Asset Management Module Review
Ashley Carbone – ITS Athens
November 1, 2016
Welcome!

- 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.
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)
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.
AM Workcenter (Edit Filters)

- Use Edit Filters to add Business Unit.
AM Workcenter (Links)

- Each link displays page to right of side bar.
- Side bar is static.
AM Workcenter (Side Bar)

- Reports/Queries Tab Sections – Queries and Reports/Processes
- Items can be added
### AM Workcenter (Add Links)

**queries Pagelet Personalization**

**Configuration ID**: AM  
**User ID**: OITCARBONE

#### Query Groups

- **Group Label**: Common Queries

#### Query Definition

<table>
<thead>
<tr>
<th>Owner</th>
<th>Type</th>
<th>Query Name</th>
<th>Description</th>
<th>Show Link</th>
<th>Starting Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Owner</td>
<td>Query</td>
<td>BOR_AM_ASSET_LISTING</td>
<td>BOR_AM_ASSET_LISTING</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>Public Owner</td>
<td>Query</td>
<td>BOR_AM_ASSET_AP_TO_AM</td>
<td>BOR_AM_ASSET_AP_TO_AM_LOAD</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>Public Owner</td>
<td>Query</td>
<td>BOR_AM_CAP_ACT_RECON</td>
<td>BOR_AM_CAP_ACT_RECON</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>Public Owner</td>
<td>Query</td>
<td>BOR_AM_DIST_JRNL_RECON</td>
<td>BOR_AM_DIST_JRNL_RECON</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>Public Owner</td>
<td>Query</td>
<td>BOR_AM_NBV_COMPARE</td>
<td>BOR_AM_NBV_COMPARE</td>
<td>✅</td>
<td></td>
</tr>
</tbody>
</table>

**Save**
### Define User Query Links

**Queries Pagelet Personalization**

Configuration ID: AM

User ID: OITCARDONE

### Query Groups

<table>
<thead>
<tr>
<th>*Group Label</th>
<th>Display Order</th>
<th>Start Group Collapsed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Query Definition

<table>
<thead>
<tr>
<th>Display Order</th>
<th>Owner</th>
<th>*Type</th>
<th>Override Title/Description</th>
<th>Query Name</th>
<th>Description</th>
<th>Show Link</th>
<th>Starting Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Public Owner</td>
<td>Query</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Save**
Questions about AM Workcenter


• 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
Questions about Federal Assets


• 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.
BOR_AM_MISSING_ASSET Query

- Returns list of assets with Retire Type of Missing Asset.
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
• Review Financial Entries page after running Depr Close process.

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>47</td>
<td>08/31/2016</td>
<td>DPR</td>
<td>165900</td>
<td>0</td>
</tr>
<tr>
<td>48</td>
<td>08/31/2016</td>
<td>DPR</td>
<td>890100</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Code</th>
<th>Value 1</th>
<th>Value 2</th>
<th>Year</th>
<th>Value 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/31/2016</td>
<td>DPR</td>
<td>165900</td>
<td>0</td>
<td>61215</td>
<td>2015</td>
<td>-36.06</td>
</tr>
<tr>
<td>08/31/2016</td>
<td>DPR</td>
<td>890100</td>
<td>0</td>
<td>61215</td>
<td>2015</td>
<td>36.06</td>
</tr>
<tr>
<td>08/15/2016</td>
<td>ADJ</td>
<td>165000</td>
<td>0</td>
<td>61215</td>
<td>2015</td>
<td>1,344.89</td>
</tr>
<tr>
<td>08/15/2016</td>
<td>ADJ</td>
<td>843100</td>
<td>0</td>
<td>61215</td>
<td>2015</td>
<td>-1,344.89</td>
</tr>
<tr>
<td>08/31/2016</td>
<td>DPR</td>
<td>165900</td>
<td>0</td>
<td>61215</td>
<td>2015</td>
<td>36.06</td>
</tr>
<tr>
<td>08/31/2016</td>
<td>DPR</td>
<td>890100</td>
<td>0</td>
<td>61215</td>
<td>2015</td>
<td>-36.06</td>
</tr>
<tr>
<td>08/31/2016</td>
<td>DPR</td>
<td>165900</td>
<td>0</td>
<td>61215</td>
<td>2015</td>
<td>42.12</td>
</tr>
</tbody>
</table>
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_ln
  - Asset Dist Ln to Jrnl Ln
  - Account Reconciliation Report
## AM Asset NBV to Dist Line Compare Report

<table>
<thead>
<tr>
<th>ASSET ID</th>
<th>DESCRIPTION</th>
<th>ASSET STATUS</th>
<th>NEW AMOUNT</th>
<th>DIST AMOUNT</th>
<th>DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>0</td>
<td>0.00</td>
<td>-32.80</td>
<td>-32.80</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>0</td>
<td>0.00</td>
<td>-41.83</td>
<td>-41.83</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>0</td>
<td>0.00</td>
<td>440.13</td>
<td>440.13</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>0</td>
<td>120,282.84</td>
<td>121,134.14</td>
<td>871.30</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>0</td>
<td>260,986.52</td>
<td>261,271.35</td>
<td>275.83</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>0</td>
<td>2,215.66</td>
<td>55,013.71</td>
<td>52,798.05</td>
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<tr>
<td>7</td>
<td></td>
<td>1</td>
<td>1,120,081.62</td>
<td>1,120,031.46</td>
<td>500.16</td>
</tr>
</tbody>
</table>

**Category Totals**

<table>
<thead>
<tr>
<th>ASSET ID</th>
<th>NEW AMOUNT</th>
<th>DIST AMOUNT</th>
<th>DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1,576,606.94</td>
<td>1,588,816.16</td>
<td>12,209.22</td>
</tr>
</tbody>
</table>
AM Asset Dist Line to Journal Compare Report

<table>
<thead>
<tr>
<th>Asset ID</th>
<th>Account</th>
<th>Account Description</th>
<th>Journal ID</th>
<th>Journal Description</th>
<th>Source</th>
<th>Dist LN Amount</th>
<th>Journal Amount</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPRX48725</td>
<td></td>
<td>Depreciation Expense</td>
<td>225</td>
<td>0.00</td>
<td>0.00</td>
<td>215.43</td>
<td>215.43</td>
<td>0.00</td>
</tr>
<tr>
<td>DEPRX48720</td>
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<td></td>
<td>220</td>
<td>-215.43</td>
<td>0.00</td>
<td>0.00</td>
<td>-215.43</td>
<td>0.00</td>
</tr>
</tbody>
</table>
AM Account Reconciliation Report

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

CAPITAL Ledger Group

<table>
<thead>
<tr>
<th>ASSET/VOUCHER</th>
<th>PERIOD</th>
<th>JOURNAL ID</th>
<th>DIST LN AMOUNT</th>
<th>JOURNAL AMOUNT</th>
<th>LEDGER AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>-9,238.00</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td>-9,238.00</td>
<td>-9,238.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-9,238.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-9,238.00</td>
<td>-9,238.00</td>
<td></td>
</tr>
</tbody>
</table>

Total

| TOTAL |        |            | -9,238.00      | -9,238.00      | -9,238.00     |

ACTUALS Ledger Group

<table>
<thead>
<tr>
<th>ASSET/VOUCHER</th>
<th>PERIOD</th>
<th>JOURNAL ID</th>
<th>DIST LN AMOUNT</th>
<th>JOURNAL AMOUNT</th>
<th>LEDGER AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>9,238.00</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td>0.00</td>
<td>9,238.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9,238.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>9,238.00</td>
<td></td>
</tr>
</tbody>
</table>

Total

| 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.

![Image of SVP AM Transaction Detail Query](image.png)
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.
## Compare SVP Transactions to Actuals

<table>
<thead>
<tr>
<th>Unit</th>
<th>Asset ID</th>
<th>Descr</th>
<th>Trans Date</th>
<th>Trans Type</th>
<th>Acctg Date</th>
<th>Cost</th>
<th>Voucher</th>
<th>PO No.</th>
<th>Sys Source</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>6/11/2013</td>
<td>ADD</td>
<td>6/20/2013</td>
<td>4245.00</td>
<td></td>
<td></td>
<td>PAP</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6/11/2013</td>
<td>ADD</td>
<td>6/20/2013</td>
<td>3185.00</td>
<td></td>
<td></td>
<td>PAP</td>
</tr>
</tbody>
</table>

**TOTAL**

7430.000

<table>
<thead>
<tr>
<th>Unit</th>
<th>Journal ID</th>
<th>Date</th>
<th>Line #</th>
<th>Ledger</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>6/20/2013</td>
<td>18</td>
<td>ACTUALS</td>
<td>743200</td>
<td>4245.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6/20/2013</td>
<td>19</td>
<td>ACTUALS</td>
<td>743200</td>
<td>3185.00</td>
</tr>
</tbody>
</table>

**TOTAL**

7430.000
Questions about SVP Reconciliation

• Any comments or suggestions?

• View Summit 2016 – AM Reconciliation and Updates Presentation
**AM/GL Reconciliation**

### Close Depreciation

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Control ID</td>
<td>testaac</td>
</tr>
<tr>
<td>Request ID</td>
<td>1</td>
</tr>
<tr>
<td>Unit</td>
<td></td>
</tr>
<tr>
<td>Book Name</td>
<td>ENTERPRISE</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>2017</td>
</tr>
<tr>
<td>Process Frequency</td>
<td>Always</td>
</tr>
<tr>
<td>Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Period</td>
<td>3</td>
</tr>
</tbody>
</table>

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

### Accounting Definition
- Process GL Journal Generator
- SetID: [Hidden]
- Accounting Definition Name: AMDEFN

### Buttons
- Save
- Return to Search
- Notify
- Refresh
- Add
- Update/Display

---

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.
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

Interface ID 40003953
PI ID

Financial Information

- Unit: [value]
- Asset ID: [value]
- Book Name: [value]
- Category: [value]
- Cost Type: [value]
- Fund Code: 10000
- Department: 6700000
- Program Code: 16700
- Class Field: 11000
- Project: [value]
- Budget Reference: 2015

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

Auto Approval Status
Trans Code:
Load Type/Status: FAD, Error
Trans Date: 08/08/2014
Acctg Date: 12/04/2014
Cost: 4,665.08 USD
Base Cost: 4,665.08 USD
Quantity: 0.5108
Depr Amt: [value]
Proceeds: [value]
Removal Cost: [value]
Review Financial Information

Financial Information:
- Interface ID 40003953
- PIID
- Interface Line Number 1
- Mass Change Definition
- Find | View All | First | 1 of 1 | Last

- Unit
- *Asset ID
- Book Name
- Category
- Cost Type
- Fund Code 10000
- Department 6700000
- Program Code 167000
- Class Field 110000
- Project
- Budget Reference 2015

Error Message:
Verify the Tag Number you entered is correct or enter a different Tag Number.
Review Phy-A
Asset Reconciliation Reference Sheet

Capital Asset Reconciliation
- NBV
  - Depr Calc (AMPERCAL)
  - Load Depr Table (AMPERPBT)
  - Load NBV Table (AMPERNBVT)
- Create Accounting Entries (AMPERCNT)
- Depr Close (AMPERCLOSE)
- Compare NBV and DIST_LN
  - Verify NBV and DIST_LN are reconciled.
  - AM Asset NBV/Dist Line Compare
- Journal Generate - Edit (FL_5GJNLQ)
  - Verifies journal is valid by combo rules.
- Journal Generate - Post (FL_5GJNLQ)
  - Posts journal to ledger.
- Compare DIST_LN to JRNL_LN
  - Verify DIST_LN and JRNL_LN are reconciled.
  - AM Asset Dist/Journal Compare
- SRNL_LN
  - Compare JRNL_LN to Capital Ledger
  - Verify JRNL_LN and Capital Ledger are reconciled.
  - Account Reconciliation Report
- Compare Capital Ledger to Actuals Ledger
  - Verify Capital Ledger and Actuals Ledger are reconciled.
  - Account Reconciliation Report

SVP Asset Reconciliation
- SVP
  - Reconciling SVP assets from the AM Module to the actuals ledger. SVP assets do not go to the capital ledger.
- SVP AM Transaction Detail Query
  - Returns detailed information for SVP transactions.
  - BOR_AM_SVP_AM_DTL
- SVP Actuals Journals
  - Provides journals from the Actuals ledger for SVP accounts.
  - BOR_AM_SVP_ACTUALS_DTL
9.2 AM Queries and Reports Job Aid

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:

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BOR_AM_ASSET_NO_TAG_NUMBER</strong></td>
<td>Assets Missing Tag Numbers Query Create a list of all assets in the system with no tags.</td>
<td>Unit</td>
</tr>
<tr>
<td><strong>BOR_AM_ASSET_AP_TO_AM_LOAD</strong></td>
<td>Assets to Load Query Identify the identification of the receipts and vouchers that are ready to be interfaced to the AM Module.</td>
<td>Unit, Voucher Line, Quantity, Receipt No., Receipt Line, PO No., Line, Profile ID, Amount, Unit, Cost, Desc.</td>
</tr>
<tr>
<td><strong>BOR_AM_ASSET_LISTING</strong></td>
<td>Asset Listing for Auditors Query Returns the following for each asset listed in a book:</td>
<td>Unit, Voucher Line, Quantity, Receipt No., Receipt Line, PO No., Line, Profile ID, Amount, Unit, Cost, Desc.</td>
</tr>
<tr>
<td><strong>BOR_AM_ASSET_LOCATION</strong></td>
<td>Asset Location Count Query Lists assets and their locations. Returns the following for each asset:</td>
<td>Unit, Asset ID, Loc Eff date, Sequence, Location, Document Name, Status, Res. Name, Date</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
<th>Navigation</th>
<th>Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Tag Number BORRM001</td>
<td>View asset Tag Numbers by Department.</td>
<td>BOR Menu &gt; BOR Asset Management &gt; BOR AM Reports &gt; Asset Tag Number</td>
<td>Unit, From Dept, Thru Dept</td>
</tr>
<tr>
<td>Asset Location BORRM002</td>
<td>Provides the same data as the Asset Tag Number report, but the sort is by Location rather than Tag Number.</td>
<td>BOR Menu &gt; BOR Asset Management &gt; BOR AM Reports &gt; Asset Location</td>
<td>Business Unit, Department, Building</td>
</tr>
<tr>
<td>Hazardous Assets by Location AMAS2201</td>
<td>Reports assets designated as hazardous and is sorted by location.</td>
<td>Asset Management &gt; Financial Reports &gt; Asset Details &gt; Hazardous Assets by Location</td>
<td>Unit, Location, Area ID, As of Date</td>
</tr>
<tr>
<td>Asset Acquisitions AMAS2100 and/or AMAS2110</td>
<td>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.</td>
<td>Asset Management &gt; Financial Reports &gt; Asset Details &gt; Acquisitions</td>
<td></td>
</tr>
<tr>
<td>Cost Activity AMAS2000</td>
<td>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.</td>
<td>Asset Management &gt; Financial Reports &gt; Cost and Depreciation &gt; Cost Activity</td>
<td>Unit, Book Name, From Fiscal Year, Period, Thru Fiscal Year, Period</td>
</tr>
</tbody>
</table>

## Asset Management Business Processes

### Asset Management – Assets

<table>
<thead>
<tr>
<th>Business Process</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM.020.040</td>
<td>Adding Assets Manually – Basic Add</td>
</tr>
<tr>
<td>AM.020.041</td>
<td>Adding Assets Manually – Express Add</td>
</tr>
<tr>
<td>AM.020.042</td>
<td>Adding SPW Items</td>
</tr>
<tr>
<td>AM.020.043</td>
<td>Adding Leased Assets</td>
</tr>
<tr>
<td>AM.020.044</td>
<td>Adding GSFCI Managed Project Assets</td>
</tr>
<tr>
<td>AM.020.045</td>
<td>Adding Federally Funded Asset</td>
</tr>
<tr>
<td>AM.020.046</td>
<td>Adding Non Capital Assets</td>
</tr>
<tr>
<td>AM.020.085</td>
<td>Adding CWIP Assets</td>
</tr>
<tr>
<td>AM.020.086</td>
<td>Capitalizing a CWIP Asset</td>
</tr>
<tr>
<td>AM.020.090</td>
<td>Adding Assets Acquired with MRR Funds</td>
</tr>
<tr>
<td>AM.020.100</td>
<td>Manually Adding Asset with Multiple Charstrings</td>
</tr>
<tr>
<td>AM.020.120</td>
<td>Copying an Asset</td>
</tr>
<tr>
<td>AM.020.180</td>
<td>Creating and Maintaining Parent-Child Assets</td>
</tr>
</tbody>
</table>

### Asset Adjustments and Transfers

<table>
<thead>
<tr>
<th>Business Process</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM.020.110</td>
<td>Adding Component Costs to an Asset</td>
</tr>
<tr>
<td>AM.020.120</td>
<td>Adding and Updating Asset Information</td>
</tr>
<tr>
<td>AM.020.140</td>
<td>Transferring Assets Between Chartfields</td>
</tr>
<tr>
<td>AM.020.150</td>
<td>Re-Categorizing Assets</td>
</tr>
<tr>
<td>AM.020.160</td>
<td>Adjusting Cost of an Asset</td>
</tr>
<tr>
<td>AM.020.165</td>
<td>Adding or Changing Salvage Value of an Asset</td>
</tr>
<tr>
<td>AM.020.170</td>
<td>Transferring Asset Between Locations</td>
</tr>
<tr>
<td>AM.020.171</td>
<td>Adding Room Number to an Asset Location</td>
</tr>
<tr>
<td>AM.020.180</td>
<td>Cost Adjustments to Assets</td>
</tr>
<tr>
<td>AM.020.200</td>
<td>Changing Asset’s Useful Life</td>
</tr>
<tr>
<td>AM.020.210</td>
<td>Changing In Service Date of an Asset</td>
</tr>
</tbody>
</table>

### Depreciating an Asset

<table>
<thead>
<tr>
<th>Business Process</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM.100.010</td>
<td>Depreciating Assets</td>
</tr>
<tr>
<td>AM.20.300</td>
<td>Adjusting Accumulated Depreciation</td>
</tr>
<tr>
<td>AM.100.050</td>
<td>Running Load Deprec Table – Monthly</td>
</tr>
<tr>
<td>AM.100.055</td>
<td>Running Load Deprec Table – Yearly</td>
</tr>
<tr>
<td>AM.100.060</td>
<td>Loading NBV Table</td>
</tr>
</tbody>
</table>

### Asset Retirements

<table>
<thead>
<tr>
<th>Business Process</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM.020.220</td>
<td>Retiring Assets</td>
</tr>
<tr>
<td>AM.020.225</td>
<td>Retiring Non Capital Assets</td>
</tr>
</tbody>
</table>

## Asset Management – Integration

### Integration with Other PeopleSoft Modules

<table>
<thead>
<tr>
<th>Business Process</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM.020.070</td>
<td>Adding Assets from the Payables System</td>
</tr>
<tr>
<td>AM.020.010</td>
<td>Running BORM002 Query</td>
</tr>
<tr>
<td>AM.020.011</td>
<td>Moving Receiver to AM</td>
</tr>
<tr>
<td>AM.020.012</td>
<td>Loading Vouchers into AM</td>
</tr>
<tr>
<td>AM.020.013</td>
<td>Reviewing Pre AM Pages</td>
</tr>
<tr>
<td>AM.020.014</td>
<td>Deleting a Transaction from the Pre AM Page</td>
</tr>
<tr>
<td>AM.020.015</td>
<td>Running Payables/Purchasing Interface</td>
</tr>
<tr>
<td>AM.020.016</td>
<td>Reviewing Interface Pages</td>
</tr>
<tr>
<td>AM.020.017</td>
<td>Consolidating Assets</td>
</tr>
<tr>
<td>AM.020.018</td>
<td>Unlinking Assets</td>
</tr>
<tr>
<td>AM.020.019</td>
<td>Running Transloader Process</td>
</tr>
<tr>
<td>AM.020.020</td>
<td>Adding an Asset with Trade In Proceeds via Payables/Purchasing</td>
</tr>
</tbody>
</table>
Recat Leased Capital Assets

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.
Non-leased Profile ID message

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

Message

Note: Changing the profile ID will not result in any other updates (8010,330)

Changing the profile ID will not change the asset book information or category. This update will only change the profile ID on the asset table.

OK
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

- Set ID: Reversal Reason Code
- Share: INCORRECT ASSET
- 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.
Review Reversal Transaction Page

Used to review details about a reversed transaction.

![Review Reversal Transactions](image-url)
Audit Logs

View detailed audit information for the reversed transaction.
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

<table>
<thead>
<tr>
<th>Institution:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM Enhancement Prioritization Scoring Sheet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enhancement</th>
<th>Complexity Rank</th>
<th>Score</th>
<th>Example</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Inventory</td>
<td>High</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Transaction Reversal</td>
<td>High</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>BOR_AM_ASSET_AP_TO_AM_LOAD Fix</td>
<td>Medium</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>SVP Asset Reconciliation Report</td>
<td>Medium</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Documentation and Training</td>
<td>Medium</td>
<td></td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

*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/documentation/category/asset_management
Resources

Resources

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