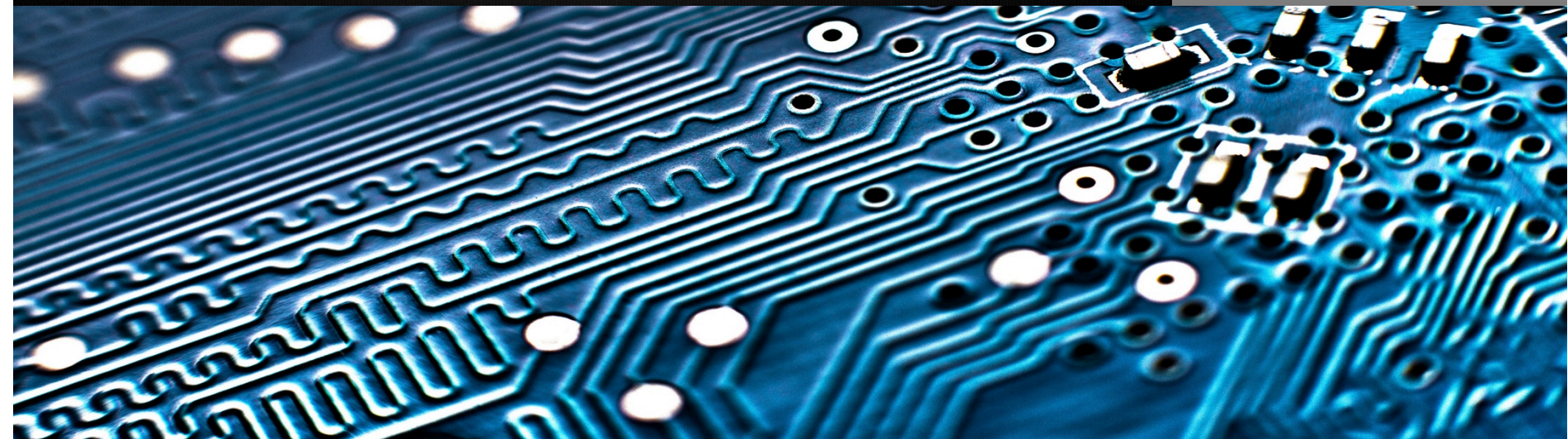


Asset Management Module Review

Ashley Carbone – ITS Athens

November 1, 2016



Welcome!



Ashley Carbone

- Started at ITS October 2015.
- Associates and Bachelors degree in Information Technology.
- Primary Asset Management Analyst.
- Assist Christy Todd with Budget Prep.

Agenda

- WebEx Housekeeping
- Purpose of Module Review Sessions
- Current functionality
- Upcoming functionality
- Future and potential enhancements
- Complexity Scoring
- Prioritization Sheet
- Training Survey
- Session Survey



WebEx Housekeeping

- Please stay muted throughout the presentation.
- “Raise Hands” for questions and comments.
- Chat VS Q&A
 - Chat should be used for discussion
 - Use Q&A for specific questions.



WebEx Housekeeping

Participants (4) | Chat | Q&A

Speaking: ITS Administrative Services (Host)

Panelists: 3

- AC Ashley Carbone (me)
- IS ITS Administrative Services (Host)
- TP Teresa Page

Attendees: 1 (1 displayed)

- LL Liz Lemme

Send to: Host

Select a participant in the Send to menu first, type chat message, and send...

Q&A

All (0)

Select a question, and then type your answer here. There is a 256-character limit.

Send Send Privately...

Connected

Participants (4) | Chat | Q&A

Speaking: ITS Administrative Services (Host)

Panelists: 3

- AC Ashley Carbone (me)
- IS ITS Administrative Services (Host)
- TP Teresa Page

Attendees: 1 (1 displayed)

- LL Liz Lemme

Send to: Host

Select a participant in the Send to menu first, type chat message, and send...

Q&A

All (2)

- Liz Lemme - 11:23 AM
Q: heyyyyyy
- Teresa Page - 11:23 AM
A: howdy!!!!!!!
- Liz Lemme - 11:24 AM
Q: heyy everybodyyy

Select a question, and then type your answer here. There is a 256-character limit.

Send Send Privately...

Connected

Purpose

- Introduce and discuss areas of/for enhancements within each module:
 - Oracle delivered functionality
 - Desired enhancements (ways to make the system work better for all)
- Focus on two main areas:
 - Introduce new functionality that is currently available for use, as well as unimplemented functionality that may be of interest.
 - Configuration



Purpose

- Opportunity for Institutional process experts to:
 - Discuss and provide feedback
 - Assist in prioritization for implementation of enhancements
- Resulting end deliverables will consist of:
 - Implementation priority
 - Implementation complexity score
 - Roadmap and implementation plan



Before we begin...

- What's going right?
 - Process or documentation that is helpful.
- What's going wrong?
 - Process or documentation that is confusing, unhelpful, or slowing down workflow.



Current functionality

Available to use today!



AM Workcenter

- New as of 9.2 (Fall 2015)
- Provides “quick links” to various AM processes and reports
- Main Menu > Asset Management > Asset Management WorkCenter
- Requires security roles –
BOR_AM_WORKCENTER and
BOR_WORKCENTER_USER



AM Workcenter (Main Page)

Asset Management WorkCenter

Oracle

All Search Advanced Search Last Search Results

Worklist Home Sign out

New Window Help Personalize Page

Welcome to the Asset Management WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

My Work

Interface Lines in Error **
Pre-Interface Lines in Error **
Load Transactions into AM **
Pending Accounting Entry Creation **

**Required filter field value not defined

Links

- AM Interface Process
 - Push Receipts to AM
 - Loading Vouchers into AM
 - Preview AP/PO Information
 - Payables/Purchasing Interface
 - Reviewing Financial Information
 - Review Phy A Information
 - Transloader Process
- Asset Processing
 - Basic Add
 - Cost Adjust/Transfer Asset
 - Define Tax/Depr Criteria
 - Retire/Reinstate Asset
 - Review Book
 - Review Cost
 - Open Transactions (Review)
- Month End Processing
 - Depreciation Calculation
 - Create Accounting Entries
 - Close Depreciation



AM Workcenter (Side Bar)

- Two tabs – Main and Reports/Queries
- Main tab sections – My Work and Links
- Use Edit Filters to add Business Unit or reorder My Work items.

The screenshot displays the Oracle Asset Management WorkCenter interface. At the top, the Oracle logo is visible. Below it, the page title is 'Asset Management WorkCenter'. There are two tabs: 'Main' (selected) and 'Reports/Queries'. The 'My Work' section is expanded, showing a list of tasks: 'Interface Lines in Error **', 'Pre-Interface Lines in Error **', 'Load Transactions into AM **', and 'Pending Accounting Entry Creation **'. A red error message below these items reads '**Required filter field value not defined**'. The 'Links' section is also expanded, showing a list of tasks under three categories: 'AM Interface Process' (Push Receipts to AM, Loading Vouchers into AM, Preview AP/PO Information, Payables/Purchasing Interface, Reviewing Financial Information, Review Phy A Information, Transloader Process), 'Asset Processing' (Basic Add, Cost Adjust/Transfer Asset, Define Tax/Depr Criteria, Retire/Reinstate Asset, Review Book, Review Cost, Open Transactions (Review)), and 'Month End Processing' (Depreciation Calculation, Create Accounting Entries, Close Depreciation).




AM Workcenter (Edit Filters)


Filter Values

Configure Filter Values

User ID OIITCARBONE

Filter ID AM_INTFERR Load Transaction Errors

Business Unit = 

Interface ID = 

System Source =

- Use Edit Filters to add Business Unit.



AM Workcenter (Links)

- Each link displays page to right of side bar.
- Side bar is static.

The screenshot displays the Oracle Asset Management WorkCenter interface. The top navigation bar includes the Oracle logo and a search dropdown. The main header reads "Asset Management WorkCenter" with a settings icon and a back arrow. Below this, there are tabs for "Main" and "Reports/Queries", and a "My Work" section with a refresh icon and a settings icon. The "My Work" sidebar lists several links: "Interface Lines in Error **", "Pre-Interface Lines in Error **", "Load Transactions into AM **", and "Pending Accounting Entry Creation **". A red message below these links states: "**Required filter field value not defined".

The main content area is titled "Asset Cost Adjust/Transfers" and contains a search form. The form includes a "Find an Existing Value" button and a "Search Criteria" section with the following fields: "Business Unit" (dropdown), "Asset Identification" (dropdown menu with "begins with" selected), "Tag Number" (dropdown menu with "begins with" selected), "Parent ID" (dropdown menu with "begins with" selected), "Description" (dropdown menu with "begins with" selected), and "Asset Status" (dropdown menu). There are also checkboxes for "Include History", "Correct History", and "Case Sensitive". At the bottom of the search form are buttons for "Search", "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria".

Below the "My Work" sidebar is a "Links" section with a refresh icon and a settings icon. It contains three main categories: "AM Interface Process" (with links for "Push Receipts to AM", "Loading Vouchers into AM", "Preview AP/PO Information", "Payables/Purchasing Interface", "Reviewing Financial Information", "Review Phy A Information", and "Transloader Process"); "Asset Processing" (with links for "Basic Add", "Cost Adjust/Transfer Asset" (highlighted), "Define Tax/Depr Criteria", "Retire/Reinstate Asset", "Review Book", "Review Cost", and "Open Transactions (Review)"); and "Month End Processing" (with links for "Depreciation Calculation", "Create Accounting Entries", and "Close Depreciation").



Asset Management WorkCenter

Main Reports/Queries

My Work Edit Filters

- Interface Lines in Error **
 - Pre-Interface Lines in Error **
 - Load Transactions into AM **
 - Pending Accounting Entry Creation **
- **Required filter field value not defined

Links

- AM Interface Process
 - Push Receipts to AM
 - Loading Vouchers into AM
 - Preview AP/PO Information
 - Payables/Purchasing Interface
 - Reviewing Financial Information
 - Review Phy A Information
 - Transloader Process
- Asset Processing
 - Basic Add
 - Cost Adjust/Transfer Asset
 - Define Tax/Depr Criteria
 - Retire/Reinstate Asset
 - Review Book
 - Review Cost
 - Open Transactions (Review)
- Month End Processing
 - Depreciation Calculation
 - Create Accounting Entries
 - Close Depreciation

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

Unit 98000 Asset ID NEXT Tag In Service

Asset Information

Description Short Desc

CAP # Seq #

Taggable Asset Tag Number

Asset Class

Asset Type

Asset Subtype

*Asset Status Capitalized Asset

Acquisition Date 10/06/2016 New Asset

Placement Date 10/06/2016 Available For Use

Collateral Asset In Physical Use

*Acquisition Code

FERC Code

Financing Code

Fair Value 0.00 USD Appraisal Date

Replacement Cost Last Update

Index Name

SubIndex Name

Parent/Child Parent ID

Profile ID Region Code

Threshold ID Composite Asset ID

Composite Asset

Book Page Set R and D Info...
Attachments (0)

Save Add Update/Display Include History Correct History

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



AM Workcenter (Side Bar)

- Reports/Queries Tab Sections – Queries and Reports/Processes
- Items can be added

The screenshot displays the Oracle Asset Management WorkCenter interface. At the top, there are navigation tabs: 'Favorites', 'Main Menu', and 'Asset Ma'. Below this is the 'ORACLE' logo. The main header reads 'Asset Management WorkCenter' with a settings gear icon and a back arrow. Two tabs are visible: 'Main' and 'Reports/Queries', with 'Reports/Queries' being the active tab. Under the 'Reports/Queries' tab, there is a 'Queries' section with a refresh icon and a settings gear. It contains a 'Query Manager' link and a 'Common Queries' folder expanded to show five items: 'BOR_AM_ASSET_LISTING', 'BOR_AM_ASSET_AP_TO_AM_LOAD', 'BOR_AM_CAP_ACT_RECON', 'BOR_AM_DIST_JRNL_RECON', and 'BOR_AM_NBV_COMPARE'. Below this is a 'Reports/Processes' section, also with a refresh icon and a settings gear. It contains a 'Reporting' folder expanded to show five items: 'Asset Location', 'Asset Net Book Value', 'Asset Tag Number', 'Depr Reporting Table', and 'Net Book Value Table'.



AM Workcenter (Add Links)

Define User Query Links

Queries Pagelet Personalization

Configuration ID AM

Asset Management Workcenter

User ID OIITCARBONE

Query Groups ?

Find | View All First 1 of 1 Last

*Group Label +

Display Order

Start Group Collapsed

Query Definition ?

Personalize | Find | | First 1-5 of 5 Last

Display Order	Owner	*Type	Query Name	Description	Show Link	Starting Page
<input type="text" value=""/>	Public Owner	Query ▼	BOR_AM_ASSET_LISTING	BOR_AM_ASSET_LISTING	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value=""/>	Public Owner	Query ▼	BOR_AM_ASSET_AP_TO_AM_	BOR_AM_ASSET_AP_TO_AM_LOAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value=""/>	Public Owner	Query ▼	BOR_AM_CAP_ACT_RECON	BOR_AM_CAP_ACT_RECON	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value=""/>	Public Owner	Query ▼	BOR_AM_DIST_JRNL_RECON	BOR_AM_DIST_JRNL_RECON	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value=""/>	Public Owner	Query ▼	BOR_AM_NBV_COMPARE	BOR_AM_NBV_COMPARE	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save



AM Workcenter (Add Links)

Define User Query Links

Queries Pagelet Personalization

Configuration ID AM

Asset Management Workcenter

User ID OIITCARBONE

Query Groups ?

Find | View All First 2 of 2 Last

*Group Label

+ -

Display Order

Start Group Collapsed

Query Definition ?

Personalize | Find | First 1 of 1 Last

Display Order	Owner	*Type	Override Title/Description	Query Name	Description	Show Link	Starting Page		
<input type="text"/>	Public Owner ▼	Query ▼	<input type="checkbox"/>	<input type="text"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ -	

Save



AM Workcenter (Queries)

Asset Management WorkCenter

ORACLE

All Search Advanced Search

Asset Management WorkCenter << BOR_AM_ASSET_AP_TO_AM_LOAD - Assets w/ Recv ID to load

Main Reports/Queries

Queries

Query Manager

Common Queries

- BOR_AM_ASSET_LISTING
- BOR_AM_ASSET_AP_TO_AM_LOAD
- BOR_AM_CAP_ACT_RECON
- BOR_AM_DIST_JRNL_RECON
- BOR_AM_NBV_COMPARE

AP Unit

View Results

Unit	Voucher	Line	Quantity	Receipt No	Receipt Line	PO No.	Line	Profile ID	Amount	Unit Cost	Descr
------	---------	------	----------	------------	--------------	--------	------	------------	--------	-----------	-------

Reports/Processes

Reporting

- Asset Location
- Asset Net Book Value
- Asset Tag Number
- Depr Reporting Table
- Net Book Value Table



Questions about AM Workcenter

- http://www.usg.edu/gafirst-fin/documents/9.2_WorkCenters_Job_Aid.pdf
- Anyone who uses the AM Workcenter:
 - Any comments or tips?



Federal Assets

- New as of 9.2
- Asset Class Field will store the type of federal asset
- Asset Attribute fields will store the agency, condition, and percent

Look Up Asset Class

Help

SetID SHARE

Asset Class begins with

Look Up Clear Cancel Basic

Lookup

Search Results

View 100 First 1-2 of 2 Last

Asset Class	Description
FEDFEDTTL	Federal, Federal Title
FEDINSTTL	Federal, Institution Title



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

Unit 98000 Asset ID NEXT Tag In Service

Location Find | View All First 1 of 1 Last

Effective Date 10/06/2016 Effective Sequence

Location

Area ID

Address

City

County

State

Country

Geocode

Document

Building

Floor #

Room#

Jurisdiction

Sector

Postal

Latitude

Longitude

Authorization

Status Not Authorized Date

Name

Comments

Physical and Custom Attributes Find | View All First 1 of 1 Last

Effective Date 10/06/2016

Color

Height

Width

Length

Weight

Capacity

Power Rating

Height Units

Width Units

Length Units

Weight Units

Capacity Units

Power Rating Units

Custom Attributes

Personalize | Find | View All | First 1-3 of 3 Last

Attribute	Attribute Name	Value	UOM
FEDAGENCY	Federal Agency	DOAS	
FEDCOND	Federal Condition	Good	
FEDPERCENT	Federal Percentage	100	

Detailed Description

Image



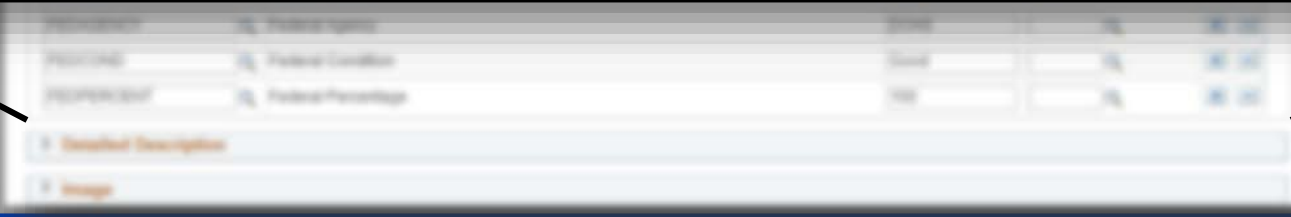


Custom Attributes Personalize | Find | View All | | First 1-3 of 3 Last

Attribute	Attribute Name	Value	UOM		
FEDAGENCY <input type="text"/>	Federal Agency	DOAS <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FEDCOND <input type="text"/>	Federal Condition	Good <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FEDPERCENT <input type="text"/>	Federal Percentage	100 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

▶ Detailed Description

▶ Image



Questions about Federal Assets

- http://www.usg.edu/gafirst-fin/announcement_docs/AM_Delta_Training_for_PSFIN_v9.2_-_Participant_Guide.pdf
- Anyone who uses the Federal Assets attributes:
 - Any comments or tips?



Missing Assets

- New process as of 9.2
- Removed need to change Category to Missing.
- New query – BOR_AM_MISSING_ASSET – Identifies missing assets. Requires assets be retired with a disposal code of “Missing”.
- Missing assets must be reinstated and re-retired after two year period.



Missing Assets

- Use Retire/Reinstate Asset and Retire As Missing Asset.

The screenshot shows the Oracle Asset Management interface for the 'Retire/Reinstate Asset' function. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset. The Oracle logo is in the top left, and a search bar is in the top right.

Navigation tabs include 'Retire Assets', 'Other Options', and 'By Chartfield'. The main form contains the following fields:

- Unit: [Blank], Asset ID: [Blank], Tag: [Blank], In Service:
- Trans Date: 10/06/2016, Acctg Date: 10/06/2016, Rate Type: AVG, In Physical Use:

The 'Book' section shows 'Book Name: ALLASSETS All Assets', 'Base Currency: USD', and 'As Of: 10/06/2016'. The 'Retire As' dropdown is open, with 'Missing Asset' selected. Other options in the dropdown include ARO Settlement, Abandonment, Cannibalize for Other Assets, Casualty Loss, Disappeared Assets, Disposal Due to Theft, Donated to External Group, Expired, Like Kind Exchange, Replaced by Vendor, Retirement by Sale, Return to Vendor, Scrapped Assets, Surplus, Traded In for another Asset, and Transferred. 'Go' and 'Reinstate' buttons are visible.

The 'Retirement' section shows 'Quantity: 1.0000' and 'Cost: 3,326.68'. The 'Ret Status' is 'Unretired'. The 'Retirement Amt' is 0.00 USD. Other fields include 'Base Removal Cost: 0.00', 'Base Proceeds: 0.00', 'Accum Depr: 0.00', 'Gain/Loss: 0.00', and 'Overrided Accum'. There is an 'Override Accum' checkbox.

At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. The breadcrumb trail at the bottom is: Retire Assets | Other Options | By Chartfield.



BOR_AM_MISSING_ASSET Query

- Returns list of assets with Retire Type of Missing Asset.

Identify n	Unit	Asset ID	Tag Number	Book Nam	Ret Type	Asset Amount	Descr	Profile ID	Date
15				ALLASSETS	Missing Asset	4935.00		SVP	6/30/2016
				ALLASSETS	Missing Asset	20596.71		COMP05YR	6/30/2015
				ALLASSETS	Missing Asset	4138.92		TITLERETSP	6/30/2016
				ALLASSETS	Missing Asset	5098.00		AV05YR	6/30/2016
				ALLASSETS	Missing Asset	5265.00		AV05YR	6/30/2015
				ALLASSETS	Missing Asset	3060.90		SVP	6/30/2016
				ALLASSETS	Missing Asset	7396.00		AV05YR	6/30/2016
				ALLASSETS	Missing Asset	4257.00		SVP	6/30/2016
				ALLASSETS	Missing Asset	3089.00		SVP	6/30/2016
				ALLASSETS	Missing Asset	4935.00		SVP	6/30/2016
				ALLASSETS	Missing Asset	3695.00		SVP	6/30/2016
				ALLASSETS	Missing Asset	3208.00		SVP	6/30/2016
				ALLASSETS	Missing Asset	3297.00		SVP	6/30/2016
				ALLASSETS	Missing Asset	3495.00		SVP	6/30/2016
				ALLASSETS	Missing Asset	7007.00		AV05YR	6/30/2016



Questions about Missing Assets

- Any comments or suggestions?



Re-run Depr Close

- New as of 9.2
- Discussed at Summit 2016
- When the Reverse Posted Entries and the Rerun Depreciation Close options are both selected, and the journal entries have been created, then the original entry is reversed and a new accounting entry is created.



Re-run Depr Close

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Accounting Entries ▾ > Close Depreciation

ORACLE® All ▾ Search

Close Depreciation

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

Request Find | View All First 1 of 1 Last

*Request ID Process Frequency

*Unit

*Book Name Currency

*Fiscal Year *Period

Options

- Rerun depreciation close
- Reverse Posted Entries
- Create budgeted depreciation
- Process a range of assets

Accounting Definition

Process GL Journal Generator

SetID

Accounting Definition Name

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Run Depreciation Close Process | Work



- Review Financial Entries page after running Depr Close process.

47	08/31/2016	DPR	165900	0	61215	2015	-36.06
48	08/31/2016	DPR	890100	0	61215	2015	36.06



Close Depreciation

Run Control ID testaac

Report Manager

Process Monitor

Run

Request

Find | View All First 1 of 1 Last

*Request ID

Process Frequency

*Unit

*Book Name

Currency

*Fiscal Year

*Period

Options

- Rerun depreciation close
- Reverse Posted Entries
- Create budgeted depreciation
- Process a range of assets

Accounting Definition

Process GL Journal Generator

SetID

Accounting Definition Name

Run Depreciation Close Process | Work



- Review Financial Entries page after Adjustment and rerun Depr Close.

47	08/31/2016	DPR	165900)	61215	2015	-36.06
48	08/31/2016	DPR	890100)	61215	2015	36.06
49	08/15/2016	ADJ	165000)	61215	2015	1,344.89
50	08/15/2016	ADJ	843100)	61215	2015	-1,344.89
51	08/31/2016	DPR	165900)	61215	2015	36.06
52	08/31/2016	DPR	890100)	61215	2015	-36.06
53	08/31/2016	DPR	165900)	61215	2015	-42.12
54	08/31/2016	DPR	890100)	61215	2015	42.12



Questions about Re-Run Depr Close?

- Any comments or suggestions?
- Business Process on final revisions:
 - http://www.usg.edu/gafirst-fin/documentation/category/asset_management



Reconciliation Compare Reports

- Discussed at Summit 2016.
- Introduces new reports:
 - Asset NBV to Dist_In
 - Asset Dist_In to Jrnl_In
 - Account Reconciliation Report



AM Asset NBV to Dist Line Compare Report

AM Asset NBV to Dist Line Compare Report

CATEGORY: IMPR

<u>ASSET ID</u>	<u>DESCRIPTION</u>	<u>ASSET STATUS</u>	<u>NBV AMOUNT</u>	<u>DIST LN AMOUNT</u>	<u>DIFFERENCE</u>
		I	\$ 0.00	\$ -32.80	\$ -32.80
		I	\$ 0.00	\$ -41.83	\$ -41.83
		I	\$ 0.00	\$ 460.13	\$ 460.13
		I	\$ 120,282.54	\$ 121,154.14	\$ 871.60
		I	\$ 260,996.12	\$ 262,271.35	\$ 1,275.23
		I	\$ 94,256.46	\$ 95,073.71	\$ 817.25
		I	\$ 1,100,471.82	\$ 1,109,931.46	\$ 9,459.64
Category Totals			\$ 1,576,006.94	\$ 1,588,816.16	\$ 12,809.22



AM Asset Dist Line to Journal Compare Report

AM Asset Dist Line to Journal Compare Report

Journals Originating from AM Module

Fiscal Year: 2017

<u>ASSET ID</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>JOURNAL ID</u>	<u>JOURNAL DESCRIPTION</u>	<u>SOURCE</u>	<u>DIST LN AMOUNT</u>	<u>JOURNAL AMOUNT</u>	<u>DIFFERENCE</u>
			DEPR348825	Depreciation Expense	AM	\$ 0.00	\$ -215.43	\$ 215.43
			DEPR348825			\$ -215.43	\$ 0.00	\$ -215.43



AM Account Reconciliation Report

AM Account Reconciliation Report

Fiscal Year: 2017
 ACCOUNT: 843100
 DEPARTMENT: 0100101
 START ACCT PER: 2
 END ACCT PER: 2

CAPITAL Ledger Group

<u>ASSET/VOUCHER</u>	<u>PERIOD</u>	<u>JOURNAL ID</u>	<u>DIST LN AMOUNT</u>	<u>JOURNAL AMOUNT</u>	<u>LEDGER AMOUNT</u>
	2		\$ 0.00	\$ 0.00	\$ -9,238.00
	2		\$ -9,238.00	\$ -9,238.00	\$ 0.00
Total			\$ -9,238.00	\$ -9,238.00	\$ -9,238.00

AM Account Reconciliation Report

Fiscal Year: 2017
 ACCOUNT: 843100
 DEPARTMENT: 0100101
 START ACCT PER: 2
 END ACCT PER: 2

ACTUALS Ledger Group

<u>ASSET/VOUCHER</u>	<u>PERIOD</u>	<u>JOURNAL ID</u>	<u>DIST LN AMOUNT</u>	<u>JOURNAL AMOUNT</u>	<u>LEDGER AMOUNT</u>
	2		\$ 0.00	\$ 0.00	\$ 9,238.00
	2		\$ 0.00	\$ 9,238.00	\$ 0.00
Total			\$ 0.00	\$ 9,238.00	\$ 9,238.00

Questions about Compare Reports

- Any comments or suggestions?
- View Summit 2016 – AM Reconciliation and Updates Presentation
 - http://www.usg.edu/gafirst-fin/training_docs/Asset_Management_Reconciliation_and_Updates_PowerPoints.pdf



SVP Asset Reconciliation


- Use BOR_AM_SVP_AM_DTL and BOR_AM_SVP_ACTUALS_DTL queries.
- SVP Assets do not go to the Capital Ledger.
- Reconciled by the Actuals Ledger.
- Manual work required.




SVP AM Transaction Detail Query (BOR_AM_SVP_AM_DTL)

- Returns detailed information for small value property add transactions.
- Pulls data by SVP category.

BOR_AM_SVP_AM_DTL - SVP AM Transaction Detail

From Date 

Through Date 

[View Results](#)


1	SVP AM Transaction Detail									
2	Unit	Asset ID	Descr	Trans Date	Trans Type	Acctg Date	Cost	Voucher	PO No.	Sys Source
3				6/11/2013	ADD	6/20/2013	4245.000			PAP
4				6/11/2013	ADD	6/20/2013	3185.000			PAP
5										




SVP Actuals Journals (BOR_AM_SVP_ACTUALS_DTL)

- Returns details related to journal entries in the Actuals Ledger for small value property assets.
- Pulls data for SVP accounts 7432xx and 7442xx from Actuals Ledger.

BOR_AM_SVP_ACTUALS_DTL - SVP Actuals Journals

Journal Date 

Journal Date 

[View Results](#)

1	SVP Actuals Journals						
2	Unit	Journal ID	Date	Line #	Ledger	Account	Amount
3			6/20/2013	18	ACTUALS	743200	4245.000
4			6/20/2013	19	ACTUALS	743200	3185.000



Compare SVP Transactions to Actuals

SVP AM Transaction Detail									
Unit	Asset ID	Descr	Trans Date	Trans Type	Acctg Date	Cost	Voucher	PO No.	Sys Source
			6/11/2013	ADD	6/20/2013	4245.000			PAP
			6/11/2013	ADD	6/20/2013	3185.000			PAP
						TOTAL			
						7430.000			
SVP Actuals Journals									
Unit	Journal ID	Date	Line #	Ledger	Account	Amount			
		6/20/2013	18	ACTUALS	743200	4245.000			
		6/20/2013	19	ACTUALS	743200	3185.000			
						TOTAL			
						7430.000			



Questions about SVP Reconciliation

- Any comments or suggestions?
- View Summit 2016 – AM Reconciliation and Updates Presentation
 - http://www.usg.edu/gafirst-fin/training_docs/Asset_Management_Reconciliation_and_Updates_PowerPoints.pdf



AM/GL Reconciliation

Close Depreciation

Run Control ID testaac Report Manager Process Monitor **Run**

Request Find | View All First 1 of 1 Last

*Request ID Process Frequency

*Unit Currency

*Book Name *Period

*Fiscal Year

Options

- Rerun depreciation close
- Reverse Posted Entries
- Create budgeted depreciation
- Process a range of assets

Accounting Definition

Process GL Journal Generator

SetID

Accounting Definition Name

Run Depreciation Close Process | Work



AM/GL Reconciliation

- Allows you to generate journals when you run the Close Depreciation process.
- By doing this, these journals post to GL immediately, ensuring that no changes are made to the journals.
- Security access to Journal Generation.



The screenshot shows a software interface for defining accounting parameters. It features a title bar 'Accounting Definition' and a checkbox labeled 'Process GL Journal Generator' which is checked. Below this, there are two input fields: 'SetID' and 'Accounting Definition Name'. The 'Accounting Definition Name' field contains the text 'AMDEFN'. Both input fields have a magnifying glass icon to their right, indicating a search function.



Bug Fix - Approve Financial/Approve Physical

- Load status is now set correctly in the Interface tables when the status is changed using Approve Financial Information and Approve Physical Information pages.
- Allows load transactions from AM process to run to success.
- Before fix, changes had to be made to both Financial and Physical pages.



Review Financial Information

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Send/Receive Information ▾ > Approve Financial Information ▾ > Review

ORACLE All ▾ Search

Review

Interface ID 40003953 Interface Line Number 1
PI ID Mass Change Definition

Financial Information Find | View All First ◀ 1 of 1 ▶ Last

<input checked="" type="checkbox"/> Auto Approval Status	Trans Code	<input type="text"/>
Unit	Load Type/Status	FAD Errored
*Asset ID	Trans Date	08/08/2014
Book Name	Acctg Date	12/04/2014
Category	Cost	4,665.08 USD
Cost Type	Base Cost	4,665.08 USD
Fund Code 10000	Quantity	0.5108
Department 6700000	Depr Amt	<input type="text"/>
Program Code 16700	Proceeds	<input type="text"/>
Class Field 11000	Removal Cost	<input type="text"/>
Project		
Budget Reference 2015		

Error Message: Verify the Tag Number you entered is correct or enter a different Tag Number.

Save Return to Search Previous in List Next in List Notify



Review Financial Information

Review

Interface ID 40003953 Interface Line Number 1

PI ID Mass Change Definition

Financial Information Find | View All First 1 of 1 Last

Auto Approval Status

Unit		Trans Code	
*Asset ID		Load Type/Status	FAD
Book Name		Trans Date	08/08/
Category		Acctg Date	12/04/
Cost Type		Cost	
Fund Code	10000	Base Cost	
Department	6700000	Quantity	
Program Code	16700	Depr Amt	
Class Field	11000	Proceeds	
Project		Removal Cost	
Budget Reference	2015		

Error Message: Verify the Tag Number you entered is correct or enter a different Tag Number.

Save Return to Search Previous in List Next in List Notify



Review Phy-A

Review-A

Interface ID 40003953	Line Num 1
PI ID	MC Defn ID

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

Auto Approval Status

Unit		Load Type	Financial & Physical Add
Asset ID		Load Status	Pending
Description		System Source	AP Online Entry Page
Short Desc		Profile ID	COMM05YR
Tag Number	405515	Threshold ID	
Serial ID		Location	PO_MAIN
Voucher ID		Area ID	
Invoice		Empl ID	
Invoice Date		Custodian	
PO No.		Parent ID	
Receipt No		Project	
Procurement Group ID		Quantity	0.5108 USD
Primary Unit		Amount	4,665.08
Item ID		VAT Inv	

Linear Asset

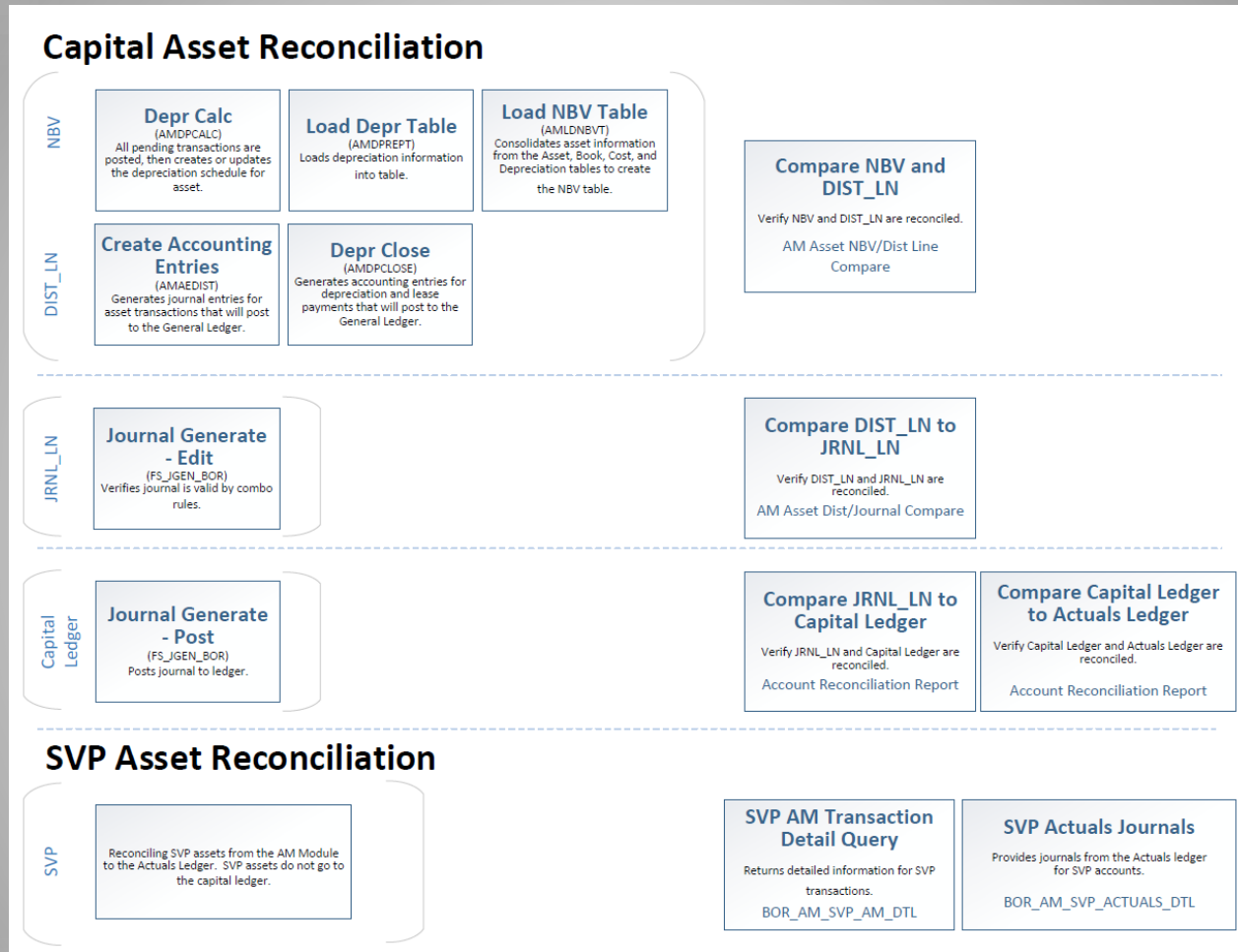
Detailed Description

254 characters remaining

 Save  Return to Search  Notify



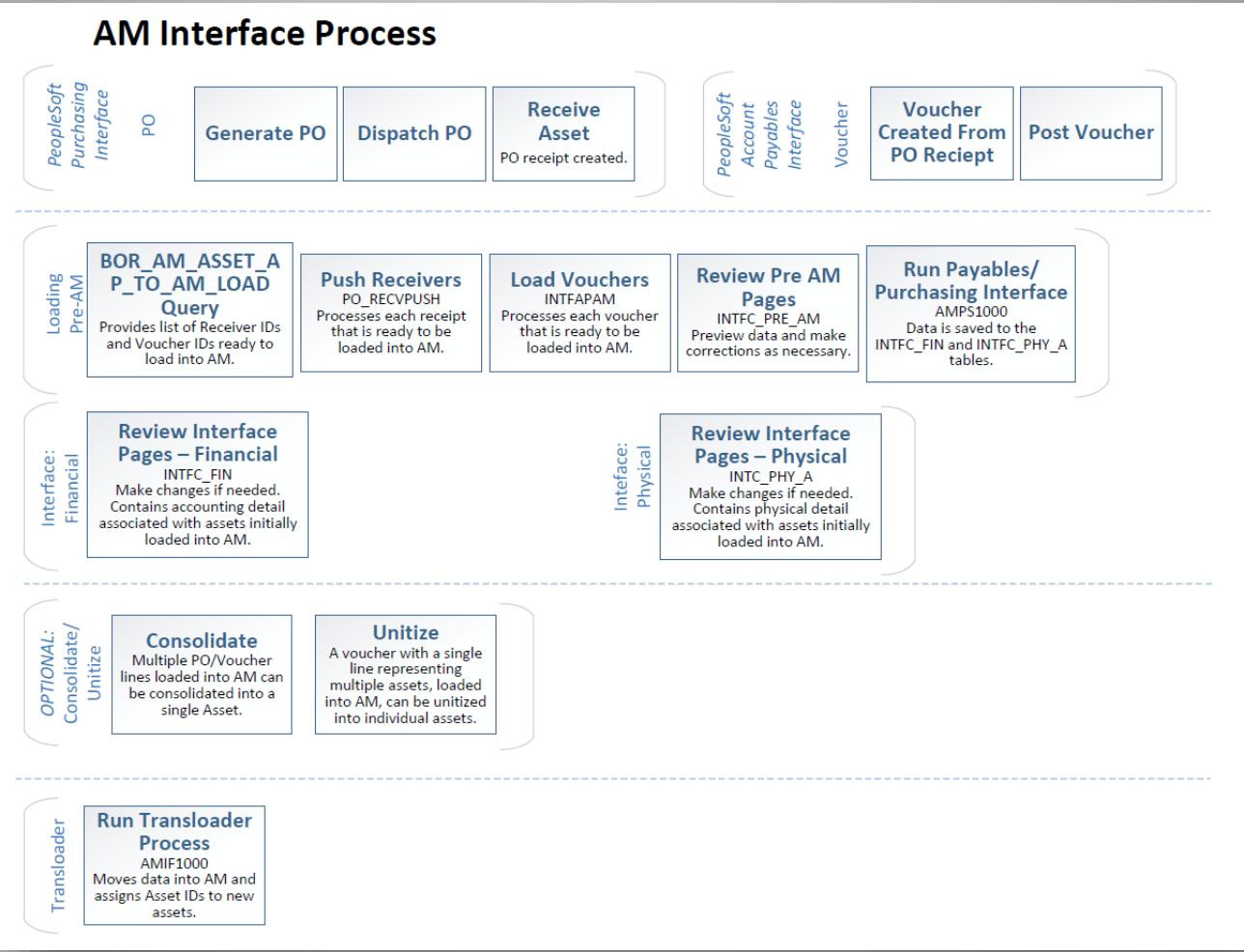
Asset Reconciliation Reference Sheet



http://www.usg.edu/gafirst-fin/documents/Asset_Management_Reconciliation_Reference_Sheet.pdf



AM Interface Process Reference Sheet



http://www.usg.edu/gafirst-fin/documents/Asset_Management_Interface_Process_Reference_Sheet.pdf

9.2 AM Queries and Reports Job Aid

9.2 AM Queries and Reports

AM Queries

To access a BOR predefined query:

Query Viewer: Main Menu > Reporting Tools > Query > Query Viewer

Query Manager: Main Menu > Reporting Tools > Query > Query Manager

Enter the **Query Name** in the "begins with" field. Click **Search**.

You can add any query to a **My Favorites** list. They will appear under **My Favorite Queries** on both the **Query Viewer** and **Query Manager** pages.

Asset Information Queries:

Query Name	Description	Parameters
BOR_AM_ASSET_NO_TAG_NUMBER Assets Missing Tag Numbers Query	List of all assets in the system without a tag number. Run this query prior to performing physical inventory. Returns the following for each asset: <ul style="list-style-type: none"> Business Unit, Asset ID, Description, Asset Status, Tag Number 	<ul style="list-style-type: none"> Unit
BOR_AM_ASSET_AP_TO_AM_LOAD Assets to Load Query	Returns the identification of the receipts and vouchers that are ready to be interfaced to the AM Module. Returns the following for each asset: <ul style="list-style-type: none"> Unit, Voucher, Line, Quantity, Receipt No., Receipt Line, PO No., Line, Profile ID, Amount, Unit Cost, <u>Descr</u> 	<ul style="list-style-type: none"> AP Unit
BOR_AM_ASSET_LISTING Asset Listing for Auditors Query	Returns the following for each asset listed in a book: <ul style="list-style-type: none"> Asset ID, Tag Number, Description, Acquisition Code, Acquisition Date, Profile ID, Serial ID, Category, Cost, Department, Location 	<ul style="list-style-type: none"> Asset Book Name
BOR_AM_ASSET_LOCATION Asset Location Count Query	Lists assets and their locations. Returns the following for each asset: <ul style="list-style-type: none"> Unit, Asset ID, <u>Loc Effdt</u>, Sequence, <u>Locaiton</u>, Document, Status, Auth. Name, Date 	

AM Reports

Reports can be viewed in either the **Report Manager** or the **Process Monitor**. When running a report, you can select how you want the report to be displayed, e.g. HTML, PDF, Excel. You can also choose to run your report to the Web or to a separate window.

Asset Information Reports:

Report Name	Description	Navigation	Parameters
Asset Tag Number BORRM001	View asset Tag Number's by Department.	BOR Menus > BOR Asset Management > BOR AM Reports > Asset Tag Number	<ul style="list-style-type: none"> Unit From <u>Dept</u> Thru <u>Dept</u>
Asset Location BORRM002	Provides the same data as the Asset Tag Number report, but the sort is by Location rather than Tag Number.	BOR Menus > BOR Asset Management > BOR AM Reports > Asset Location	<ul style="list-style-type: none"> Business Unit Department Building
Hazardous Assets by Location AMAS2201	Reports assets designated as hazardous and is sorted by location.	Asset Management > Financial Reports > Asset Details > Hazardous Assets by Location	<ul style="list-style-type: none"> Unit Location Area ID As of Date
Asset Acquisitions AMAS2100 and/or AMAS2110	Can report Asset Acquisitions by Chartfield and/or Asset Acquisitions by In Service Date. Lists asset information and includes Cost, LTD, and YTD Depreciation and Net Book Value.	Asset Management > Financial Reports > Asset Details > Acquisitions	
Cost Activity AMAS2000	Sorts cost activity by Chartfield, by Category, or by Account, and includes the Beginning Balances, Additions, Adjustments, Retirements, and Ending Balance by the Chartfield, Category, or Account Specified.	Asset Management > Financial Reports > Cost and Depreciation > Cost Activity	<ul style="list-style-type: none"> Unit Book Name From Fiscal Year Period Thru Fiscal Year Period



Asset Management Business Process Updates



Business Process Index Asset Management

Asset Management Business Processes

Asset Management – Assets

Asset Creation

AM.020.040	Adding Assets Manually – Basic Add
AM.020.041	Adding Assets Manually – Express Add
AM.020.042	Adding SVP Items
AM.020.043	Adding Leased Assets
AM.020.044	Adding GSFIC Managed Project Assets
AM.020.045	Adding Federally-Funded Asset
AM.020.046	Adding Non Capital Assets
AM.020.085	Adding CWIP Assets
AM.020.086	Capitalizing a CWIP Asset
AM.020.090	Adding Assets Acquired with MRR Funds
AM.020.100	Manually Adding Asset with Multiple Chartstrings
AM.020.120	Copying an Asset
AM.020.180	Creating and Maintaining Parent-Child Assets

Asset Adjustments and Transfers

AM.020.110	Adding Component Costs to an Asset
AM.020.130	Adding and Updating Asset Information
AM.020.140	Transferring Assets Between Chartfields
AM.020.150	Re-Categorizing Assets
AM.020.160	Adjusting Cost of an Asset
AM.020.165	Adding or Changing Salvage Value of an Asset
AM.020.170	Transferring Asset Between Locations
AM.020.171	Adding Room Number to an Asset Location
AM.020.180	Cost Adjustments to Assets
AM.020.200	Changing Asset's Useful Life
AM.020.210	Changing In Service Date of an Asset

Depreciating an Asset

AM.100.010	Depreciating Assets
AM.020.300	Adjusting Accumulated Depreciation
AM.100.050	Running Load Depr Reporting Table – Monthly
AM.100.055	Running Load Depr Reporting Table – Yearly
AM.100.060	Loading NBV Table

Asset Retirements

AM.020.220	Retiring Assets
AM.020.225	Retiring Non Capital Assets

Business Process Index Asset Management



AM.020.230	Reinstating Assets
AM.020.240	Retiring Missing Assets
AM.020.241	Reinstate Missing Assets and Re-Retire
AM.020.190	Retiring Asset That Has Been Traded In

Asset Warranties, Maintenance, and Repair

AM.020.250	Adding and Tracking Asset Warranties
AM.020.260	Adding and Tracking Maintenance Contracts
AM.020.280	Tracking Repair Service Information

Online Asset Inquiry

AM.060.010	Searching for Assets
AM.060.020	Viewing Cost History
AM.060.030	Viewing Book History
AM.060.040	Reviewing Asset Accounting Entries
AM.060.050	Verifying Open Transactions
AM.060.060	Editing/Deleting Pending Transactions

Asset Management – Integration

Integration with Other PeopleSoft Modules

AM.020.070	Adding Assets from the Payables System
AM.020.010	Running BORQM002 Query
AM.020.011	Moving Receiver to AM
AM.020.012	Loading Vouchers into AM
AM.020.013	Reviewing Pre AM Pages
AM.020.014	Deleting a Transaction from the Pre AM Page
AM.020.015	Running Payables/Purchasing Interface
AM.020.016	Reviewing Interface Pages
AM.020.017	Consolidating Assets
AM.020.018	Unitizing Assets
AM.020.019	Running Transloader Process
AM.020.020	Adding an Asset with Trade In Proceeds via Payables/Purchasing

http://www.usg.edu/gafirst-fin/documents/Asset_Management_Business_Process_Index_R30_06-07-2016.pdf



Recat Leased Capital Assets

Appendix A – Profile ID/Category/Account Mapping

Profile ID	Description	Useful Life	Current Category	Current Asset Account	Current Accum Depr Account	New Category	New Asset Account	New Accum Depr Account
LBBI10	Leased Bldg/Bldg Improve-10Yr	120	LPURC	166000	166900	LBLDG	162100	162190
LBBI15	Leased Bldg/Bldg Improve-15Yr	180	LPURC	166000	166900	LBLDG	162100	162190
LBBI20	Leased Bldg/Bldg Improve-20Yr	240	LPURC	166000	166900	LBLDG	162100	162190
LBBI5	Leased Bldg/Bldg Improve-5Yr	60	LPURC	166000	166900	LBLDG	162100	162190
LBLDG10	Leased Building 10 Year	120	LPURC	166000	166900	LBLDG	162100	162190
LBLDG15	Leased Building 15 Year	180	LPURC	166000	166900	LBLDG	162100	162190
LBLDG20	Leased Building 20 Year	240	LPURC	166000	166900	LBLDG	162100	162190
LBLDG25	Leased Building 25 Year	300	LPURC	166000	166900	LBLDG	162100	162190
LBLDG30	Leased Building 30 Year	360	LPURC	166000	166900	LBLDG	162100	162190
LBLDG35	Leased Building 35 Year	420	LPURC	166000	166900	LBLDG	162100	162190
LBLDG40	Leased Building 40 Year	480	LPURC	166000	166900	LBLDG	162100	162190
LBLDG45	Leased Building 45 Year	540	LPURC	166000	166900	LBLDG	162100	162190
LBLDG50	Leased Building 50 Year	600	LPURC	166000	166900	LBLDG	162100	162190
LBLDG55	Leased Building 55 Year	660	LPURC	166000	166900	LBLDG	162100	162190
LBLDG60	Leased Building 60 Year	720	LPURC	166000	166900	LBLDG	162100	162190
LCOMP	Leased Computers	60	LPURC	166000	166900	LITEQ	165100	165190
LFACIMP10	Leased Fac & Oth Improv-10 Yr	120	LPURC	166000	166900	LIMPR	163100	163190
LFACIMP15	Leased Fac & Oth Improv-15 Yr	180	LPURC	166000	166900	LIMPR	163100	163190
LFACIMP20	Leased Fac & Oth Improv-20 Yr	240	LPURC	166000	166900	LIMPR	163100	163190
LFACIMP25	Leased Fac & Oth Improv-25 Yr	300	LPURC	166000	166900	LIMPR	163100	163190
LFACIMP5	Leased Fac & Oth Improv-5 Yr	60	LPURC	166000	166900	LIMPR	163100	163190
LINFR15	Leased Infrastructure-15Yr	180	LPURC	166000	166900	LINF	167100	167190
LINFR20	Leased Infrastructure-20Yr	240	LPURC	166000	166900	LINF	167100	167190
LINFR25	Leased Infrastructure-25Yr	300	LPURC	166000	166900	LINF	167100	167190
LMACH	Leased Machinery & Equipment	60	LPURC	166000	166900	LM&E	165100	165190
LVEHICLE	Leased Vehicle	60	LPURC	166000	166900	LVEHC	165100	165190

http://www.usg.edu/gafirst-fin/announcement_docs/Re-Categorizing_Leased_Capital_Assets.pdf



Questions so far?



Upcoming Functionality

Part of 5.20 Release



Accuracy Improvement for Consolidation and Unitization

- Includes ability to consolidate and unitize assets with multiple chartfield distributions.

FROM Assets | TO Asset

Search

From Assets ? Personalize | Find | | First 1 of 1 Last

Chartfields Cost Acquisition Details Interface

	Consolidate	Business Unit	Profile ID	Asset ID	Base Currency	Fund Code	Department	Program Code	Class Field	Budget Reference	Project	Analysis Type
<input checked="" type="radio"/> <input type="radio"/>	<input checked="" type="checkbox"/>		OTHEQ05YR	NEXT	USD	10500	6620000	16400	11000	2016		

Save Notify Refresh Add Update/Display

FROM Assets | TO Asset

Threshold ID:

Proportional Unitization Defaults

Help

Unitize Quantity

Profile ID

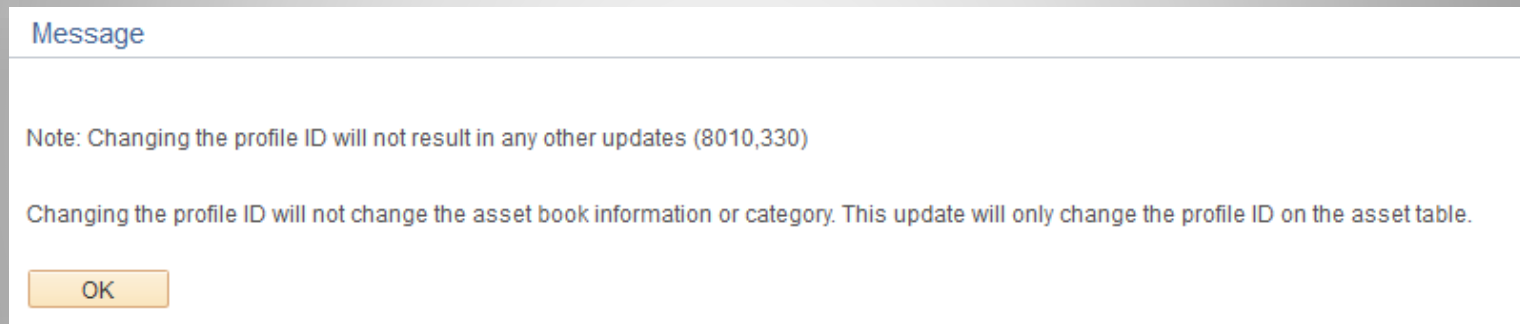
Description

Detailed Description



Non-leased Profile ID message

- When changing non-leased profile ID on Basic Add page.



Future Functionality



SVP Asset Reconciliation Report

- Will automatically compare both SVP queries used to reconcile.
 - BOR_AM_SVP_AM_DTL
 - BOR_AM_SVP_ACTUALS_DTL
- Return any discrepancies.
- Eliminates need to two queries and manually compare Excel spreadsheets.



Discussion: SVP Reconciliation

Any questions?



Transaction Reversal

- Used for asset transactions entered incorrectly or applied to wrong asset ID.
- Reverses the transaction last performed on the asset.
- Provides audit trail of each reversal.



Transaction Reversal

- Can only be performed on assets that have completed the depreciation calculation process.
- Permitted for initial asset addition, adjustments, transfers, recats.
 - Reversal for initial asset addition is permitted only when entries are not yet posted to GL.
 - Results in deletion of depreciation and accounting entries for that transaction.



Transaction Reversal

- Cannot be performed on non-financial assets (SVP).
- If transaction is found to be in error prior to running the depr calc process, you can modify the transaction using the Pending Trans Update/Delete page.






Reversal Reason Codes (Optional)


Used to create transaction reversal reasons and corresponding reason codes.

Reversal Reason Codes


SetID SHARE Reversal Reason Code INCORRECT ASSET

Reversal Reason Details Find | View All First 1 of 1 Last

*Effective Date 05/07/2010   

*Status Active 

*Description INCORRECT ASSET

Comment Transaction performed on wrong asset 



Transaction Reversal Page

Used to enter the parameters for the reversal and generate the reversal transaction.

Transaction Reversal

Unit US001 Asset ID 000000000152 Machinery & Equipment Tag In Service

Main Transaction ?

Transaction Type Asset Cost Adjustment Reversal Accounting Date 08/03/2015

Last Updated On 08/02/2015 11:23:59PM Last Updated By VP1

Reversal Reason Code

Comment

Transaction Information Find | View All First 1 of 2 Last

Book CORP

Depreciation Calc Status Completed Depreciation

Acctg Entry Creation Status Pending Distribution

Accounting Entry post status Pending GL Posting

Transaction Being Reversed Personalize | Find | First 1 of 1 Last

Transaction Information Chartfields

Transaction Date	Accounting Date	Convention	Quantity	Cost	Transaction Currency	Salvage Value	Transaction In/Out
1 01/01/2015	01/01/2015	AM	0.0000	10000.00	USD	0.00	

Transaction Reversal Created Personalize | Find | First 1 of 1 Last

Transaction Information Chartfields

Transaction Date	Accounting Date	Convention	Quantity	Cost	Transaction Currency	Salvage Value	Transaction In/Out
1 01/01/2015	08/03/2015	AM	0.0000	-10000.00	USD	0.00	



Review Reversal Transaction Page

Used to review details about a reversed transaction.

Review Reversal Transactions

Unit US001 Asset ID 000000000152 Machinery & Equipment Tag In Service

Reversal Reason Code Audit Logs

Comment

Transaction Details

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

Asset Book Name	Transaction Type	Transaction Date	Accounting Date	Date/Time Stamp	User ID
1 CORP	Asset Cost Adjustment	01/01/2015	08/03/2015	08/03/15 9:50:09PM	DVP1
2 FEDERAL	Asset Cost Adjustment	01/01/2015	08/03/2015	08/03/15 9:50:09PM	DVP1



Audit Logs

View detailed audit information for the reversed transaction.

Search Audit Logs

Application Name **Asset Management** Document Name **AM ASSETS**

Search Criteria

* Business Unit is equal to

* Asset Identification is equal to

Event Code is equal to

Event Date is equal to

User ID is equal to

Process Instance is equal to

Include Archive
 Include Batch Changes
 Include Purge Logs

Search Results Personalize | Find | | First 1 of 1 Last

Business Unit	Asset Identification	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
US001	000000000148	ASSET_REV	Asset Reversal	06/27/2015 3:12:32.000000PM	VP1		Reversal Transaction was performed on transaction date 2015-01-01 and accounting date 2015-03-01. The transaction reversed was Addition



Discussion: Transaction Reversal

Any questions?



BOR_AM_ASSET_AP_TO_AM_LOAD Query

- Returns list of receipts/vouchers with Receive ID /Voucher ID to load.
- Issues with items remaining on report.
- Looking for ways to adjust query to closer resemble the Load Voucher process.
- Report does not need to be “clean”
 - Can be modified to not include stuck vouchers



Discussion:
BOR_AM_ASSET_AP_TO_AM_LOAD
Query

Any questions?



Physical Inventory

<https://www.youtube.com/watch?v=brOXboB1qRg>



Discussion: Physical Inventory

- Specific types of reports needed to interface 3rd party with PeopleSoft.
- Use of third party scanners (InLogic)
 - Any others?
 - How is it working?



To be rated...

- Physical Inventory (PeopleSoft Solution)
- Transaction Reversal
- AP to AM Load Query leftovers
- SVP Asset Recon Compare Report
- Documentation and Training
- Additional requests (if any)



Implementation Complexity Scoring

- Physical Inventory (High)
- Transaction Reversal (High)
- AP to AM Load Query leftovers (Medium)
- SVP Asset Recon Compare Report (Medium)
- Documentation and Training (Medium)
- Additional requests (if any)

- High complexity items will require approval



Prioritization Enhancement Score Sheet

- Will be emailed out shortly after the WebEx ends.
- Assign a number to each enhancement line item.
 - 1 – Highest priority
 - 5 – Lowest priority
- One submission per institution.
- Send to ashley.carbone@usg.edu by November 8th



Prioritization Enhancement Score Sheet

AM Enhancement Prioritization Scoring Sheet

Institution:

Enhancement	Complexity Rank	Score	Example	Comments
Physical Inventory	High		2	
Transaction Reversal	High		1	
BOR_AM_ASSET_AP_TO_AM_LOAD Fix	Medium		5	
SVP Asset Reconciliation Report	Medium		3	
Documentation and Training	Medium		4	

Please order items 1, 2, 3, and 4 based on need. 1 being the highest and 4 being the lowest

Additional Notes:



Training Survey

- Survey will be sent out after WebEx.
- Ability to submit requests for top three training needs:
 - Training opportunities
 - Documentation requests (Improvements, Updates)
 - Delivery format (Video, Job Aid, Class)



Potential Training Opportunities

- Basics of Reconciliation
- Advanced Reconciliation
- Interface Process
- Missing Assets
- SVP Reconciliation
- Transaction Date VS Accounting Date
- AM Workcenter



Session Survey

- Sending out after WebEx.
- Due November 8th.
- Provide feedback related to this WebEx Session.



Please complete Prioritization
Enhancement Score Sheet, Training
Survey and Session Survey by
November 8th.

Your feedback is very important
to us!



Before we go...

- What's going right?
 - Process or documentation that is helpful.
- What's going wrong?
 - Process or documentation that is confusing, unhelpful, or slowing down workflow.





Contact: ashley.carbone@usg.edu



Resources

- http://www.usg.edu/gafirst-fin/documents/9.2_WorkCenters_Job_Aid.pdf
- http://www.usg.edu/gafirst-fin/announcement_docs/AM_Delta_Training_for_PSFIN_v9.2_-_Participant_Guide.pdf
- http://www.usg.edu/gafirst-fin/documentation/category/asset_management
- http://www.usg.edu/gafirst-fin/training_docs/Asset_Management_Reconciliation_and_Updates_PowerPoints.pdf



Resources

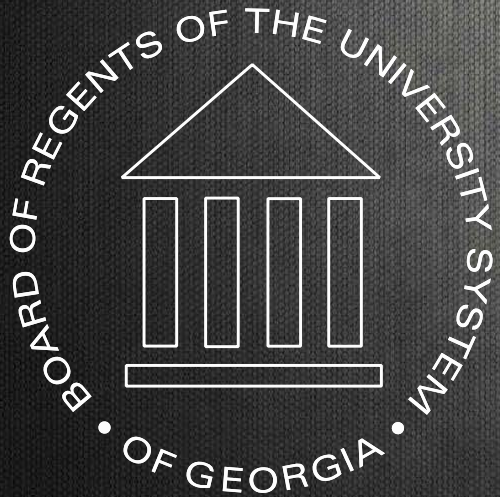
- http://www.usg.edu/gafirst-fin/documents/Asset_Management_Reconciliation_Reference_Sheet.pdf
- http://www.usg.edu/gafirst-fin/documents/Asset_Management_Interface_Process_Reference_Sheet.pdf
- http://www.usg.edu/gafirst-fin/documents/9.2_AM_Queries_and_Reports_2016.pdf
- http://www.usg.edu/gafirst-fin/documents/Asset_Management_Business_Process_Index_R30_06-07-2016.pdf



Resources

- http://www.usg.edu/gafirst-fin/announcement_docs/Re-Categorizing_Leased_Capital_Assets.pdf
- <https://www.youtube.com/watch?v=brOXboB1qRg>





**University System of Georgia
Information Technology Services**