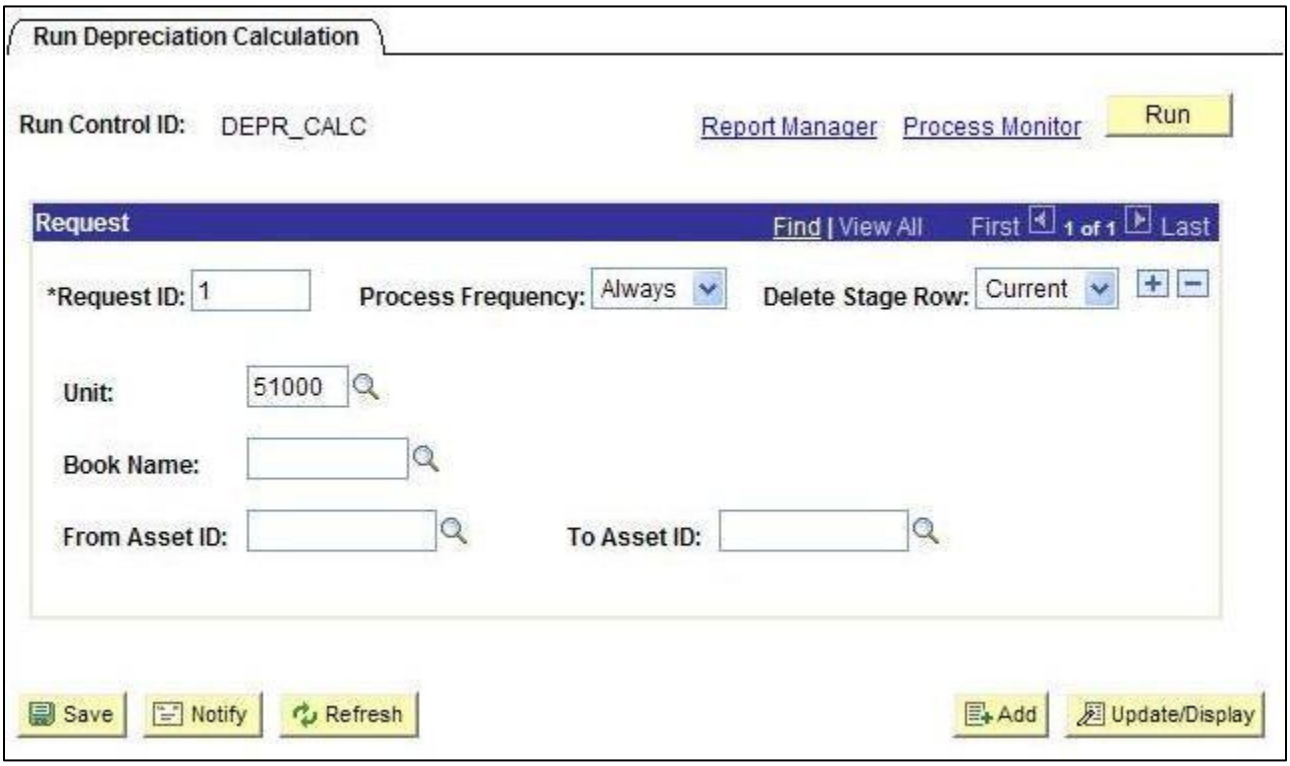

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Process Accounting Entry Calculation

- Financial transactions that you enter into the AM system generate the balancing accounting entries that the system uses to create journal entries for posting to the GL
- Sources:
  - Financial transactions such as additions, adjustments, and retirements
  - Depreciation close process for a particular accounting period

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Process Accounting Entry Calculation

- When running the EOM Accounting Entries process, the system applies associated accounting entry template (AET) to open transactions
- Uses the following information from the asset transaction to determine which AET to apply for accounting entry creation:
  - Accounting Entry Template ID
  - Category
  - Transaction Type & Transaction Code

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Process Accounting Entry Calculation

- Navigation: Asset Management > Accounting Entries > Create Accounting Entries
- Business Process: GL.030.005
- Enter Run Control ID
- Enter Business Unit
- Select "ENTERPRISE" book
- Run process

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Viewing Accounting Entries

- Asset Accounting Entry panel is typically used to review accounting entries that have been created during asset processing
- Property Control & Accounting Personnel review these panels prior to closing the accounting period for depreciation
- Navigation: Asset Management > Accounting Entries > Review Financial Entries
- Business Process: AM.060.040

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List | Detail

Unit: 51000 Asset ID: 000000400084 CX31POL MICROSCOPE Tag: 000044975 In Service

Book — Find | View All First 1 of 1 Last

Book Name: ENTERPRISE Enterprise Base Currency: USD

Customize | Find | View All | First 1-8 of 8 Last

Accounting Lines | Chartfields | Journal

	Acctg Date	Trans Type	Account	Fund Code	Department	Program Code	Class Field	Project	Budget Reference	Amount	Detail
1	03/04/2010	ADD	165000	10500	1111110	14600	11000		2010	7,491.60	Detail
2	03/04/2010	ADD	843100	10500	1111110	14600	11000		2010	-7,491.60	Detail
3	03/31/2010	DPR	165900	10500	1111110	14600	11000		2010	-124.86	Detail
4	03/31/2010	PDP	165900	10500	1111110	14600	11000		2010	-124.86	Detail
5	03/31/2010	DPR	890100	10500	1111110	14600	11000		2010	124.86	Detail
6	03/31/2010	PDP	890100	10500	1111110	14600	11000		2010	124.86	Detail
7	04/30/2010	DPR	165900	10500	1111110	14600	11000		2010	-124.86	Detail
8	04/30/2010	DPR	890100	10500	1111110	14600	11000		2010	124.86	Detail

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

List | Detail

You will not be able to see depreciation entries until after Depreciation Close is run.

List | Detail

Unit: 51000 Asset ID: 000000400084 CX31POL MICROSCOPE Tag: 000044975 In Service

Book — Find | View All First 1 of 1 Last

Book Name: ENTERPRISE Enterprise Base Currency: USD

Details — Find | View All First 1 of 8 Last

Tran Amt: 7,491.60 Currency: USD *Acctg Date: 03/04/2010

Amount: 7,491.60 Distribution Status: D

*Category: M&E Machinery and Equipment Distribution Type: Fixed Asset

Cost Type:

Account: 165000

Fund Code: 10500 Tuition

Department: 1111110 Physics, Astronomy And Geoscie

Program Code: 14600 Academic Administration

Class Field: 11000 Gen Opns - General

Project:

Budget Reference: 2010 2010

Trans Type

Date/Time: 03/11/2010 4:31:59PM User: PS/AM

*Trans Type: Addition Trans Code:

Journal ID

GL Unit: 51000 Ledger Grp: CAPITAL Ledger: CAPITAL Date: 03/31/2010 PS/GL Drill

Journal ID: ADD0492160 Instance: 1128487 *Template: ADD Asset Additions

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Process Depreciation Close

- Generates period depreciation entries for all depreciable assets in a particular accounting period, including offset accounts for the period
- Can run this process for accounting periods that have not yet been closed in Asset Management
- Navigation: Asset Management > Accounting Entries > Close Depreciation
- Business Process: GL.100.001

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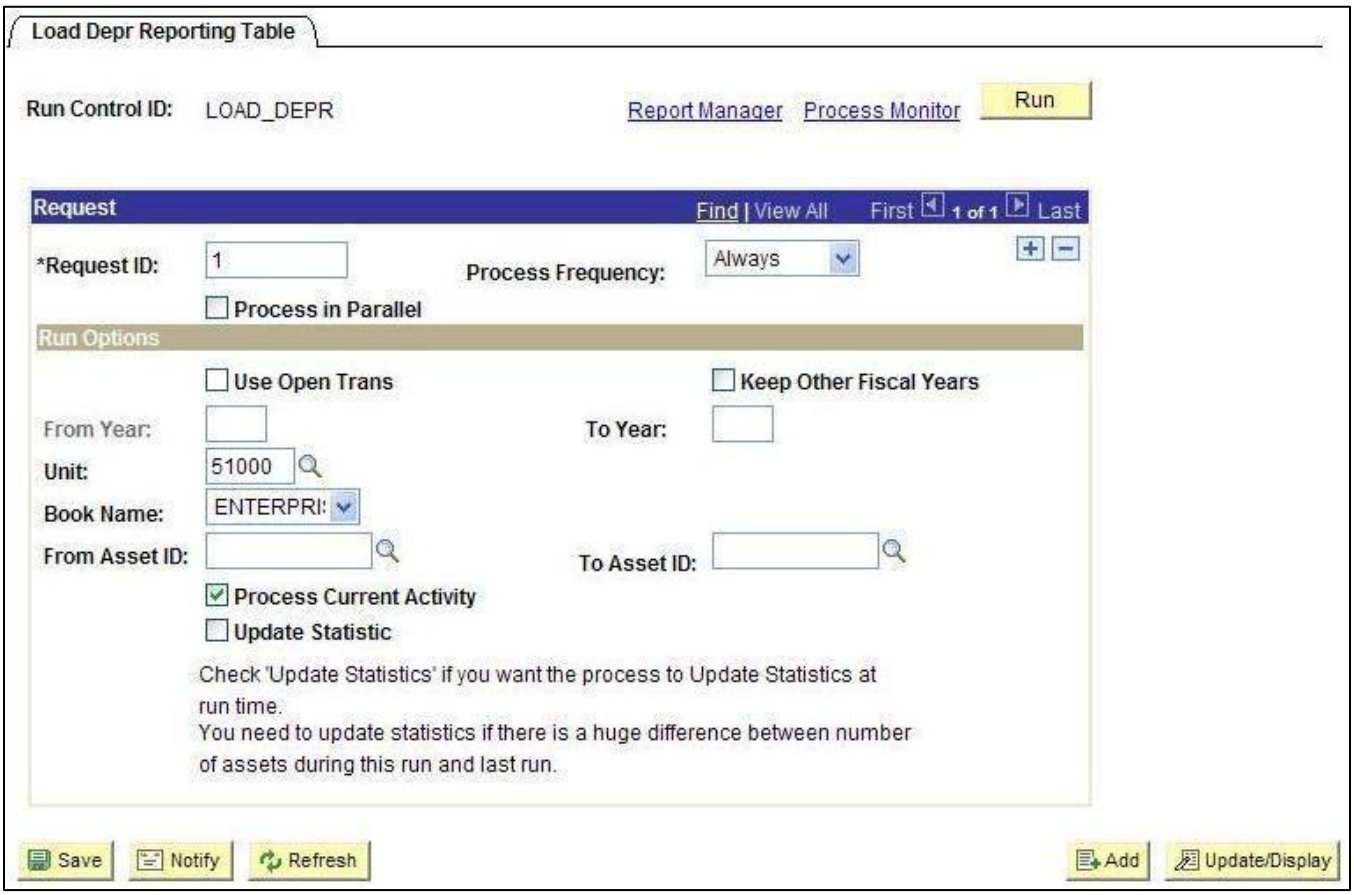

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GeorgiaFIRST Wimba Training Series

Load Depreciation Reporting Table

- After processing Depreciation Close, need to run the Load Depreciation Reporting Table
- Generates cost and depreciation reports
- Table stores life-to date and year-to-date depreciation amounts
- Table should be used monthly for newly created open transactions
- Navigation: Asset Management > Financial Reports > Load Reporting Tables > Depr Reporting Table
- Business Process: AM.100.050

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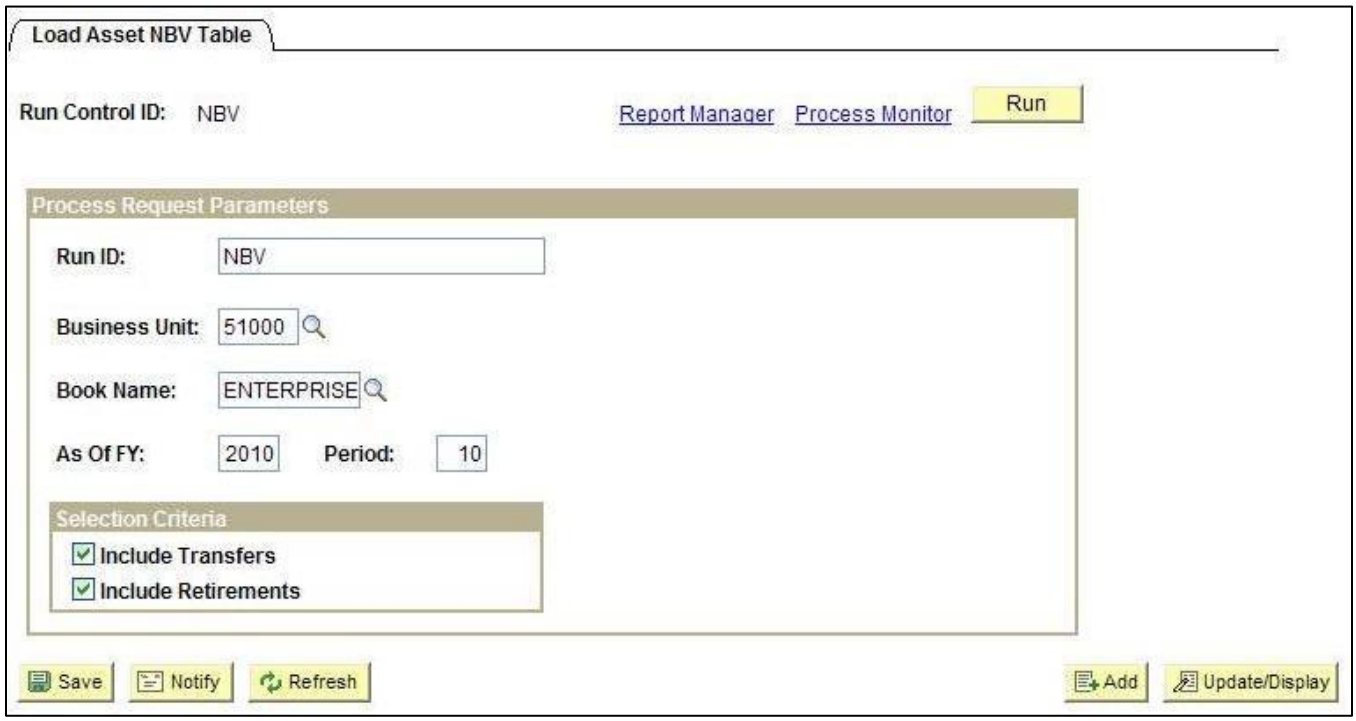

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Net Book Value Table

- After processing Depreciation Close, need to load the Net Book Value Table
- NBV Table displays asset depreciation information for downloading into a spreadsheet
- NBV Table Info includes accumulated depreciation, current period depreciation, and year-to-date depreciation
- Navigation: Asset Management > Financial Reports > Load Reporting Tables > Net Book Value Table
- Business Process: AM.100.060

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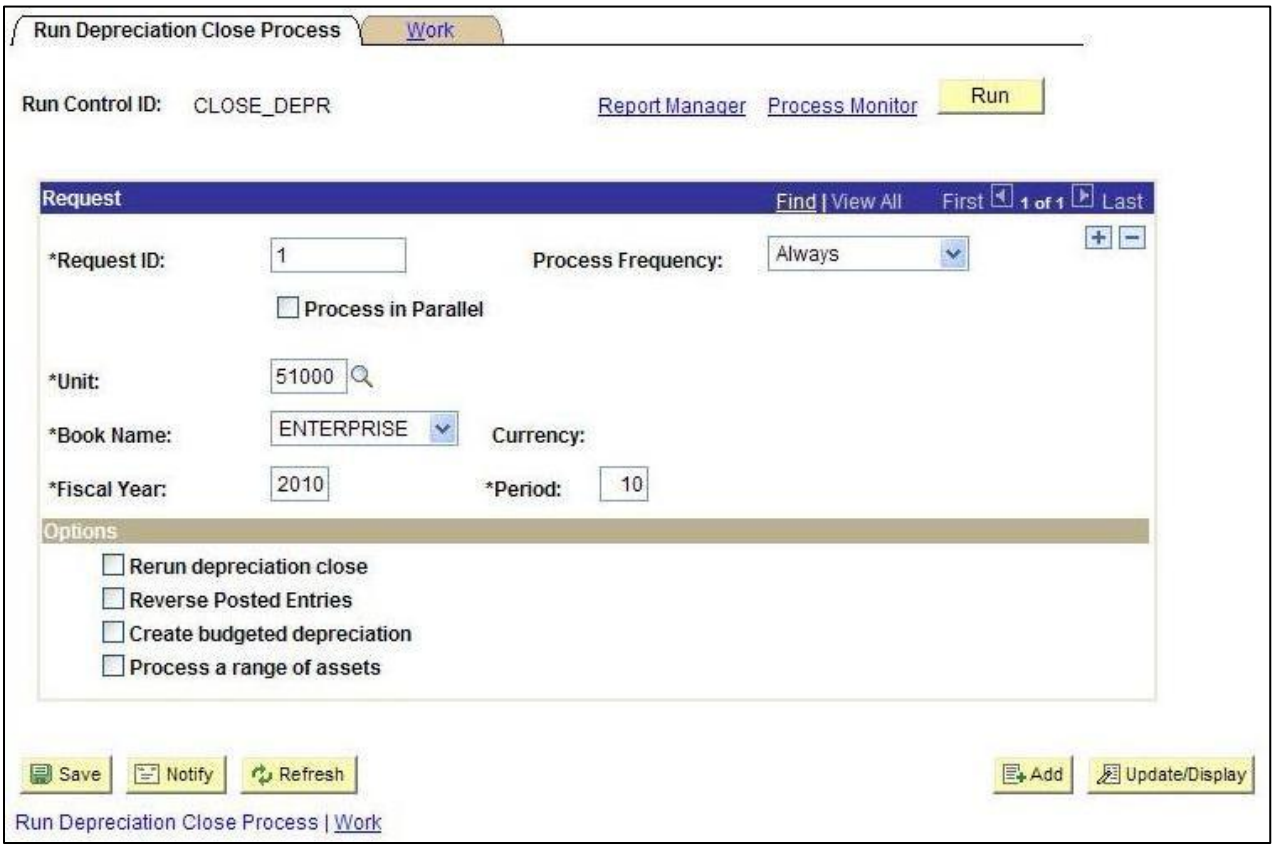

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Review Questions

10. Which of the following changes **DO NOT** automatically generate an open transaction that will be picked up the next time depreciation calculation is run?
    a. Recategorization
    b. Cost Adjustment
    c. Change in Useful Life
    d. Update to Physical Information

11. When editing pending transactions prior to depreciation close, the fields available for editing are dependent on the transaction type.
    a. True
    b. False

12. When running Depreciation Calculation for normal month-end processing, what should you do to ensure that all open transactions are picked up in the process?
    a. Leave the Asset ID fields blank
    b. Leave the Book Name field blank
    c. Leave the Business Unit field blank
    d. All of the above
    e. Both A & B

13. Which 'book' do you process Accounting Entry Calculation on?
    a. ALLASSETS
    b. ENTERPRISE
    c. Both books
    d. Neither book

14. You can only process Depreciation Close for accounting periods that have not yet been closed in Asset Management.
    a. True
    b. False

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Review Questions – Answers

10. Which of the following changes **DO NOT** automatically generate an open transaction that will be picked up the next time depreciation calculation is run?
    - ~~a. Recategorization~~
    - ~~b. Cost Adjustment~~
    - ~~c. Change in Useful Life~~
    - **d. Update to Physical Information**

11. When editing pending transactions prior to depreciation close, the fields available for editing are dependent on the transaction type.
    - **a. True**
    - b. False

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    - ~~c. Leave the Business Unit field blank~~
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    - ~~a. ALLASSETS~~
    - **b. ENTERPRISE**
    - ~~c. Both books~~
    - ~~d. Neither book~~

14. You can only process Depreciation Close for accounting periods that have not yet been closed in Asset Management.
    - **a. True**
    - ~~b. False~~

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Objectives

- Reviewed the process flow of interfacing assets from the Purchasing and Accounts Payable modules into the Asset Management module
- Identified requirements for creating a PO and PO Receipt for an asset
- Identified requirements for creating a Voucher for an asset
- Identified the query used to list assets that are ready to be loaded from PO and AP into AM
- Reviewed how to pull asset data from PO into AM
- Reviewed how to load assets from vouchers
- Identified what actions can be taken in the Pre-AM pages
- Demonstrated how to run the Payables/Purchasing Interface
- Identified what actions can be taken in the Interface pages
- Identified when assets should be consolidated and/or unitized
- Demonstrated how to run the Transloader Process
- Identified the tasks that should be completed at the end of each month for AM
- Reviewed how to process depreciation calculation
- Reviewed how to process accounting entry calculation
- Reviewed how to process depreciation close

Archive

- The archive for this Wimba Training Session will be available no later than end of day, June 11, 2010.
- The archive and training materials will be posted to the Georgia*FIRST* website: http://www.usg.edu/gafirst-fin/training/archives/

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