Monthly AM Processing Checklist

*Note: All Processes can be run daily, weekly or monthly except for Depreciation Close (this is to be run once at the end of the month only)*

- Run the BORQM002 query to view 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 AM.

- Run the Receiver Interface Push Process (PO_RECV_PUSH)

  *Purchasing > Receipts > Process Receipts*

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

- Run the Payables to Assets Interface Process (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

  *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 and a "PO" page for each asset that is being loaded.

- Run the Pre-Interface Loader Process (AMPS1000)

  *Asset Management > Send/Receive Information > Retrieve Info from AP/PO*

  This process loads the data from Payables or Purchasing (INTFC_PRE_AM) 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)

  *Financial Transactions -

  *Asset Management > Send/Receive Information > Approve Financial Information > Review*
View data in the financial loader table (INTFC_FIN). Correct data as needed.

**Physical Transactions** –

*Asset Management > Send/Receive Information > Approve Physical Information > Review A*

View data in the physical loader table (INTFC_PHY_A). Correct data as needed.

- **Consolidate Assets (as needed)**

  *Asset Management > Send/Receive Information > Load Transactions > Consolidate Assets*

  Consolidate many 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*

  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 (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) and populates Asset Management tables with the data and capitalizes the assets.

- **Review the AM Interface Loader Tables (INTFC_FIN and INTFC_PHY_A)**

  *Asset Management > Send/Receive Information > Approve Financial Information > Review*

  *Asset Management > Send/Receive Information > Approve Physical Information > Review A*

  Once you run the Transloader process, please go back and Review the AM Interface Loader Tables (INTFC_FIN and INTFC_PHY_A) to verify that no Errors exist and that Asset ID’s have been assigned to the rows that you were trying to load.

  - If Errors exist, you can correct the errors, set the Load Status to Pending on both the Review Financials and Review Phy-A pages, and re-run the Transloader process.

- **Run the Depreciation Calculation Process (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.

☐ **Run the Load Depreciation Reporting Table Process (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 (AMLDNBVT)**

*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.

☐ **Run the Accounting Entry Creation Process (AM_AMAEDIST)**

*Asset Management > Accounting Entries > Create Accounting Entries*

This process generates accounting entries for all financial transactions that are not related to depreciation.

☐ **Run the Depreciation Close Process (AM_DPCLOSE)**

*Asset Management > Accounting Entries > Close Depreciation*

This process generates period depreciation accounting entries for all depreciable assets in a particular accounting period – 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 Dist_Ln have not been journal generated.

☐ **Run the Journal Generator Process (FS_JGEN) for Asset Management**

*General Ledger > Journals > Subsystem Journals > Generate Journals > Generate Journals Request*

This process generates creates journal entries from the DIST_LN table.

☐ **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.

☐ Perform Reconciliations – the following is a list of BOR delivered queries that may be helpful in reconciliations. These queries are reconciliation tools and it is not expected that all schools will run all the queries each month however some method of monthly reconciliation is required.

Note: Refer to the Wimba Training Session: AM Reconciliation, January 25 2011 for additional details on the reconciliation processes listed below (located in the following directory - www.usg.edu/gafirst-fin/training/archives)

Reconcile NBV Report to DIST_LN -

Run Queries:

BOR_AM_LTD_SUMM - Asset Summary by asset, account and transaction type (DIST_LN only) – quick account-level (or asset-level) compare with NBV Rpt – Asset Summary by asset, account and transaction type (DIST_LN only) – quick account-level (or asset-level) compare with NBV Rpt

BOR_AM_NBV_COMPARE - Asset Compare by asset and account (ASSET_NBV_TBL and DIST_LN tables) – identify 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) – identify transactions for an asset, which comprise differences with NBV Rpt

Reconcile DIST_LN to JRNL_LN (for AM transactions only) –

Run Query:

BOR_AM_DIST_JRNL_RECON - Net Book Value by asset, DIST_LN and JRNL_LN tables

Reconcile AM to GL (JRNL_LN to LEDGER) –

Run Query:

BOR_AM_CY_RECON - Account balance in DIST_LN, JRNL_LN & LEDGER tables

- 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) –
Run Queries:

**BOR_AM_CAP_ACT_RECON** - Account balance by ledger (Similar to BOR_AM_CY_RECON, but ...)

- 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 BO_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