Asset Management (AM) Delta Training for PSFIN v9.2

Participant Guide

Version 1.0

Georgia*FIRST* Financials

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Information Technology Services
University System of Georgia

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Introduction

This Asset Management Participant Guide is designed to help you prepare for the PSFIN Upgrade to version 9.2 at the end of March. The guide details those processes that have changed due to the upgrade. It does not cover every task and process in the module. This Participant Guide accompanies the AM Delta Training for PSFIN v9.2 being held virtually over WebEx.

Before this virtual training, all participants should view the PSFIN v9Upgrade Asset Management video that can be accessed here. The purpose of the video is to prepare you about what changes are occurring in AM and to provide some background as to why they changes are happening. This video is only 10 minutes long, but it will prepare you for the Virtual Training session.

This AM Delta Training consists of six lessons:

- Lesson 1: Changes to Adding and Editing Assets
- Lesson 2: Workflow Affecting Asset Management
- Lesson 3: Processing Missing Assets
- Lesson 4: Cost Adjustments to Assets
- Lesson 5: Available Reports and Queries

There will also be plenty of time the conclusion of the training for questions and answers.

Lesson 1: Changes to Adding and Editing Assets

There are some new features when adding and editing assets. In version 9.2, it is now easier to add an asset with multiple asset acquisition detail rows. In addition, you can now attach a file to an asset, enter warranty and license data to an asset, and define an asset's physical attributes. Combo-Editing is now available in Asset Management. This feature allows the system to recognize when certain Chartfields need to be used together and generates an error message if other values are used. This is designed to help prevent errors when extracting data in ACTUALS to send to the FDM.

Also in version 9.2, there is a new way to add federally-funded assets, as well as adding an asset that is less than $3,000 but needs to be tracked for inventory purposes. And finally, you can use Express Add to add an asset quickly using profiles to provide data for an asset.

Add an Asset Using Basic Add

These instructions include steps on how to add an asset with multiple Chartstrings, how to attach a file, how to enter basic warranty and license data, and how to define the asset's physical attributes.

1. Navigation: **Asset Management** > **Asset Transactions** > **Owned Assets** > **Basic Add**
2. Select **Add a New Value** tab
3. Enter **Business Unit**
4. Click the **Add** button
5. Enter a **Description** for the asset
6. In the **Asset Type** drop down menu, select the **Asset Type**.
7. Enter or select the **Profile ID** of the asset
8. Select the **Asset Acquisition Detail** tab
9. Enter the cost in the **Amount** field
10. Enter or select the **Fund Code**
11. Enter or select the **Department**
12. Enter or select the **Program Code**
13. Enter or select the **Class Field**
14. Enter or select the **Project** (if applicable)
15. Enter or select the **Budget Reference**
16. Click **OK**
17. Click the **Capitalize** button
18. Click **Save**
19. If you need to add another Chartstring for this asset, click the **Add a new row** button (**+**) and continue. Otherwise skip to step 20.
    a. Enter something in the **description** field that signifies the split cost to different Chartstrings
    b. Repeat steps 9 through 18 for each Chartstring.
20. To attach a file to the asset continue. Otherwise skip to step 21.

      a. Select the **General Information** tab

      b. Select the **Attachments** link

      c. On the **Attachments** pop-up, click **Add Attachment**

      d. Browse for and select your attachment (can be any file type)

      e. To add another attachment, select the **Add Attachment** button again

      f. When finished adding all attachments, click **OK**

      g. On the **General Information** tab, you should see the number of attachments you added in parentheses at the end of the **Attachments** link

      h. Click **Save**

21. To enter basic warranty information about the asset, continue. Otherwise skip to step 22.

      a. Select the **Location/Comments/Attributes** tab

      b. Expand the **Detailed Description** section by clicking its **expand** icon

      c. Enter the basic warranty information about the asset in the text field

      d. Click **Save**

22. To enter basic license information about the asset, continue. Otherwise skip to step 23.

      a. Select the **Manufacture/License/Custodian** tab

      b. Expand the **License** information section by clicking its **expand** icon

      c. Enter the license information you wish to attach to the asset

      d. Click **Save**

23. To define the asset's physical attributes, continue. Otherwise skip to step 24.

      a. Select the **Location/Comments/Attributes** tab

      b. Expand the **Physical and Custom Attributes** section by clicking its **expand** icon

      c. Enter the physical attributes for the asset including:

          i. Color

          ii. Height (and Height Units)

          iii. Width (and Width Units)

          iv. Length (and Length Units)

          v. Weight (and Weight Units

          vi. Capacity (and Capacity Units)

          vii. Power Rating (and Power Rating Units)

      d. Click **Save**

24. Click **Save**

Add a Federally-Funded Asset

1. Navigation: **Asset Management** > **Asset Transactions** > **Owned Assets** > **Basic Add**
2. Select **Add a New Value** tab
3. Enter **Business Unit**
4. Click the **Add** button
5. Enter a **Description** for the asset
6. Select the **Look Up** icon for **Asset Class**.
7. Select either **Federal, Federal Title** or **Federal, Institution Title**

8. In the **Asset Type** drop down menu, select the **Asset Type**.
9. Enter or select the **Profile ID** of the asset
10. Select the **Asset Acquisition Detail** tab
11. Enter the cost in the **Amount** field
12. Enter or select the **Fund Code**
13. Enter or select the **Department**
14. Enter or select the **Program Code**
15. Enter or select the **Class Field**
16. Enter or select the **Project** (if applicable)
17. Enter or select the **Budget Reference**
18. Click **OK**
19. Click the **Capitalize** button
20. Click **Save**
21. Select the **Location/Comments/Attributes** tab.
22. Expand the **Physical and Custom Attributes** section by clicking its **expand** icon
23. In the **Custom Attributes** section, enter or select (using the lookup icon) one of the following:
    a. **FEDAGENCY** (Federal Agency)
    b. **FEDCOND** (Federal Condition)
    c. **FEDPERCENT** (Federal Percentage)
24. Populate the corresponding **value** field for that attribute; this field is a free-text field.
25. To add another attribute, click the **Add a new row** button (**+**) and repeat steps 23 and 24.
26. Click **Save**.
27. To add multiple Chartstrings for the asset, attach a file to the asset, enter basic warranty and license information, and/or define the asset's physical attributes, refer to the steps in Add an Asset Using Basic Add.

Add an Asset Using Threshold ID

Use these steps to add an asset that has a cost of less than $3,000 but still needs to be tracked for inventory purposes. These assets will be tracked as Physical Assets in a separate table: Cost_Non_Cap. Note that if there is a change in the Profile ID, users will be notified via announcement. For the time being, the Profile ID for this type of physical asset is "NCI" for Non Capital Item.

1. Navigation: **Asset Management** > **Asset Transactions** > **Owned Assets** > **Basic Add**
2. Select **Add a New Value** tab
3. Enter **Business Unit**
4. Click the **Add** button
5. Enter a **Description** for the asset
6. In the **Asset Type** drop down menu, select the **Asset Type**.
7. Enter or select **NCI** as the Profile ID for the asset (note...this may change)
8. Enter or select **UNDER3K** as the Threshold ID.
9. Enter any financial information for the physical asset.
    a. **Cost** should be entered
    b. Chartfields are not required but may be input if desired
10. **Save** the asset.
11. You will see the message: "Save as Physical? Capitalization Threshold determines that this asset will not be capitalized but can be stored in AM for physical inventory purposes. Continue?"
12. Click **OK**

Retiring Non Capital Assets

When you need to retire a Non Capital Asset, you do so through the Retire/Reinstate Non-Fin Asset page.

1. Navigation: **Asset Management** > **Asset Transactions** > **Asset Disposal** > **Retire/Reinstate Non-Fin Asset**
2. Enter or select **Business Unit**
3. Enter **Asset ID**
4. On the **Retire/Reinstate Non-Fin Asset** page, select the **Retirement Type** in the Ret Type drop down menu
5. Click the **Retire** button
6. Click **Save**

Express Add an Asset

Express Add is a good option if you only have minimal information about the asset at the time of addition. You can enter additional physical asset information later by accessing the asset in the Basic Add pages. When using Express Add, the asset is capitalized when you save it. Do not use Express Add for Federally-funded assets or for CWIP assets.

1. Navigation: **Asset Management** > **Asset Transactions** > **Owned Assets** > **Express Add**
2. Enter or select **Business Unit**
3. Click the **Add** button
4. In the **Asset Information** section, enter the following at a minimum:
   a. Enter or select the **Profile ID**
   b. Enter the asset **Description**
   c. Enter or select the **Transaction Date** (this is the in-service date of your asset and should be the date your asset was acquired)
   d. Enter or select the **Accounting Date** (the period in which the transaction will be recorded – this should be in a current, open period)
5. In the **Asset Cost Information** section, enter the following at a minimum:
   a. **Cost**
   b. **Chartfields**
   c. If the asset is split-funded, you can add an additional row by clicking the **Add a new row** button (**+**) and entering the information.
6. You can expand the **Asset Additional Information** section by clicking its expand icon and entering any information you may have.
7. Click **Save** to capitalize and save the asset.

Combination Editing

Chartfield Combination Edits check that the Chartfields you enter on a transaction meet the defined rules for Valid Chartfield Combinations. The following Combination Edits are in place for the Capital Ledger:

Group	Description
ACCTBDREF	A valid Budget Reference is required for all accounts
ACCTFUND	A valid Fund Code is required for all accounts
FUNDDEPT	Fund Code 60000 requires a Department ID of 0000000, A000001-A999999, or E100000-E200000
FUNDPROG	Fund Code 12210 requires a Program Code between 29000 – 29000 (Auxiliary Transfers) OR 21000 – 21999 (Housing)
	Fund Code 12220 requires a Program Code between 29000 – 29000 (Auxiliary Transfers) OR 22000 – 22999 (Food Services)
	Fund Code 12230 requires a Program Code between 29000 – 29000 (Auxiliary Transfers) OR 23000 – 23999 (Stores)
	Fund Code 12240 requires a Program Code between 29000 – 29000 (Auxiliary Transfers) OR 24000 – 24999 (Health Services)
	Fund Code 12250 requires a Program Code between 29000 – 29000 (Auxiliary Transfers) OR 25000 – 25999 (Transportation)
	Fund Code 12260 requires a Program Code between 29000 – 29000 (Auxiliary Transfers) OR 26000 – 26999 (Plant Services)
	Fund Code 12270 requires a Program Code between 29000 – 29000 (Auxiliary Transfers) OR 27000 – 27999 (Other Organizations)
	Fund Code 12280 requires a Program Code between 29000 – 29000 (Auxiliary Transfers) OR 28000 – 28999 (Athletics)
FUNDPROJ	A valid Project ID is required for Fund Codes 20000, 21920, 21922, 21930, and 21940

As you enter your asset's Chartfields through either Express Add or Basic Add, the system will validate your Chartfields when you save the asset. If a Combo-Edit rule is violated, you will receive a message letting you know that Combo Edit errors were found.
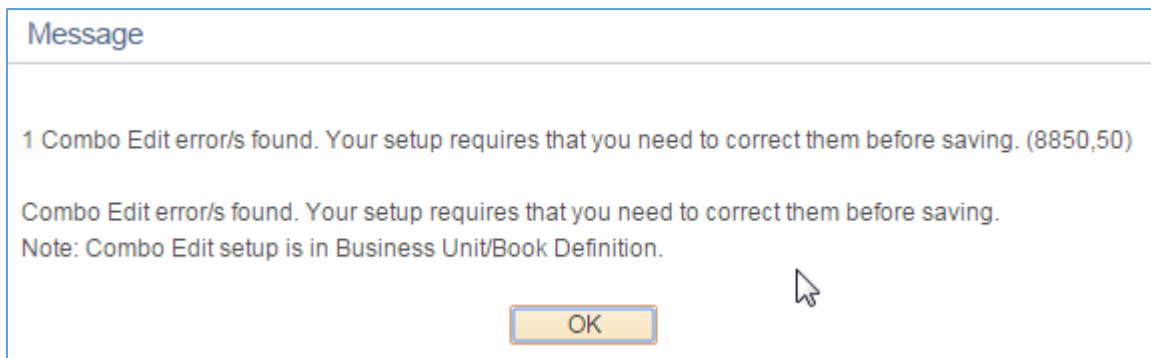
After clicking OK, the system takes you to the Combo Edit page that details which rule was violated. Refer to the chart above to learn details about the rule and determine how to correct your Chartfield entries.

Lesson 2: Workflow Affecting Assets

In PSFIN v8.9, there were several modification in Accounts Payable and Purchasing to ensure that Asset Purchase Orders, Receipts, and Vouchers contained all of the required information to interface into the Asset Management module. In PSFIN v9.2, Workflow is replacing these modifications.

While Workflow is not a feature in the Asset Management module, Asset Approval Workflow is being implemented in the Purchasing and Accounts Payable modules. Criteria have been put in place to flag certain transactions as having the attributes of an asset transaction. If your institution has elected to implement Asset Approval Workflow, then these transactions are routed to an Asset Approver who verifies that the appropriate asset data is in place.

Purchase Orders will route to an Asset Approver if one of the following conditions are met:

- Profile ID is blank AND the Account is an Asset Account
- Profile ID is populated AND the Account is NOT an Asset Account
- Account is in the 743XXX range AND the Cost is greater than $3,000.00 AND the Profile ID is blank

Note: Institutions may choose to route all Purchase Orders charged to an Asset Account even if the Profile ID is populated (to ensure that asset information is correct).

Vouchers will route to an Asset Approver if one of the following conditions are met:

- Profile ID is blank AND the Account is an Asset Account
- Profile ID is populated AND the Account is NOT an Asset Account
- Account is in the 743XXX range AND the Cost is greater than $3,000.00 AND the Profile ID is blank

Note: Institutions may choose to route all Vouchers charged to an Asset Account even if the Profile ID is populated (to ensure that asset information is correct).

Asset Account Numbers range from 8000000 – 8999999. Account numbers in the 743XXX range indicate Small Value Property.

Lesson 3: Processing Missing Assets

In PSFIN v9.2, Missing Assets are handled differently. Instead of using the Asset Status field to label an asset as missing, you will retire an asset when it is missing using the retirement code of "Missing." If your institution finds an asset within two years of being identified as missing, it can be reinstated. If it is not found within two years of being identified as missing, the institution can then reinstate it at that time and the re-retire it using the proper disposal code. The method of retiring assets prevents the missing asset from depreciating during that missing period. If the asset is found and reinstated, a prior period depreciation entry will be created to account for the missed depreciation during the missing time period.

Note: Only assets that are missing within that two-year period should have a disposal code of "Missing."

Retire an Asset as Missing

1. Navigation: **Asset Management** > **Asset Transactions** > **Asset Disposal** > **Retire/Reinstate Asset**
2. Enter or select **Business Unit**
3. Enter the **Asset ID**
4. Click **Search**
5. In the **Retire As** drop down menu, select **Missing**
6. Click the **Go** button
7. In the **Trans Date** field, enter the date that the asset was identified as missing
8. In the **Acctg Date** field, enter a date in the current, open accounting period
9. Click **Save**

Reinstate a Missing Asset and Re-Retire It

If an asset is missing for more than two years and your institution had previously retired it as "Missing," then you should follow these procedures to reinstate it and then re-retire it under an appropriate retirement code.

1. Navigation: **Asset Management** > **Asset Transactions** > **Asset Disposal** > **Retire/Reinstate Asset**
2. Enter or select **Business Unit**
3. Enter the **Asset ID**
4. Click **Search**
5. To reinstate the asset, click the **Reinstate** button
6. The **Transaction Date** on the reinstatement will match the original retirement date
7. The **Accounting Date** should be in a current, open period
8. Click **Save**
9. The asset should show as "**In Service**" and the Retirement Status will be "**Unretired**"
10. To re-retire the asset, select the appropriate value in the **Retire As** drop down menu and click the **Go** button. For unrecovered missing assets, typical values might be "Disappeared Assets" or "Disposal due to theft"

11. The **Transaction Date** should be the original date the asset was identified as missing
12. The **Accounting Date** should be in a current, open period
13. Click **Save**

Lesson 4: Cost Adjustments to Assets

How you perform a cost adjustment to an asset using the ADD transaction is slightly changing in PSFIN v9.2. When you perform this action, you will now need to change the depreciation convention to the following month.

Perform a Cost Adjustment on an Asset

1. Navigation: **Asset Management** > **Asset Transactions** > **Financial Transactions** > **Cost Adjust/Transfer Asset**
2. Enter or select **Business Unit**
3. Enter **Asset ID**
4. Click **Search**
5. Enter the **Transaction Date**: This transaction date is the date that the adjustment took place and is the date that determines whether prior period depreciation will be calculated
6. Enter the **Accounting Date**: This needs to be in a current, open period
7. In the **Action** drop down menu, select **Addition**
8. Click the **Go** button
9. The system takes you to the **Cost Information** tab.
10. In the top right corner, locate the **Convention** drop down menu
11. Select **Following Month** in the **Convention** drop down menu
12. You can adjust **Cost** in two ways
    a. Option 1
        i. Enter the dollar amount of the adjustment by entering a **cost** in the "**Adjust All Rows By**" section, or the "**Adjust Current Row By**" field
        ii. Click the appropriate **Apply** button
        iii. The new dollar amount will show in the **Cost** field
    b. Option 2
        i. Enter the total cost of the asset in the **Cost** field and allow PeopleSoft to calculate the amount of the adjustment
13. Click **Save**

Lesson 5: Asset Management Reports and Queries

Asset Management Reports

- BORRM001 Asset Tag Number Report
  - o Report containing Asset ID, Asset Tag Number, Location, Description, Serial Number, Acquisition Date and Cost
  - o Sub-totals by location
  - o Sorted by Tag Number
- BORRM002 Asset Location Report
  - o Report containing Asset ID, Asset Tag Number, Location, Description, Serial Number, Acquisition Date and Cost
  - o Sub-totals by Location
  - o Sorted by Location
- BORRM053 Federal Asset Report
  - o Report containing Asset ID, Asset Tag Number, Description, Status, Acquisition Date, Acquisition Code, Location, Serial Number, Cost, Disposal Code, Agency, Percentage, and Condition
  - o Report picks up any asset that has Asset Class populated, since this field is what determines whether an asset is a Federal Asset in v9.2
- AMDP2100 Asset Net Book Value Report
  - o Details NBV of assets based on cost and expected depreciation in the AM Module

Asset Management Queries

- BOR_AM_ACTUALS_CAP_DTL_BQ
  - o Description: Asset Entries in the Capital Ledger
  - o Old v8.9 Name: BOR_ACTUALS_CAP_DTL_BQ
  - o Query produces a listing of the "8" accounts (Capital Outlay) in the ACTUALS Ledger. These values can be compared to the same accounts in the CAPITAL Ledger to verify that the two balance.
- BOR_AM_ACTUALS_LEDGER_CAP_TTLS
  - o Description: ACTUALS Ledger Capitalized Total
  - o Old v8.9 Name: BOR_ACTUALS_LEDGER_CAP_TTLS
  - o Query provides a sum total of the amount charged to each "8" accounts in the ACTUALS Ledger by period in the Fiscal Year specified
- BOR_AM_ASSET_LOCATION
  - o Description: Asset Location Count
  - o Query is a listing of Asset and Location
- BOR_AM_ASSET_NBV_TBL
  - o Description: ASSET_NBV_TBL summed

- o Query provides a sum of NBV by Profile ID
- BOR_AM_CAP_ACT_RECON
  - o Description: Compares JRNL_LN/LEDGER
  - o Query compares AM data between Journal and CAPITAL Ledger. User can create a pivot table to identify discrepancies.
- BOR_AM_CAP_DTL_BQ
  - o Description: Det Trans in in AM Module
  - o Query is a listing of Asset Additions, Adjustments, and Retirements (data from Cost and Asset Acquisition Detail)
- BOR_AM_CY_RECON
  - o Description: Asset Related Transactions
  - o Query provides transactions from Dist_LN, Journal and Ledger so that data can be compared for reconciling purposes
- BOR_AM_DEPR_CLOSE_CHECK
  - o Description: Verify Depr Close runBOR_AM_DIST_JRNL_RECON
  - o Query verifies that Depr Close has been run
- BOR_AM_DIST_JRNL_RECON
  - o Description: NBV by Asset
  - o Query compares totals between Dist_Ln and Journal by Asset ID
- BOR_AM_INTFC_LOAD_CHECK
  - o Description: Identify assets not loaded
  - o Query identifies any assets that need to be loaded via transloader but have not yet been
- BOR_AM_JRNL_GEN_CHECK
  - o Description: AM entries not Journal Gen
  - o Query identifies any asset-related transactions that need to be journal generated
- BOR_AM_LTD_DETAIL
  - o Description: Journal Detail by Asset
  - o Query lists all transactions in Dist_LN for a given account
- BOR_AM_LTD_SUMM
  - o Description: Asset Info by Trans Type
  - o Query lists all transactions in Dist_LN for a given account by asset
- BOR_AM_NBV_COMPARE
  - o Description: Net Book Value by Asset ID
  - o Query provides listing of asset transactions in Dist_LN and asset data from the Asset_NBV_Tbl that can be compared to ensure that the AM Module is reconciled
- BOR_AM_OPEN_PERIOD_CHECK
  - o Description: View AM Open Periods
  - o Query determines which AM periods are open
- BOR_AM_OPEN_TRANS_CHECK
  - o Description: ID Transactions not processed
  - o Query lists assets that have a pending open transaction

- BOR_AM_PRE_AM_INTFC_CHECK
  - Description: AP/PO data not loaded into AM
  - Query lists AP/PO data that has not yet been run through the Payables/Purchasing Interface
- BOR_AM_ASSET_LISTING
  - Description: Asset Listing for Auditors
  - Old v8.9 Name: BOR_ASSET_LISTING_AUDITORS
  - Query lists all In Service assets per book specified
- BOR_AM_CAP_ACT_DTL_BQ
  - Description: Det Trans in AM Module
  - Old v8.9 Name: BOR_CAP_ACT_DTL_BQ
  - Query provides list of "8" accounts by full chartstring (excluding depreciation expense 890100 and 843200 Library Collections) from Ledger
- BOR_AM_CAP_ASSET_BQ
  - Description: Sum of Expense Accounts by Journal
  - Old v8.9 Name: BOR_CAPITAL_ASSET_QUERY
  - Query provides sum of "8" account total by Journal ID from the Journal Line table excluding 843200 (Library Collections) and Depreciation expense (Journal mask not like DPR or PDP). This can be compared to data from BOR_AM_CAP_ACT_DTL_BQ and BOR_AM_VCHR_ACCTG_LN_BQ
- BOR_AM_DEPR_DET_BY_PERIOD_BQ
  - Description: Calc Asset Deprec for Period
  - Old v8.9 Name: BOR_DEPR_AM_DET_BY_PERIOD_BQ
  - Depreciation per asset from the Depreciation table for period specified
- BOR_AM_DEPR_DIST_LN_BQ
  - Description: Deprec Trans in DIST_LN table
  - Old v8.9 Name: BOR_DEPR_AM_DIST_LN_BQ
  - Query shows depreciation per asset from the DIST_LN table for period specified. This can be compared with BOR_AM_DEPR_DET_BY_PERIOD_BQ to determine where out of balance in depreciation may exists.
- BOR_AM_DEPR_CAP_LED_TTL_BQ
  - Description: Capital Ledger Jrnl Totals
  - Old V8.9 Name: BOR_DEPR_CAP_LED_TTL_BQ
  - Query is a sum of Depreciation expense posted to the CAPITAL Ledger for the specified period
- BOR_AM_SVP_ACTUALS_DTL
  - Description: SVP Actuals Journals
  - Old v8.9 Name: BOR_SVP_ACTUALS_DTL
  - Query is a sum of "7" accounts by journal ID posted to the CAPITAL ledger. This can be compared to AM SVP detail provided in BOR_AM_SVP_AM_DTL.
- BOR_AM_SVP_AM_DTL

- o Description: SVP AM Transaction Detail
- o Old v8.9 Name: BOR_SVP_AM_DTL
- o Query provides detail from AM for SVP items that should be charged to "7" accounts. This can be compared to data from the ACTUALS ledger provided in BOR_AM_SVP_ACTUALS_DTL.
- **BOR_AM_VCHR_ACCTG_LN_BQ**
  - o Description: Asset data from Vchr_Acctg_Ln
  - o Old v8.9 Name: BOR_VCHR_ACCTG_LN_BQ
  - o Query provides "8" Account detail (excluding 843200 – Library Collections) from the Voucher Accounting Line table. This can be compared to data from BOR_AM_CAP_ACT_DTL_BQ and BOR_AM_CAP_ASSET_BQ.
- **BOR_AM_ASSET_NO_TAG_NUMBER**
  - o Description: Assets Missing Tag Numbers
  - o Old v8.9 Name: BORQM001_ASSET_NO_TAG_NUMBER
  - o Query lists assets with no tag numbers.
- **BOR_AM_ASSET_AP_to_AM_Load**
  - o Description: Assets w/Recv ID to load
  - o Old v8.9 Name: BORQM002_AP_AM_ASSET_LOAD
  - o Query details the vouchers and receivers that are ready to load into the AM module.

Dropped v8.9 Queries – Not available in v9.2:

- BOR_BUILDINGCOST
- BOR_SVP_ACTUALS_TTLS
- BOR_CAP_THRESHOLD
- BOR_CAPITAL_LEDGER_TTLS
- BOR_CAPITALIZED_ASSET_ERROR
- BOR_AM_ASSET
- BOR_AM_ASSET_Acq_det
- BOR_AM_Asset_comments
- BOR_AM_BOOK
- BOR_AM_COST
- BOR_AM_COST_BAL_VW
- BOR_AM_DEPRECIATION
- BOR_AM_DIST_LN
- BOR_AM_OPEN_TRANS

Asset Management Security Roles

Online Security Documentation

You can find all Security Role Changes at http://www.usg.edu/gafirst-fin/documentation/job_aids/category/security. Make sure to look for the documents beginning with "9.2 Security Role Changes."

Summary of Security Roles

Below is a summary of the roles needed for users in the module. Please be sure to reference the online document for detailed instructions and additional setup required outside of the security roles, including User Preferences.

AM Analyst *AM ANALYST users maintain asset information, including service and repair assets*	Security Roles: • BOR PeopleSoft User • BOR_AM_MAINTENANCE • BOR_AM_SERV_RPR
AM Supervisor *AM SUPERVISOR users run the asset load/interface, depreciation and other asset-related processes. They also perform tasks related to physical inventory.*	Security Roles: • BOR PeopleSoft User • BOR_AM_PHYS_INVEN • BOR_AM_DEPRECIATE • BOR_AM_INTERFACES • BOR_AM_PROC • BOR_PO_RECEIVING
AM Inquiry & Reporting *AM INQUIRY & REPORTING users inquire and run reports (BI Publisher, SQR and nVision) on asset-related information.*	Security Roles: • BOR_AM_INQUIRY • BOR_AM_REPORTS • BOR_AM_CUSTOM • BOR_PT_QRY_PRIVATE • BOR_FN_NVISION • BOR_GLYE_REPORTS • ReportSuperUser • BOR_FN_ADMIN_REPORTING • BOR_PT_QRY_ALLACCGRPS

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