Asset Management Monthly Process Checklist

Note: The following processes can be run daily, weekly, or monthly. Depreciation Close should be run only once, when you are ready to close the month.

- **Run the BOR_AM_ASSET_AP_TO_AM_LOAD query to see which vouchers are ready to be loaded into AM.**
  
  *Reporting Tools > Query > Query Manager*

  This query pulls voucher and receiver information from the Voucher Accounting Line table for any vouchers that are ready to be loaded into the AM module.

- **Run the Receiver Interface Push Process (Process Name: PO_RECVPUSH).**
  
  *Purchasing > Receipts > Process Receipts*

  This process loads receiver lines into the Pre-Interface table (INTFC_PRE_AM).

- **Run the Payables to Assets Interface Process (Process Name: INTFAPAM).**
  
  *Accounts Payable > Batch Processes > Extracts and Loads > Load Assets Request*

  This process, which copies the voucher information from the selected vouchers, populates the Pre-Interface table in PeopleSoft Asset Management (INTFC_PRE_AM). It also updates the Asset Management distribution status on the distribution lines for the selected vouchers to be distributed.

- **Review INTFC_PRE_AM information.**
  
  *Asset Management > Send/Receive Information > Preview AP/PO Information*

  Preview the data in the Pre-Interface AM table (INTFC_PRE_AM). You will typically have an “AP” page (voucher information) and a “PO” page (receipt information) for each asset being loaded.

- **Run the Pre-Interface Loader Process (Process Name: AMPS1000).**
  
  *Asset Management > Send/Receive Information > Retrieve Info from AP/PO*

  This process loads the data from Payables or Purchasing (from the INTFC_PRE_AM table) into the Asset Management Loader tables (INTFC_FIN and INTFC_PHY_A). You can go back to review the data in the Pre-Interface AM table (INTFC_PRE_AM) page to identify the Interface ID that will be used in the next step, Review AM Interface Loader Tables.
- **Review AM Interface Loader Tables (INTFC_FIN and INTFC_PHY_A)**
  
  *Asset Management > Send/Receive Information > Interface Transactions > Review*

  This process allows you to view data in the financial loader table (INTFC_FIN) and physical loader table (INTFC_PHY_A). You are able to correct any data as needed from this page.

- **Consolidate Assets (as needed)**
  
  *Asset Management > Send/Receive Information > Load Transactions > Consolidate Assets*

  This process consolidates multiple load lines in the Asset Management loader tables into a single asset.

  **Note:** This must be done before running the Transaction Loader process.

- **Unitize Assets (as needed)**
  
  *Asset Management > Send/Receive Information > Load Transactions > Unitize Assets*

  This process allows you to split a load line in the Asset Management loader tables into many assets.

  **Note:** This must be done before running the Transaction Loader process.

- **Run the Transaction Loader Process (Process Name: AMIF1000)**
  
  *Asset Management > Send/Receive Information > Load Transactions > Load Transactions into AM*

  This process reads data staged in the loader tables (INTFC_FIN and INTFC_PHY_A), populates Asset Management tables with the data, and then capitalizes the assets.

- **Review AM Interface Loader Tables (INTFC_FIN and INTFC_PHY_A)**
  
  *Asset Management > Send/Receive Information > Interface Transactions > Review*

  Once you run the Transloader process, please review the AM Interface Loader Tables (INTFC_FIN and INTFC_PHY_A) to verify that no Errors exist and that Asset IDs have been assigned to the rows that you were trying to load. If Errors exist, you correct the errors. After correcting the errors, you set the Load Status back to Pending on either the Review Financials or Review Phy-A pages; then, rerun the Transloader process.

- **Run the Depreciation Calculation Process (Process Name: AMDPCALC)**
  
  *Asset Management > Depreciation > Processing > Calculate*

  This process calculates the depreciation for an asset for its entire useful life based on the depreciation attributes selected for the asset: cost, salvage value, and useful life. This process must be run to account for every transaction that is performed on an asset.
NOTE: You will be required to run depreciation calculation on newly added assets in order to complete any other transactions on the asset. Depreciation calculation must be run after each transaction that is applied to the asset. Transactions include ChartField transfers, cost adjustments, recategorizations, and life of asset changes.

- Run the Accounting Entry Creation Process (Process Name: AM_AMAEDIST).
  
  Asset Management > Accounting Entries > Create Accounting Entries

  This process generates accounting entries for all financial transactions that are not related to depreciation (ADD, TRF, RCT, ADJ, RET).

MONTH END CLOSING PROCESSES:

- Run the Depreciation Close Process (Process Name: AM_DPCLOSE).
  
  Asset Management > Accounting Entries > Close Depreciation

  This process generates period depreciation accounting entries for all depreciable assets in a particular accounting period; it can be run once per asset per open period. This process should be run for an accounting period that has not yet been closed.

  You can rerun this process if errors are detected in the results and replace your current Depr Close entries if the Depr Close entries in the DIST_LN table have not been journal generated.

- Run the Journal Generator Process (Process Name: FS_JGEN) for Asset Management.
  
  General Ledger > Journals > Subsystem Journals > Generate Journals > Generate Journals Request

  This process generates journal entries from the DIST_LN table.

- Run the Load Depreciation Reporting Table Process (Process Name: AMDPREPT_RQST).
  
  Asset Management > Financial Reports > Load Reporting Tables > Depr Reporting Table

  This process loads the Depreciation Reporting table (DEPR_RPT) and pulls its information from the Depreciation table that is populated during Depr Calc. Use this table for all depreciation reports.

- Run the Load Asset Net Book Value Table Process (Process Name: AMLDNBVVT).
  
  Asset Management > Financial Reports > Load Reporting Tables > Net Book Value Table

  This process loads the Asset Net Book Value table (ASSET_NBV_TBL). Use this table for net book value reports.
PERFORM RECONCILIATIONS:
The following is a list of BOR reports that may be helpful in reconciliations. These queries are reconciliation tools; all institutions are not expected to run all the queries each month; however, some method of monthly reconciliation is required.

**Note:** ITS does not provide support to user-created reconciliation queries or reports. Refer to the Summit 2016 Asset Management Reconciliation and Updates presentation (http://www.usg.edu/gafirst-fin/documentation/job_aids/category/asset_management) for additional details on the reconciliation Compare reports listed below.

- **Reconcile NBV data to DIST_LN table – AM Asset NBV/Dist Line Compare**
  
  BOR Menus > BOR Asset Management > BOR AM Reports > AM Asset NBV/Dist Line Compare
  
  This process compares net book value to the DIST_LN for each asset and returns any differences between the two that will need to be researched to determine the cause of the discrepancy.

  **Older, BOR delivered queries that can be used to research any discrepancies:**
  
  - **BOR_AM_LTD_SUMM:** Asset Summary by asset, account and transaction type (DIST_LN only): quick account-level (or asset-level) comparison with NBV Rpt.
  - **BOR_AM_NBV_COMPARE:** Asset Compare by asset and account (ASSET_NBV_TBL and DIST_LN tables): identifies assets causing differences with NBV Rpt.
  - **BOR_LTD_DETAIL:** Asset Detail by asset, account and transaction type, plus journal ID and accounting period (DIST_LN only): identifies transactions for an asset that comprise differences with the NBV Rpt.

- **Reconcile DIST_LN table to JRNL_LN table (for AM transactions only) – AM Asset Dist/Journal Compare.**
  
  BOR Menus > BOR Asset Management > BOR AM Reports > AM Asset Dist/Journal Compare
  
  This process compares Dist Line table entries to Journal Line table entries.

  **Older, BOR delivered queries that can be used to research any discrepancies:**
  
  - **BOR_AM_DIST_JRNL_RECON:** Net Book Value by asset, DIST_LN and JRNL_LN tables

- **Reconcile AM to GL (JRNL_LN table to LEDGER table) – Account Reconciliation Report**
  
  BOR Menus > BOR Asset Management > BOR AM Reports > Account Reconciliation Report
  
  This process compares Journal Line table entries to the Capital Ledger.

  **Older, BOR delivered queries that can be used to research any discrepancies:**
  
  - **BOR_AM_CY_RECON:** Account balance in DIST_LN, JRNL_LN & LEDGER tables
Job Aid: Asset Management Monthly Process List

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GeorgiaFIRST Financials

10/17/2017

Includes JRNL_LN transactions from all sources, not just AM
Carries forward DIST_LN transactions for “comparison” purposes
Includes transactions recorded in the CAPITAL, ACTUALS and GAAP ledgers
Includes all periods (0-12, plus adjustment periods)

Reconcile AM to GL (CAPITAL Ledger to ACTUALS Ledger) – Account Reconciliation Report.

BOR Menus > BOR Asset Management > BOR AM Reports > Account Reconciliation Report

This process compares Capital Ledger to Actuals Ledger.

Older, BOR delivered queries that can be used to research any discrepancies:

• **BOR_AM_CAP_ACT_RECON**: Account balance by ledger (Similar to BOR_AM_CY_RECON, but with the following differences:
  - Only includes transactions recorded in the CAPITAL and ACTUALS ledgers
  - Excludes GAAP Ledger transactions
  - Excludes Period 0, Adjustment Period transactions
  - Lists Asset ID and Voucher ID in the same column, labeled “Ref” (JRNL_LN_REF)
  - Adds Journal Header Status to output

• **BOR_AM_CY_RECON**: DIST_LN, JRNL_LN and LEDGER table compare for CAPITAL, ACTUALS & GAAP Ledgers (see separate presentation for more details)

Variances between CAPITAL and ACTUALS ledgers may also be investigated using the following ‘BQ’ Queries:

• **BOR_ACTUALS_CAP_DETAIL_BQ**: (JRNL_LN) detailed listing of online entries to asset accounts, excluding 8432XX

• **BOR_CAP_ACT_DTL_BQ**: (LEDGER) detailed listing of entries posted in the CAPITAL and ACTUALS ledgers by account

• **BOR_CAP_LED_TTL_BQ**: (LEDGER) total of account 890100 (depreciation expense) for a specified fiscal year and period

• **BOR_VCHR_ACCT_LN_BQ**: (VCHR_ACCTG_LINE) provides additional detail for investigating differences between ACTUALS and CAPITAL ledgers identified in the BOR_CAP_ACT_DTL_BQ query

• **BOR_AM_CAP_DTL_BQ**: (COST, ASSET_ACQ_DET) provides additional details for investigating differences between ACTUALS and CAPITAL ledgers identified in the BOR_CAP_ACT_DTL_BQ query

Close the AM Accounting Period.

Setup Financials/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Update > Open Period Update

This page is used to define open periods for a PeopleSoft product, business unit, and ledger group. It is best to close the AM accounting period once you have completed AM processing for a given month.