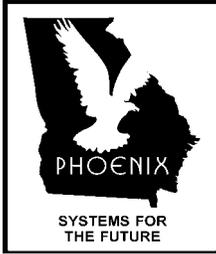


State of Georgia

Phoenix Program

Implementing Georgia's New Millennium Human Resource
and Financial Solutions

Asset Management



Phoenix End-User Training

SECTION 1: FUNDAMENTALS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ASSET MANAGEMENT
NOVEMBER 2004

Fundamentals



Welcome to the Fundamentals section. This section contains the tools needed to learn all the concepts and procedures involved in an overview of Asset Management.

Goal To have the skills and knowledge necessary to understand the overall asset management process within PeopleSoft.

Participant Objectives At the end of this module you will be able to...

1. Understand the asset management process
2. Understand how PeopleSoft Asset Management is integrated between applications
3. Understand basic terminology within PeopleSoft Asset Management
4. Enter a new location

Prerequisites Completion of the following modules:

1. Introduction to PeopleSoft

Outline

- Fundamentals
- A. Introduction
- B. The Big Picture
- C. Concepts
- D. Exercises
- E. Review Questions

Section Contents



FUNDAMENTALS

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FUNDAMENTALS

A. Introduction

Activity  LECTURE	Materials    GUIDE FLIPCHART LIBRARY
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Step 1	<p>Goal: To have the skills and knowledge necessary to understand the overall asset management process within PeopleSoft.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Understand the asset management process 2. Identify external sources of asset management data 3. Describe on-line transactions within asset management 4. Review valid asset profiles 5. Review valid asset categories 6. Understand the valid transaction types 7. Add location using the location panels
Expected Results:	The goal and objectives are introduced.

Step 2	<p>Materials:</p> <p>Participant Guide, flipchart, online Library, PeopleSoft</p>
Expected Results:	The materials are introduced.

Introduction (continued)

Step 3	<p>From the Table of Contents window in the online Library, expand down the following path:</p> <p style="text-align: center;"><i>PHOENIX PROGRAM ASSET MANAGEMENT PROCESSES</i> <i>Asset Management Fundamentals</i> <i>Introduction</i></p>
Expected Results:	The Asset Management Fundamentals Introduction selection displays.

Step 4	<p>Note the topics available under Describe Concepts:</p> <p style="padding-left: 40px;">The Asset Management Process Flow Asset Books Asset Profiles Asset Categories Transaction Types Locations</p> <p><u>Note:</u> Not all topics listed in the online Library will be covered in class. Successfully completing this module of selected topics will provide you the skills and knowledge necessary to work with the Asset Management module.</p>
Expected Results:	An understanding of the information available in the online Library for Asset Management Fundamentals.

B. The Big Picture

Activity	Materials
	

What is Asset Management?

Who has a car?	What is its value today?	Value in 30 yrs?	Category	Location
	\$15,000	\$0 Why? Value declines over the 30 yrs. - Depreciation	Vehicles	Garage
<i>This is an asset</i>				
Who has a computer?	What is its value today?	Value in 7 yrs?	Category	Location
	\$1,000	\$0 Why? Value declines over the 7 yrs. - Depreciation	Small Computers	Home Office
<i>This is an asset</i>				
Who has furniture?	What is its value today?	Value in 20 yrs?	Category	Location
	\$500	\$0 Why? Value declines over the 20 yrs. - Depreciation	Furniture	Home Office
<i>This is an asset</i>				

- With these assets, you can see that we maintain some simple information about these assets such as their COST, CATEGORY, and LOCATION. Within PeopleSoft, we can also maintain much more information such as CUSTODIAN, ATTRIBUTES, and COMMENTS. We will review these concepts more in depth throughout the manual.
- Notice that the value of the assets decreases over the life of the asset. This is called depreciation. Depreciation is the deduction of value of what an asset is worth today to what it is worth tomorrow.

What is Asset Management?

Asset management is the process of keeping records of the physical and financial information of the assets in our possession. For GTA, it is the process of keeping a record of the physical and financial information of GTA's assets.

The Big Picture (continued)

C. Concepts

<p>Activity</p>  <p>LECTURE</p>	<p>Materials</p>  <p>GUIDE</p>  <p>FLIPCHART</p>  <p>LIBRARY</p>
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<p>Step 1</p>	<p>The main underlying concepts for the Asset Management introduction are listed below:</p> <ul style="list-style-type: none"> The Asset Management Process Flow Asset Books Asset Profiles Asset Categories Transaction Types Locations
<p>Expected Results:</p>	<p>An understanding of Asset Management's underlying concepts</p>

Concepts (continued)

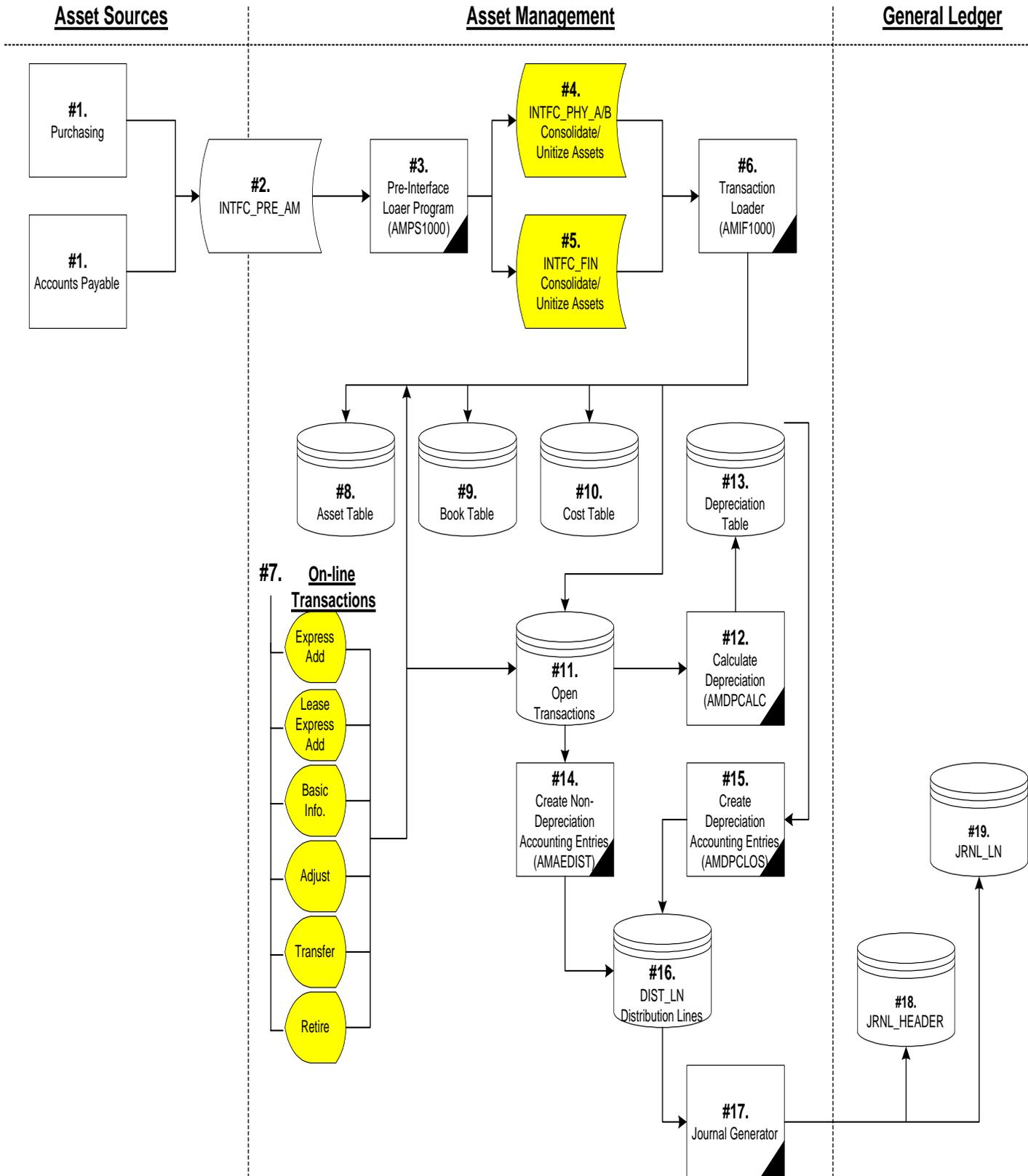
PeopleSoft Asset Management Process Flow

With PeopleSoft Asset Management, everyday activities become simpler, faster, and easier to manage. Decision support and analysis features allow you to incorporate strategies and plan for the future. You spend less time typing in numbers, and more time efficiently and effectively planning acquisitions and managing your assets.

PeopleSoft Asset Management is designed to be integrated with the other PeopleSoft products—Payables, Purchasing, Projects, and General Ledger. This allows you to cut down on information maintenance by sharing common tables and routines, entering assets using Accounts Payable vouchers, and creating and posting journal entries to general ledger in real time.

The following diagram describes the Asset Management process flow within PeopleSoft.

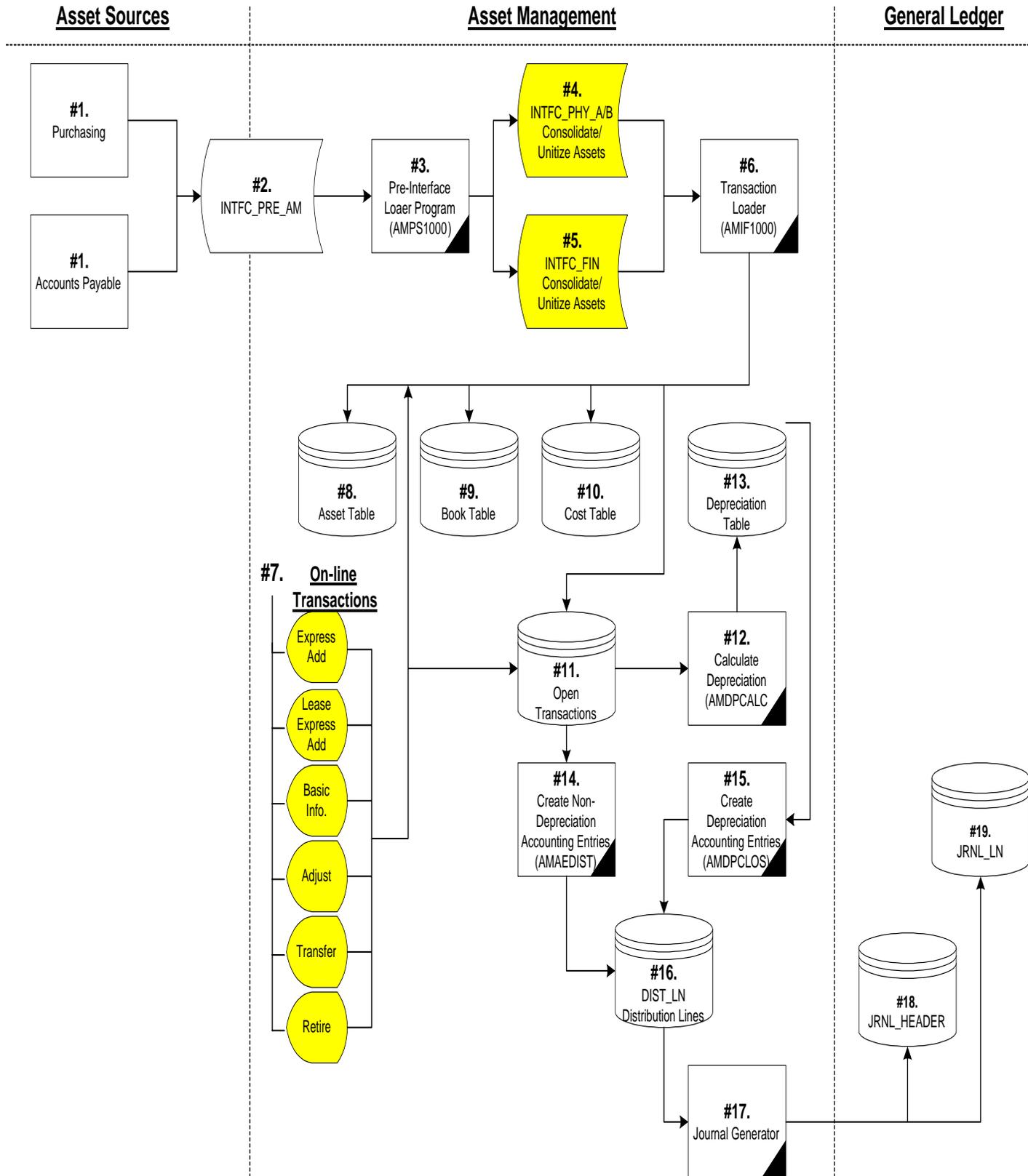
Asset Management Process Flow



Concepts (continued)

Step 3	(1) Purchasing Accounts Payable																		
	<p>Assets are created outside of Asset Management by Purchasing and Payables. As a purchase order or invoice is coded into the system, the users code the asset with a proper account and Profile ID. The following chart shows some of the accounts that will be used.</p> <table border="1"> <thead> <tr> <th>ACCOUNT NO.</th> <th>ACCOUNT NAME</th> <th>ACCOUNT DEFINITION</th> </tr> </thead> <tbody> <tr> <td>720001</td> <td>Equipment - Machinery & Equipment</td> <td>Expenditures for items of tangible property of a generally non expendable nature which maintain their utility over a period of time. Items charged to this account must be included on the equipment inventory and meet the criteria for a movable personal property as defined in OCGA 50-16-161</td> </tr> <tr> <td>721001</td> <td>Computer Equipment</td> <td>Expenditures for EDP Equipment which meet the movable personal property requirements of OGCA 50-16-161</td> </tr> <tr> <td>723001</td> <td>Land</td> <td>Expenditures made for the purchase of land</td> </tr> <tr> <td>725001</td> <td>Improvemnets Other than Buildings</td> <td>Expenditures made for acquiring and improving buildings. These costs include the principal amount of capital lease paymnets.</td> </tr> <tr> <td>616001</td> <td>Equipment required on inventory, but not capitalized or depreciated.</td> <td>Expenditures/expenses for items of tangible property of a generally non-expendable nature which maintain their utility over a period of time. Items in this category must have an acquisition cost less than the standard definition of movable personal property set forth in OCGA 50-16-161. These items however, will have been included on the property management inventory for management purposes.</td> </tr> </tbody> </table> <p>Accounts Payable may also generate a voucher for a subsequent payment on a previous Purchase Order. If the original Purchase Order or Voucher showed the Asset Management Routing Indicator to have been clicked "On", any subsequent voucher should also show the Asset Management Routing Indicator as "On".</p> <p>The complete list of accounts can be found in the Accounting Procedures Manual on the Dept of Audits website, http://www.audits.state.ga.us</p>		ACCOUNT NO.	ACCOUNT NAME	ACCOUNT DEFINITION	720001	Equipment - Machinery & Equipment	Expenditures for items of tangible property of a generally non expendable nature which maintain their utility over a period of time. Items charged to this account must be included on the equipment inventory and meet the criteria for a movable personal property as defined in OCGA 50-16-161	721001	Computer Equipment	Expenditures for EDP Equipment which meet the movable personal property requirements of OGCA 50-16-161	723001	Land	Expenditures made for the purchase of land	725001	Improvemnets Other than Buildings	Expenditures made for acquiring and improving buildings. These costs include the principal amount of capital lease paymnets.	616001	Equipment required on inventory, but not capitalized or depreciated.
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Expected Results:	An understanding of Asset Management's underlying concepts																		

Asset Management Process Flow



Concepts (continued)

Step 4	(2) INTFC_PRE_AM The Purchase Order and Accounts Payable transactions completed each day are added to the INTFC-PRE-AM Table. The transactions accumulate and remain here until the Pre-Interface Loader Program (AMPS 1000) is run.
Expected Results:	An understanding of Asset Management's underlying concepts

Step 5	(3) Pre-Interface Loader Program (AMPS 1000) The Pre-Interface Loader Program (AMPS 1000) is run each Friday night to move data from the INTFC-PRE_AM Table to the INTFC_PHY-A and INTFC-FIN Tables.
Expected Results:	An understanding of Asset Management's underlying concepts

Step 6	(4) INTFC_PHY-A The INTFC_PHY-A Table is the physical Transaction Loader Table. It is used to populate physical transactions into the Asset Management database. Select users are allowed access to this table to review interfaced data and perform certain functions: <ul style="list-style-type: none"> • Set the Auto Approval Status to "On" or "Off" • Change the Load Status from "Pending" to "Errored" or from "Errored" to "Pending" • Unitize (Load – Unitize Assets Transaction) • Consolidate(Load – Consolidate Assets Transaction) • Change the Profile ID or Description Location or Serial No.
Expected Results:	An understanding of Asset Management's underlying concepts

Concepts (continued)

Step 7	<p>(5) INTFC_FIN</p> <p>The INTFC_FIN Table is the financial Transaction Loader Table. It is used to populate physical transactions into the Asset Management database. Select users are allowed access to this table to review interfaced data and perform certain functions:</p> <ul style="list-style-type: none"> • Set the Auto Approval Status to “On” or “Off” • Change the Load Status from “Pending” to “Errored” or from “Errored” to “Pending” • Unitize (Load – Unitize Assets Transaction) • Consolidate (Load – Consolidate Assets Transaction) • Change the Organization
Expected Results:	An understanding of Asset Management’s underlying concepts
Step 8	<p>(6) Transaction Loader (AMIF 1000)</p> <p>The Transaction Loader (AMIF 1000) is run each Friday night, moving asset information from the INTFC_PHY-A and INTFC_FIN Tables to the Asset Management Database and to the Open Transaction Table.</p>
Expected Results:	An understanding of Asset Management’s underlying concepts
Step 9	<p>(7) On-Line Transactions</p> <p>On-Line transactions are processed on a daily or as-needed basis to add or modify asset information. These transactions are stored on various Asset Management tables and on the Open Transaction Table. The On-Line Transactions include Asset Express Add, Retire/Reinstate, Adjust, Transfer and Asset Basic Information (for miscellaneous data maintenance).</p>
Expected Results:	An understanding of Asset Management’s underlying concepts

Concepts (continued)

Step 10	(8) Asset Table The Asset Table is in fact, a series of tables that track the physical attributes of an asset: Asset ID, Description, Location, Custodian, Acquisition detail, Parent Asset ID.
Expected Results:	An understanding of Asset Management's underlying concepts

Step 11	(9) Book Table The Book Table tracks the depreciation definition information for an asset book.
Expected Results:	An understanding of Asset Management's underlying concepts

Step 12	(10) Cost Table The Cost Table tracks the cost transactions for a given asset book.
Expected Results:	An understanding of Asset Management's underlying concepts

Step 13	(11) Open Transaction Table The Open Transaction Table is used to track "open" transactions. An entry is created in this table for every financial transaction. This table serves as a "to do" list for the depreciation calculation (AMDPCALC) and accounting entry creation (AMAEDIST) programs. This table contains fields which control whether the depreciation program needs to be executed for each transaction and whether the accounting entry program needs to be executed for each transaction.
Expected Results:	An understanding of Asset Management's underlying concepts

Concepts (continued)

Step 14	<p>(12) Calculate Depreciation (AMDPCALC)</p> <p>The depreciation Calculation process (AMDPCALC) is run daily. It uses asset information on the Open Transaction table to calculate depreciation for the life of the asset. This information is stored on the Depreciation Table and is used to create depreciation accounting entries. If subsequent changes are made to the asset's cost or depreciation attributes, depreciation will be recalculated. When depreciation occurs it will effect the value not the acquisition cost.</p>
Expected Results:	An understanding of Asset Management's underlying concepts
Step 15	<p>(13) Depreciation Table</p> <p>The Depreciation Table stores depreciation information for each asset. The depreciation information is created by the Depreciation Calculation program (AMDPCALC).</p>
Expected Results:	An understanding of Asset Management's underlying concepts
Step 16	<p>(14) Create Non-depreciation Accounting Entries (AMAEDIST)</p> <p>Accounting Entry Creation (AMAEDIST) is run daily. It generates accounting entries for all Asset Management transaction not related to depreciation or lease payments. The accounting entries are written to the DIST_LN Table.</p>
Expected Results:	An understanding of Asset Management's underlying concepts

Concepts (continued)

Step 17	<p>(15) Create Depreciation Accounting Entries (AMDPCLOS)</p> <p>The Depreciation Close process (AMDPCLOS) is run monthly. It generates accounting entries for depreciation and lease payments for a given accounting period. The entries are based on information calculated by the Depreciation Calculation process and stored on the Depreciation Table. The accounting entries are written to the DIST_LN Table.</p>
Expected Results:	An understanding of Asset Management's underlying concepts
Step 18	<p>(16) DIST-LN Distribution Lines</p> <p>The DIST_LN Table stores accounting entries created for an asset.</p>
Expected Results:	An understanding of Asset Management's underlying concepts
Step 19	<p>(17) Journal Generator</p> <p>The Journal Generator is run daily. It uses information from the DIST_LN Table and Accounting Entry Templates to create information to send to the General Ledger Journal Line and Journal Header Tables.</p>
Expected Results:	An understanding of Asset Management's underlying concepts

Concepts (continued)

Step 20	(18) JRNL_HEADER The Journal Header Table contains summary journal information being sent from Asset Management to the General Ledger.
Expected Results:	An understanding of Asset Management's underlying concepts

Step 21	(19) JRNL_LN The Journal Line Table contains detailed journal information being sent from Asset Management to the General Ledger.
Expected Results:	An understanding of Asset Management's underlying concepts

Concepts (continued)

<p>Step 22</p>	<p>ACCOUNTING ENTRY GENERATION</p> <p>The accounting entries which are generated by the Accounting Entry Creation process (#14) are generated based on the Accounting Entry Template. This template is setup based on Category and Transaction Type.</p> <p>As asset transactions occur in the system, they are assigned specific Transaction Types. These types are distributed to the ledger.</p> <p>The following table illustrates the Transaction Types and their associated Sources.</p> <table border="1" data-bbox="381 716 1385 1312"> <thead> <tr> <th data-bbox="381 716 716 806">Transaction Type</th> <th data-bbox="716 716 1385 806">Transaction Source</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 806 716 898">ADD</td> <td data-bbox="716 806 1385 898">Asset Express Add AP/PO Interface Add – Load Type FAD/Fin Add</td> </tr> <tr> <td data-bbox="381 898 716 991">ADJ</td> <td data-bbox="716 898 1385 991">Asset Cost Adjustment/Transfer AP/PO Interface Adj – Load Type ADQ/Adjust CstAcqd</td> </tr> <tr> <td data-bbox="381 991 716 1058">TRF</td> <td data-bbox="716 991 1385 1058">Asset Cost Transfer</td> </tr> <tr> <td data-bbox="381 1058 716 1125">RET</td> <td data-bbox="716 1058 1385 1125">Asset Retirement Transaction</td> </tr> <tr> <td data-bbox="381 1125 716 1192">REI</td> <td data-bbox="716 1125 1385 1192">Asset Reinstatement Transaction</td> </tr> <tr> <td data-bbox="381 1192 716 1257">DPR</td> <td data-bbox="716 1192 1385 1257">Depreciation Entry</td> </tr> <tr> <td data-bbox="381 1257 716 1312">PDP</td> <td data-bbox="716 1257 1385 1312">Prior Period Depreciation Entry</td> </tr> </tbody> </table>	Transaction Type	Transaction Source	ADD	Asset Express Add AP/PO Interface Add – Load Type FAD/Fin Add	ADJ	Asset Cost Adjustment/Transfer AP/PO Interface Adj – Load Type ADQ/Adjust CstAcqd	TRF	Asset Cost Transfer	RET	Asset Retirement Transaction	REI	Asset Reinstatement Transaction	DPR	Depreciation Entry	PDP	Prior Period Depreciation Entry
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RET	Asset Retirement Transaction																
REI	Asset Reinstatement Transaction																
DPR	Depreciation Entry																
PDP	Prior Period Depreciation Entry																
<p>Expected Results:</p>	<p>An understanding of Asset Management’s underlying concepts</p>																

The following tables will illustrate the account number assignments for each Profile ID. These tables can be used as a reference in the event that you need to determine the contra accounts that are setup to be distributed to GL. The tables are separated by Governmental and Proprietary Agencies.

Step 23

**ASSET MANAGEMENT POSTING TO THE GFAAG LEDGER
(FOR GOVERNMENTAL AGENCIES)**

PROFILE	CATEGORY	USEFUL LIFE	ASSET ACCT	ACCUM DEPR	REMOVAL CONTRA	CONTRA ACCT	DEPR EXP
ARTDEPDON	ARTDD	480	185001	186001	475001	466001	740001
ARTDEPPUR	ARTDP	480	185001	186001	475001	726002	740001
ARTNONDON	ARTND	480	187001	NA	475001	466001	NA
ARTNONPUR	ARTNP	480	187001	NA	475001	726001	NA
BLDG	BLDG	378	171001	172001	475001	724001	740001
BLDG_10	BLDG	120	171001	172001	475001	724001	740001
BLDG_15	BLDG	180	171001	172001	475001	724001	740001
BLDG_20	BLDG	240	171001	172001	475001	724001	740001
BLDG_25	BLDG	300	171001	172001	475001	724001	740001
BLDG_30	BLDG	360	171001	172001	475001	724001	740001
BLDG_40	BLDG	480	171001	172001	475001	724001	740001
BLDG_NON	SVAL	360	NA	NA	NA	NA	NA
BLGIMP05	BLDG	60	171001	172001	475001	724001	740001
BLGIMP10	BLDG	120	171001	172001	475001	724001	740001
BLGIMP15	BLDG	180	171001	172001	475001	724001	740001
BLGIMP20	BLDG	240	171001	172001	475001	724001	740001
COMP	M&E	36	175001	176001	475001	720001	740001
COMPEQUIP	M&E	60	175001	176001	475001	720001	740001
CSVALAST	SVA	60	NA	NA	NA	NA	NA
EQ_AV	M&E	60	175001	176001	475001	720001	740001
EQ_COMM	M&E	60	175001	176001	475001	720001	740001
EQ_MT/FM	M&E	60	175001	176001	475001	720001	740001
EQ_M_LAB	M&E	60	175001	176001	475001	720001	740001
EQ_OFF_RD	M&E	120	175001	176001	475001	720001	740001
EQ_OTHER	M&E	60	175001	176001	475001	720001	740001
EQ_SCTY	M&E	60	175001	176001	475001	720001	740001
FACIMP 5	IMPR	60	173001	174001	475001	725001	740001
FACIMP10	IMPR	120	173001	174001	475001	725001	740001
FACIMP15	IMPR	180	173001	174001	475001	725001	740001
FACIMP20	IMPR	240	173001	174001	475001	725001	740001
FACIMP25	IMPR	300	173001	174001	475001	725001	740001
FURN	M&E	60	175001	176001	475001	720001	740001
HVAC	M&E	60	175001	176001	475001	720001	740001
IMPR	IMPR	180	173001	174001	475001	725001	740001
INFRA_15	INFR	180	183001	184001	475001	733001	740001
INFRA_20	INFR	240	183001	184001	475001	733001	740001
INFRA_25	INFR	300	183001	184001	475001	733001	740001
LAND	LAND	60	170001	NA	475001	723001	NA
LCOMP	LM&E	60	175001	176001	475001	200001	740001
LIB_COL	LIB	120	177001	178001	475001	727001	740001
LMACH	LM&E	60	175001	176001	475001	200001	740001
MACH	M&E	60	175001	176001	475001	720001	740001
OFF_MACH	M&E	60	175001	176001	475001	720001	740001
SMALLCOMP	SVAL	36	NA	NA	NA	NA	NA
SMALLVALUE	SVAL	60	NA	NA	NA	NA	NA
SMALVALVEH	SVAL	36	NA	NA	NA	NA	NA
SOFT	INT	120	168001	169001	475001	663001	740001
SVALASST	SVA	60	NA	NA	NA	NA	NA
VEHICLE	M&E	60	175001	176001	475001	720001	740001
WEAPONS	M&E	60	175001	176001	475001	720001	740001
WEAPONSVAL	SVAL	60	NA	NA	NA	NA	NA

*Loss, Gain, Trade In, Proceeds are charged to 475001 – Proceeds from disposition of General Fixed Assets

Expected Results:

An understanding of Asset Management’s underlying concepts

Step 24

**ASSET MANAGEMENT POSTING TO THE GAAPACTUAL LEDGER
(FOR PROPRIETARY AGENCIES)**

PROFILE	CATEGORY	USEFUL LIFE	ASSET ACCT	ACCUM DEPR	REMOVAL CONTRA	CONTRA ACCT	DEPR EXP
ARTDEPDONZ	ARTDD	480	185001	186001	475001	466001	740001
ARTDEPPURZ	ARTDP	480	185001	186001	475001	726002	740001
ARTNONDONZ	ARTND	480	187001	NA	475001	466001	NA
ARTNONPURZ	ARTNP	480	187001	NA	475001	726001	NA
BLDG_10_Z	BLDGZ	120	171001	172001	475001	724001	740001
BLDG_15_Z	BLDGZ	180	171001	172001	475001	724001	740001
BLDG_20_Z	BLDGZ	240	171001	172001	475001	724001	740001
BLDG_25_Z	BLDGZ	300	171001	172001	475001	724001	740001
BLDG_30_Z	BLDGZ	360	171001	172001	475001	724001	740001
BLDG_40_Z	BLDGZ	480	171001	172001	475001	724001	740001
BLDG_Z	BLDGZ	378	171001	172001	475001	724001	740001
BLGIMP05Z	BLDGZ	60	171001	172001	475001	724001	740001
BLGIMP10Z	BLDGZ	120	171001	172001	475001	724001	740001
BLGIMP15Z	BLDGZ	180	171001	172001	475001	724001	740001
BLGIMP20Z	BLDGZ	240	171001	172001	475001	724001	740001
COMPEQUIPZ	M&EZ	60	175001	176001	475001	720001	740001
COMP_Z	M&EZ	36	175001	176001	475001	720001	740001
EQ_AV_Z	M&EZ	60	175001	176001	475001	720001	740001
EQ_COMM_Z	M&EZ	60	175001	176001	475001	720001	740001
EQ_MT/FM_Z	M&EZ	60	175001	176001	475001	720001	740001
EQ_M_LAB_Z	M&EZ	60	175001	176001	475001	720001	740001
EQ_OFFRD_Z	M&EZ	120	175001	176001	475001	720001	740001
EQ_OTHER_Z	M&EZ	60	175001	176001	475001	720001	740001
EQ_SCTY_Z	M&EZ	60	175001	176001	475001	720001	740001
FACIMP 5Z	IMPRZ	60	173001	174001	475001	725001	740001
FACIMP10Z	IMPRZ	120	173001	174001	475001	725001	740001
FACIMP15Z	IMPRZ	180	173001	174001	475001	725001	740001
FACIMP20Z	IMPRZ	240	173001	174001	475001	725001	740001
FACIMP25Z	IMPRZ	300	173001	174001	475001	725001	740001
FURN_Z	M&EZ	60	175001	176001	475001	720001	740001
HVAC_Z	M&EZ	60	175001	176001	475001	720001	740001
IMPR_Z	IMPRZ	180	173001	174001	475001	725001	740001
INFRA_15_Z	INFRZ	180	183001	184001	475001	733001	740001
INFRA_20_Z	INFRZ	240	183001	184001	475001	733001	740001
INFRA_25_Z	INFRZ	300	183001	184001	475001	733001	740001
LAND_Z	LANDZ	60	170001	NA	475001	723001	NA
LCOMP_Z	LM&EZ	60	175001	176001	475001	200001	740001
LIB_COLZ	LIBZ	120	177001	178001	475001	727001	740001
LMACH_Z	LM&EZ	60	175001	176001	475001	200001	740001
MACH_Z	M&EZ	60	175001	176001	475001	720001	740001
OFF_MACH_Z	M&EZ	60	175001	176001	475001	720001	740001
SOFTZ	INTZ	120	168001	169001	475001	663001	740001
VEHICLE_Z	M&EZ	60	175001	176001	475001	720001	740001
WEAPONS_Z	M&EZ	60	175001	176001	475001	720001	740001

*Loss, Gain, Trade In, Proceeds are charged to 475001 – Proceeds from disposition of General Fixed Assets

D. Exercises

<p>Activity</p> 	<p>Materials</p>   
----------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>Exercise 1 - Understanding Asset Profiles Exercise 2 - Viewing Asset Profiles Exercise 3 - Understanding Asset Categories Exercise 4 - Viewing Asset Categories Exercise 5 - Adding new Locations</p> <p>These exercises will introduce you to some basic concepts within PeopleSoft Asset Management.</p>
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Exercise 1 – Understanding Asset Profiles

PeopleSoft Asset Management asset profiles make asset entry a breeze. You establish the default depreciation calculations, limits, attributes and tax credits once in an asset profile, and use one of these custom-made templates each time you acquire an asset. You can add assets in realtime, mass, “in process,” or retroactively, and automate additions from accounts payable, purchasing, and project accounting. Then validate asset entry using standard formulas or defining your own, and post those transactions automatically to your general ledger.

Understanding profiles is one of the major layers of foundation to understanding PeopleSoft Asset Management. The profile determines how an asset will be processed in the system. Will the asset be depreciable? What books are going to be affected? What convention will be used for the asset? These profiles are setup in advance so that when you are prepared to enter an asset into the system, the amount of information that you will need to enter will be reduced.

ASSET 
The following is a list of attributes of the car: <ul style="list-style-type: none">• Capitalized asset• Depreciable• The asset is categorized as M&E• Useful life is 60 periods• Depreciation method is Straight Line

Let's say for example that your agency has purchased 50 new vehicles. Would you want to enter the above detail for each of the 50 cars as you enter them into the system? To keep you from having to enter the detail individually, PROFILES are setup.

Exercise 1 (continued)

<table border="1" style="margin: auto;"> <tr> <td style="padding: 5px;">PROFILE</td> </tr> <tr> <td style="padding: 10px;">VEHICLE</td> </tr> </table>	PROFILE	VEHICLE
PROFILE		
VEHICLE		
<ul style="list-style-type: none"> • Capitalized asset • Depreciable • M&E category • Useful life is 60 periods • Depreciation method is Straight Line 		

When an asset is added, the system will ask for a PROFILE.

Asset		Before Profile:		Profile Added to Asset		After Profile:
Asset 1	→	Capitalize? _____ Depreciable? _____ Category: _____ Useful Life: _____ Method: _____	→	VEHICLE	→	Capitalize? <u>Yes</u> . Depreciable? <u>Yes</u> . Category: <u>M&E</u> . Useful Life: <u>60</u> . Method: <u>Straight Line</u> .
Asset 2	→	Capitalize? _____ Depreciable? _____ Category: _____ Useful Life: _____ Method: _____	→	VEHICLE	→	Capitalize? <u>Yes</u> . Depreciable? <u>Yes</u> . Category: <u>M&E</u> . Useful Life: <u>60</u> . Method: <u>Straight Line</u> .
Asset 3	→	Capitalize? _____ Depreciable? _____ Category: _____ Useful Life: _____ Method: _____	→	[]	→	Capitalize? _____ Depreciable? _____ Category: _____ Useful Life: _____ Method: _____
Asset 50	→	Capitalize? _____ Depreciable? _____ Category: _____ Useful Life: _____ Method: _____	→	[]	→	Capitalize? _____ Depreciable? _____ Category: _____ Useful Life: _____ Method: _____

Exercise 1 (continued)

When adding an asset, once you specify that the asset has a PROFILE of Vehicle, the asset will automatically receive the attributes: Capitalized, Depreciable, M&E Category, Useful Life of 60 periods, and Straight Line Depreciation.



Why did the attributes not default for Asset 3 and Asset 50?

Exercise 2 – Viewing Asset Profiles

Scenario: This is background information for training. Asset Profiles provide the default information you’ll use every day. The purpose of this exercise is to show the valid Profiles in the system and to show you what type of information defaults onto an asset based on the profile.

online Library: *Asset Profiles*

Step 1	Toggle to PeopleSoft. Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Define Business Rules → Establish Asset Processing
Expected Results:	The Establish Asset Processing window displays.

Step 3	Select: Use → A-M → Asset Profile → Definition → Update/Display
Expected Results:	A dialog box displays.

Exercise 2 (continued)

Step 4	Enter or select the following: SetID: STATE Asset Profile ID: COMP Click: OK
Expected Results:	The Definition panel displays.

Step 5	Describe the significant fields on this panel.
Expected Results:	An understanding of the fields for this part of the Asset Profile

Step 6	Click on the tab for the Book General 1 panel.
Expected Results:	The Book General 1 panel displays.

Step 7	Describe the significant fields on this panel.
Expected Results:	An understanding of the fields for this part of the Asset Profile

Exercise 2 (continued)

Step 8	Click on the tab for the Book General 2 panel.
Expected Results:	The Book General 2 panel displays.

Step 9	Describe the significant fields on this panel.
Expected Results:	An understanding of the fields for this part of the Asset Profile

Step 10	Click on the tab for the Book – Tax panel.
Expected Results:	The Book – Tax panel displays.

Step 11	Describe the significant fields on this panel.
Expected Results:	An understanding of the fields for this part of the Asset Profile

Step 12	Click on the tab for the Book – Tax Credit panel.
Expected Results:	The Book – Tax panel displays.

Exercise 2 (continued)

Step 13	Describe the significant fields on this panel.
Expected Results:	An understanding of the fields for this part of the Asset Profile

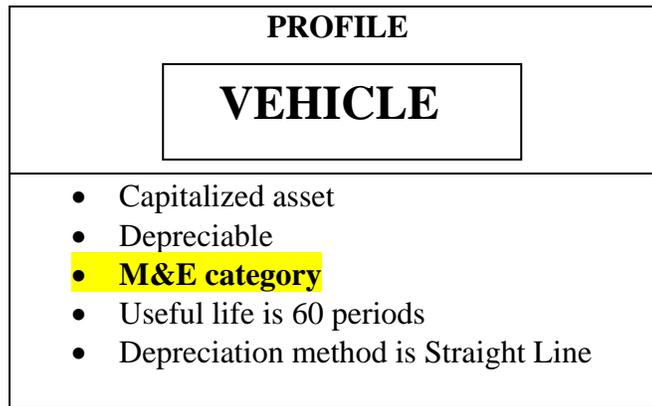
Step 14	Click:  to close this panel without saving any changes.
Expected Results:	The panel closes and you return to the Establish Asset Processing window.

Exercise completed.

Exercise 3 – Understanding Asset Categories

Asset Categories classify assets by type for accounting entry purposes. Typically, these categories reflect how assets are reported on your balance sheets. Examples of commonly used asset categories are Furniture and Fixtures, Machinery and Equipment, Office Equipment, Leasehold Improvements, and so forth.

In Exercise 2, we reviewed asset profiles. When asset profiles are setup, an asset category is attached to that profile. In our previous example for the Vehicle profile, it had a category of M&E.



Note: When you add an asset, you will not be able to change the CATEGORY. The category that appears on the asset will default based on the PROFILE ID.

Asset	Before Profile:	Profile Added to Asset	After Profile:
<div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> Asset 1 </div>	Capitalize? _____ Depreciable? _____ Category: _____ Useful Life: _____ Method: _____	<div style="border: 1px solid black; width: 80px; height: 25px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> VEHICLE </div>	Capitalize? <u>Yes</u> . Depreciable? <u>Yes</u> . Category: <u>M&E</u> . Useful Life: <u>60</u> . Method: <u>Straight Line</u> .

Earlier in the chapter, we reviewed the integration diagram which showed the process of how data moves from AP/PO to AM and then to GL. One of the key aspects of moving data from AM to GL is accomplished via Asset Categories. When an asset is added, we will specify the Organization, BY, Cost, as well as additional financial information needed to be recorded for the asset. However, we do not specify accounts in which to book the activity. This is how categories are used within the system.

Exercise 3 (continued)

Categories are linked to specific accounts based on the transaction that is being performed on an asset. A few examples of asset transactions include adds, adjustments, and retirements. These categories correspond to Accounting Entry Templates that are created in the system. From the templates, we are able to create balanced accounting entries to send to GL to account for our assets.

Let's look at an example. We'll use our previous example of the car.

Asset	Before Profile:	Profile Added to Asset	After Profile:
Asset 1	Capitalize? _____ Depreciable? _____ Category: _____ Useful Life: _____ Method: _____	VEHICLE	Capitalize? <u>Yes</u> Depreciable? <u>Yes</u> Category: M&E Useful Life: <u>60</u> Method: <u>Straight Line</u>

**ACCOUNTING ENTRY TEMPLATE FOR
CATEGORY: M&E
TRANSACTION TYPE: ADD**

TYPE	ACCOUNT
DEPR EXPENSE	740001
FIXED ASSET	175001
CONTRA ACCOUNT	720001
ACCUM DEPR	176001



We just ADDED the asset into the system. We specified all of the Chartfield data except for account because the account is assigned by the system based on the Accounting Entry Template. What accounts will be used to generate the balanced accounting entries to send to GL?

	<i>ACCOUNT</i>	<i>ORG</i>	<i>FUND</i>	<i>PROGRAM</i>	<i>SUB-CLS</i>	<i>BY</i>	<i>PROJECT</i>	<i>AMOUNT</i>
<i>ASSET 1</i>	_____	<i>400CNV</i>	<i>A1</i>	<i>CNV</i>	<i>CNV</i>	<i>2003</i>	<i>10R</i>	<i>8,000</i>
<i>ASSET 1</i>	_____	<i>400CNV</i>	<i>A1</i>	<i>CNV</i>	<i>CNV</i>	<i>2003</i>	<i>10R</i>	<i>-8,000</i>

Note: For more account combinations, see Step 23 in the Concepts section of this chapter.

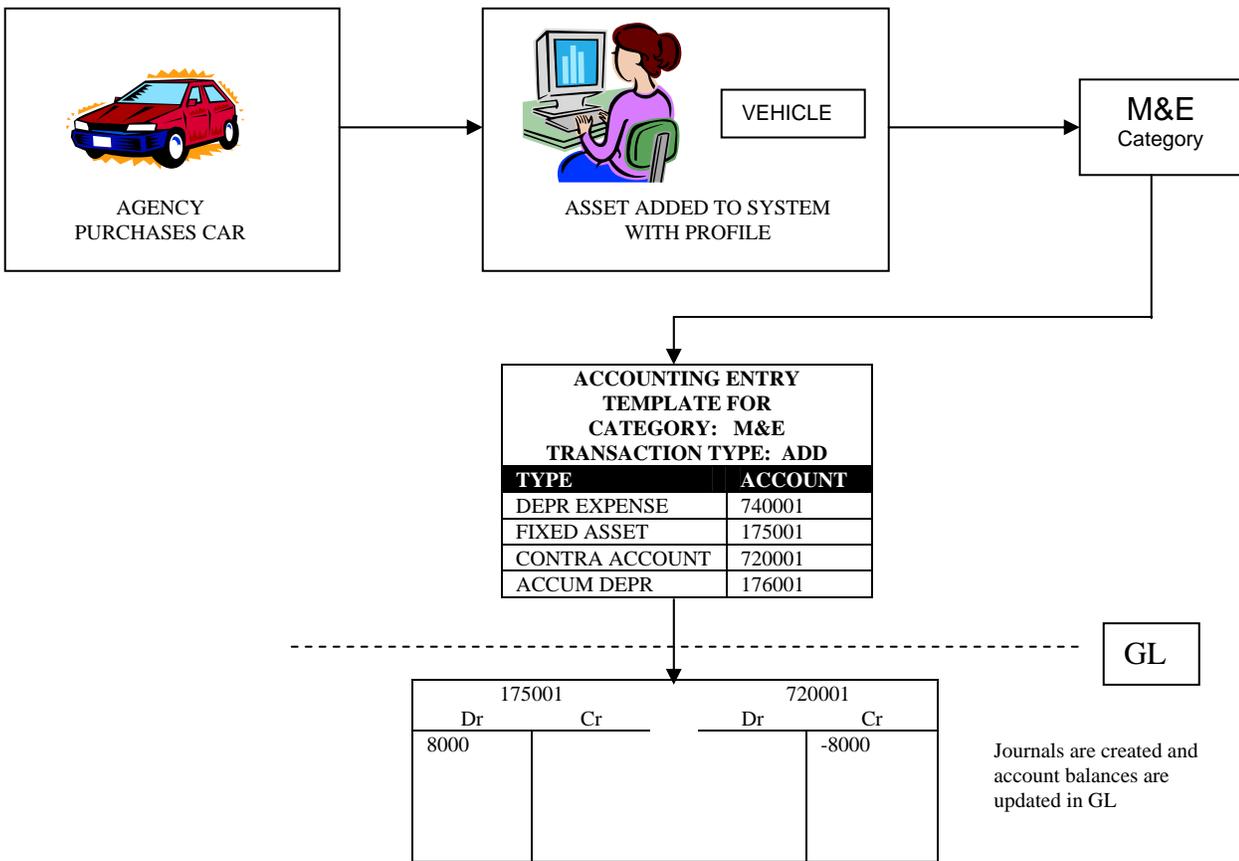
Exercise 3 (continued)

When journal generator is run, the accounting entry for the add will be sent to the general ledger. A journal will be created and eventually posted to the ledger resulting in new balances for the ledger accounts.

T-Accounts for the above example.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;">175001</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: center;">Dr</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: center;">Cr</td> </tr> <tr> <td style="border-right: 1px solid black; text-align: center; padding: 5px;">8000</td> <td style="text-align: center; padding: 5px;"></td> </tr> </table>		175001	Dr	Cr	8000		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;">720001</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: center;">Dr</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: center;">Cr</td> </tr> <tr> <td style="border-right: 1px solid black; text-align: center; padding: 5px;"></td> <td style="text-align: center; padding: 5px;">-8000</td> </tr> </table>		720001	Dr	Cr		-8000
	175001												
Dr	Cr												
8000													
	720001												
Dr	Cr												
	-8000												

RECAP



Note: The profile you select when adding an asset has a direct affect on the GL.

Exercise 4 – Access and View Asset Categories

Scenario: This is background information for training. Asset Categories classify assets for accounting entry purposes. The purpose of this exercise is to show a list of valid categories in the system and to see how categories affect depreciation.

online Library: *Asset Categories*

Step 1	Toggle to PeopleSoft. Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Define Business Rules → Establish Asset Processing
Expected Results:	The Establish Asset Processing window displays.

Step 3	Select: Use → A-M → Category → Update/Display
Expected Results:	A dialog box displays.

Exercise 4 (continued)

Step 4	Enter or select the following: SetID: STATE Asset Category: M&E Click: OK
Expected Results:	The Category panel displays.

Step 5	Describe the significant fields on this panel.
Expected Results:	An understanding of the fields for Asset Categories.

Step 6	Click:  to close this panel without saving any changes.
Expected Results:	The panel closes and you return to the Establish Asset Processing window.

Exercise completed.

Exercise 5 – Add a New Location

Locations provide information that is referenced in multiple places in Phoenix, including business units, purchase orders, asset definitions, and bank accounts. Locations are used by AM, AP, and PO users. In AM, the location specifies the physical location of an asset.

Note: There is a possibility that one location can be used by each one of these users. In order to prevent any potential issues with one area modifying a location used by another area, all AM locations will be added with a prefix of AM_.

Scenario: The purpose of this exercise is to enter into the system a new asset location that does not currently exist.

online Library: *Locations*

Step 1	Toggle to PeopleSoft. Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Define Business Rules → Define General Options
Expected Results:	The Define General Options window displays.

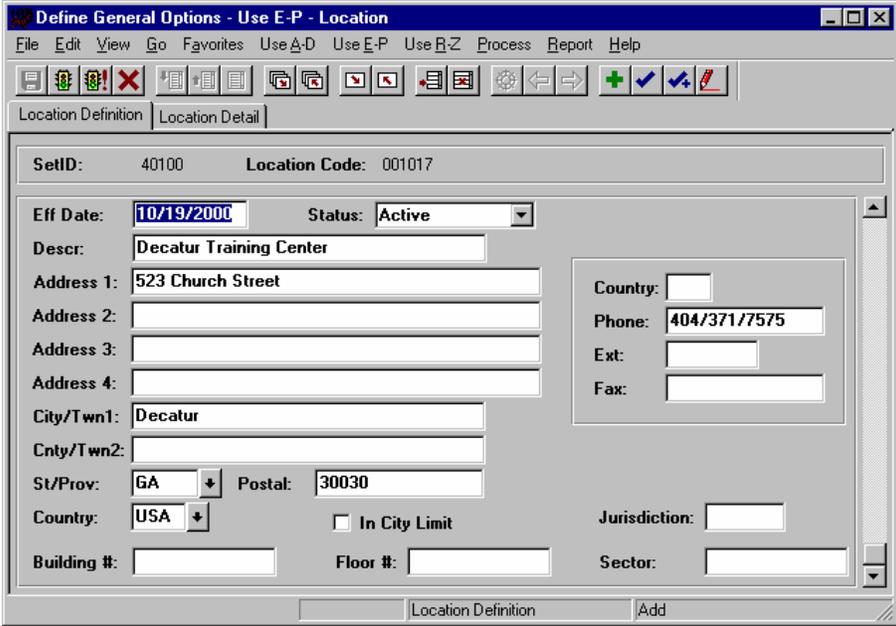
Step 3	Select: Use → E-P → Location → Location Definition → Add
Expected Results:	A dialog box displays.

Exercise 5 (continued)

Step 4	<p>Enter the following:</p> <p>SetID: 40100 Location Code: AM_Your User ID</p> <p>Note: All asset locations should be added with a preface of AM_.</p> <p>Click: OK</p>
Expected Results:	The Location Add panel displays.

Step 5	<p>On the Location Definition panel.</p> <p>Enter the following</p> <p>Descr: Create your own Address: Create your own City: Create your own State: Create your own Postal: Create your own Country: Create your own</p> <p>If applicable, enter Building #, Floor, phone, and fax numbers.</p>
Expected Results:	Correct data entry

Exercise 5 (continued)

<p>Step 6</p>	<p>Location Definition</p> <p>View the fields on this panel</p> 
<p>Expected Results:</p>	<p>Correct data entry.</p>

<p>Step 7</p>	<p>Click:  to save.</p>
<p>Expected Results:</p>	<p>The new information is saved.</p>

Note: The Locations panel is used by multiple applications. Therefore, to ensure that different areas do not update or modify other area's locations, only update locations that begin with AM_. If you need to update a location that does not begin with AM_, re-add the location and name it AM_XXX.

Exercise completed.

E. Summary and Review

Activity  LECTURE	Materials  GUIDE	 REVIEW
-----------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------

Step 1	<p>ACTIVITY:</p> <p>Update the Location that you just entered. Insert a new address for the location which will become effective 10/12/2006.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>SETID</td> <td>40100</td> </tr> <tr> <td>LOCATION</td> <td>AM_Your User ID</td> </tr> </table> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>EFF DATE</td> <td>10/12/2006</td> </tr> <tr> <td>STATUS</td> <td>ACTIVE</td> </tr> <tr> <td>DESCR</td> <td>FUTURE ADDRESS</td> </tr> <tr> <td>ADDRESS 1</td> <td>PO BOX 75342</td> </tr> </table>	SETID	40100	LOCATION	AM_Your User ID	EFF DATE	10/12/2006	STATUS	ACTIVE	DESCR	FUTURE ADDRESS	ADDRESS 1	PO BOX 75342
SETID	40100												
LOCATION	AM_Your User ID												
EFF DATE	10/12/2006												
STATUS	ACTIVE												
DESCR	FUTURE ADDRESS												
ADDRESS 1	PO BOX 75342												

Step 2	<p>Answer the following questions:</p> <ol style="list-style-type: none"> 1. Name three possible sources for asset data. 2. How does PeopleSoft identify which assets are depreciated and which are not? 3. How do you access information about an asset's profile? 4. What is the purpose of the LOCATION control table? <p>Hint: Answers can be found in the online Library.</p>
Expected Results:	An understanding of the key concepts for Introduction to Asset Management

Fundamentals

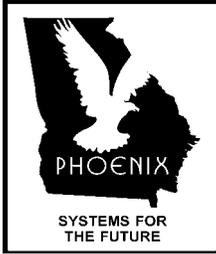


Congratulations! You have just completed the Fundamentals section. This module contained the tools needed to learn all concepts and procedures involved in an overview of Asset Management.

Goal To have the skills and knowledge necessary to create and modify asset information

Participant Objectives You should be able to:

1. Understand the asset management process
2. Identify external sources of asset management data
3. Describe on-line transactions within asset management
4. Describe the purpose of a profile
5. Describe the purpose of a category
6. Add a new location



Phoenix End-User Training

SECTION 1: FUNDAMENTALS

INSTRUCTOR AND PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ASSET MANAGEMENT
NOVEMBER 2004

Fundamentals



Welcome to the Fundamentals section. This section contains the tools needed to *(deliver)* learn all the concepts and procedures involved in an overview of Asset Management.

Goal To have the skills and knowledge necessary to understand the overall asset management process within PeopleSoft.

Participant Objectives At the end of this module you will be able to...

1. Understand the asset management process
2. Understand how PeopleSoft Asset Management is integrated between applications
3. Understand basic terminology within PeopleSoft Asset Management
4. Enter a new location

Prerequisites Completion of the following modules:

1. Introduction to PeopleSoft

Outline

- Fundamentals
 - A. Introduction
 - B. The Big Picture
 - C. Concepts
 - D. Exercises
 - E. Review Questions

Section Contents



FUNDAMENTALS

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E. SUMMARY AND REVIEW	38

FUNDAMENTALS

A. Introduction

Activity  LECTURE	Materials    GUIDE FLIPCHART LIBRARY	Duration <i>Instructor Led:</i> 15 min.
-----------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------

Introduce the overall goal and objectives.

Step 1 <i>Lecture</i>	Goal: To have the skills and knowledge necessary to understand the overall asset management process within PeopleSoft. Objectives: <ol style="list-style-type: none"> 1. Understand the asset management process 2. Identify external sources of asset management data 3. Describe on-line transactions within asset management 4. Review valid asset profiles 5. Review valid asset categories 6. Understand the valid transaction types 7. Add location using the location panels
Expected Results:	The goal and objectives are introduced.

Introduce materials.

Step 2 <i>Lecture</i>	Materials: Participant Guide, flipchart, online Library, PeopleSoft
Expected Results:	The materials are introduced.

Introduction (continued)

1. *Review the course map to show how this module fits into the overall course.*
2. *Access the online Library on the PC with the participants.*

<p>Step 3</p> <p><i>Instructor/ Participant Demo</i></p>	<p>From the Table of Contents window in the online Library, expand down the following path:</p> <p style="text-align: center;"><i>PHOENIX PROGRAM ASSET MANAGEMENT PROCESSES</i> <i>Asset Management Fundamentals</i> <i>Introduction</i></p>
<p>Expected Results:</p>	<p>The Asset Management Fundamentals Introduction selection displays.</p>

Have participants view all topics available in the online Library. These topics are accessible in various ways. Demonstrate using the Section Introduction pop-up links and Table of Contents.

<p>Step 4</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Note the topics available under Describe Concepts:</p> <p style="text-align: center;">The Asset Management Process Flow Asset Books Asset Profiles Asset Categories Transaction Types Locations</p> <p>Note: Not all topics listed in the online Library will be covered in class. Successfully completing this module of selected topics will provide you the skills and knowledge necessary to work with the Asset Management module.</p>
<p>Expected Results:</p>	<p>An understanding of the information available in the online Library for Asset Management Fundamentals.</p>

Transition: Now move on to cover information in Asset Management Fundamentals.

B. The Big Picture

Activity	Materials
	

What is Asset Management?

Who has a car?	What is its value today?	Value in 30 yrs?	Category	Location
	\$15,000	\$0 Why? Value declines over the 30 yrs. - Depreciation	Vehicles	Garage
<i>This is an asset</i>				
Who has a computer?	What is its value today?	Value in 7 yrs?	Category	Location
	\$1,000	\$0 Why? Value declines over the 7 yrs. - Depreciation	Small Computers	Home Office
<i>This is an asset</i>				
Who has furniture?	What is its value today?	Value in 20 yrs?	Category	Location
	\$500	\$0 Why? Value declines over the 20 yrs. - Depreciation	Furniture	Home Office
<i>This is an asset</i>				

- With these assets, you can see that we maintain some simple information about these assets such as their COST, CATEGORY, and LOCATION. Within PeopleSoft, we can also maintain much more information such as CUSTODIAN, ATTRIBUTES, and COMMENTS. We will review these concepts more in depth throughout the manual.
- Notice that the value of the assets decreases over the life of the asset. This is called depreciation. Depreciation is the deduction of value of what an asset is worth today to what it is worth tomorrow.

What is Asset Management?

Asset management is the process of keeping records of the physical and financial information of the assets in our possession. For GTA, it is the process of keeping a record of the physical and financial information of GTA's assets.

The Big Picture (continued)

C. Concepts

Activity	Materials		
 LECTURE	 GUIDE	 FLIPCHART	 LIBRARY

Before participants perform the procedures to successfully complete the objectives, they must have a good understanding of the underlying concepts. This will serve as an advanced organizer for the section.

Step 1	The main underlying concepts for the Asset Management introduction are listed below:
<i>Lecture</i>	<p style="text-align: center;"> The Asset Management Process Flow Asset Books Asset Profiles Asset Categories Transaction Types Locations </p>
Expected Results:	An understanding of Asset Management’s underlying concepts

Concepts (continued)

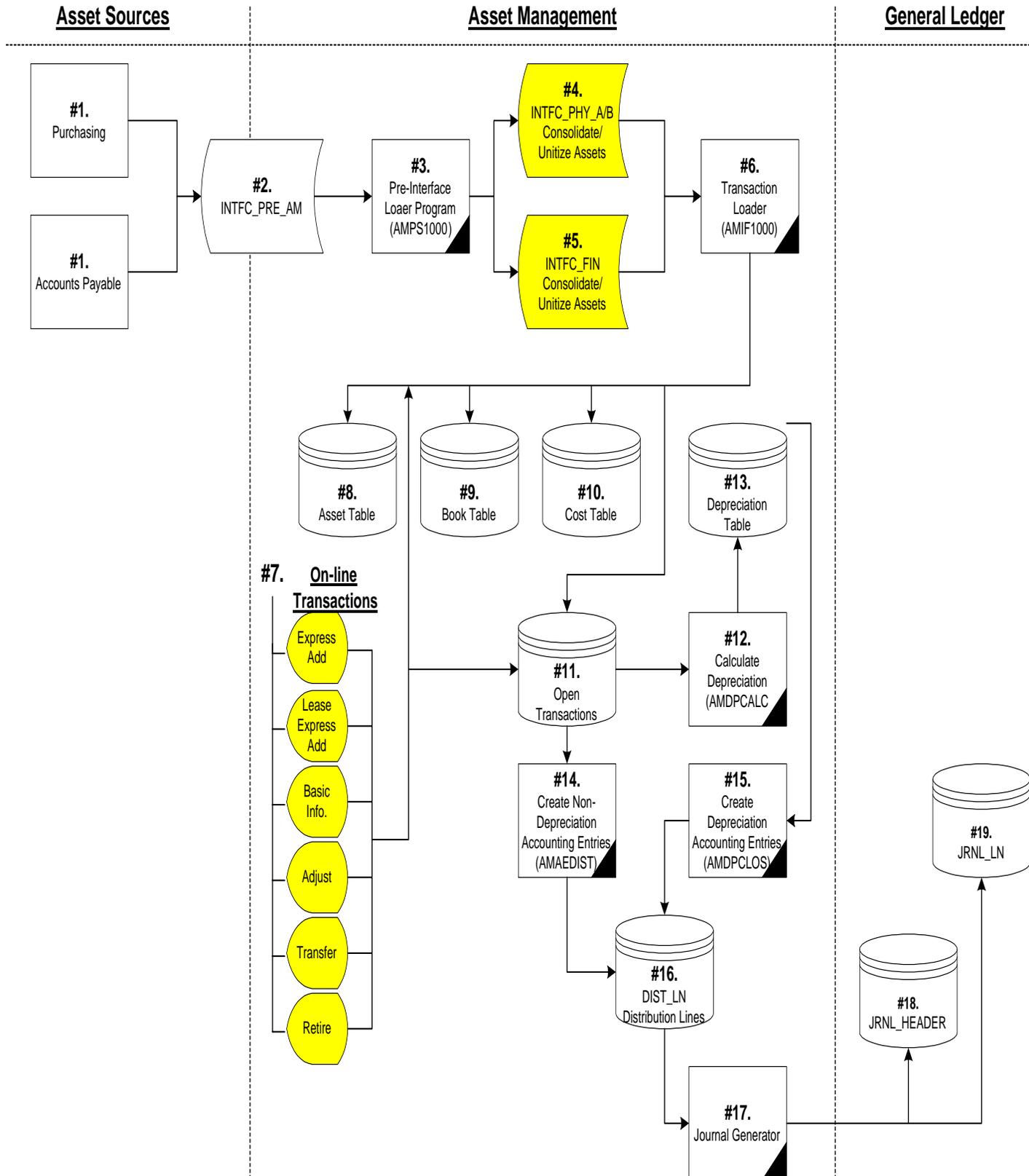
PeopleSoft Asset Management Process Flow

With PeopleSoft Asset Management, everyday activities become simpler, faster, and easier to manage. Decision support and analysis features allow you to incorporate strategies and plan for the future. You spend less time typing in numbers, and more time efficiently and effectively planning acquisitions and managing your assets.

PeopleSoft Asset Management is designed to be integrated with the other PeopleSoft products—Payables, Purchasing, Projects, and General Ledger. This allows you to cut down on information maintenance by sharing common tables and routines, entering assets using Accounts Payable vouchers, and creating and posting journal entries to general ledger in real time.

The following diagram describes the Asset Management process flow within PeopleSoft.

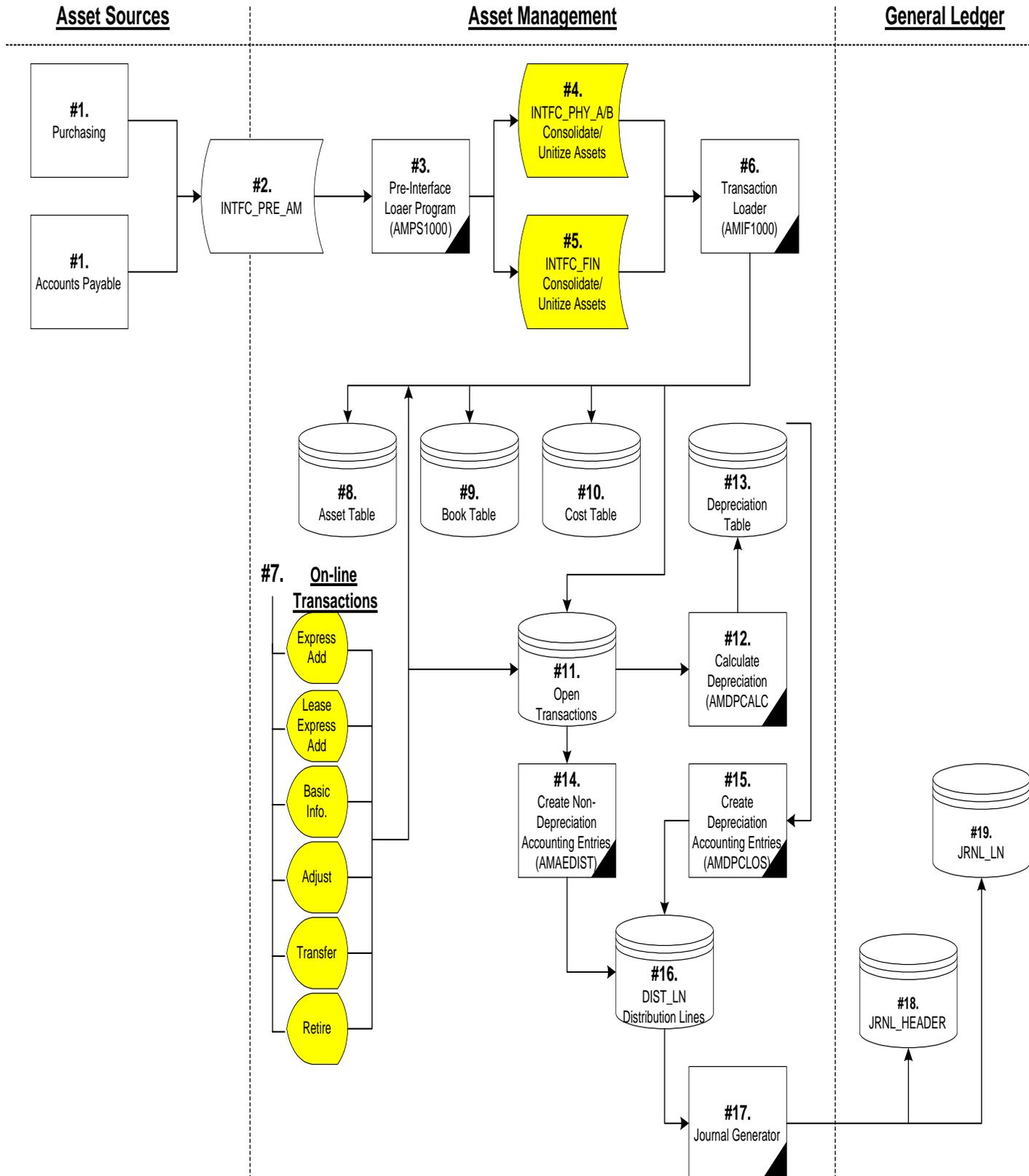
Asset Management Process Flow



Concepts (continued)

<p>Step 3</p> <p><i>Lecture</i></p>	<p>(1) Purchasing Accounts Payable</p> <p>Assets are created outside of Asset Management by Purchasing and Payables. As a purchase order or invoice is coded into the system, the users code the asset with a proper account and Profile ID. The following chart shows some of the accounts that will be used.</p> <table border="1" data-bbox="386 485 1409 1472"> <thead> <tr> <th>ACCOUNT NO.</th> <th>ACCOUNT NAME</th> <th>ACCOUNT DEFINITION</th> </tr> </thead> <tbody> <tr> <td>720001</td> <td>Equipment - Machinery & Equipment</td> <td>Expenditures for items of tangible property of a generally non expendable nature which maintain their utility over a period of time. Items charged to this account must be included on the equipment inventory and meet the criteria for a movable personal property as defined in OCGA 50-16-161</td> </tr> <tr> <td>721001</td> <td>Computer Equipment</td> <td>Expenditures for EDP Equipment which meet the movable personal property requirements of OGCA 50-16-161</td> </tr> <tr> <td>723001</td> <td>Land</td> <td>Expenditures made for the purchase of land</td> </tr> <tr> <td>725001</td> <td>Improvmnets Other than Buildings</td> <td>Expenditures made for acquiring and improving buildings. These costs include the principal amount of capital lease paymnets.</td> </tr> <tr> <td>616001</td> <td>Equipment required on inventory, but not capitalized or depreciated.</td> <td>Expenditures/expenses for items of tangible property of a generally non-expendable nature which maintain their utility over a period of time. Items in this category must have an acquisition cost less than the standard definition of movable personal property set forth in OCGA 50-16-161. These items however, will have been included on the property management inventory for management purposes.</td> </tr> </tbody> </table> <p>Accounts Payable may also generate a voucher for a subsequent payment on a previous Purchase Order. If the original Purchase Order or Voucher showed the Asset Management Routing Indicator to have been clicked "On", any subsequent voucher should also show the Asset Management Routing Indicator as "On".</p> <p>The complete list of accounts can be found in the Accounting Procedures Manual on the Dept of Audits website, http://www.audits.state.ga.us</p>	ACCOUNT NO.	ACCOUNT NAME	ACCOUNT DEFINITION	720001	Equipment - Machinery & Equipment	Expenditures for items of tangible property of a generally non expendable nature which maintain their utility over a period of time. Items charged to this account must be included on the equipment inventory and meet the criteria for a movable personal property as defined in OCGA 50-16-161	721001	Computer Equipment	Expenditures for EDP Equipment which meet the movable personal property requirements of OGCA 50-16-161	723001	Land	Expenditures made for the purchase of land	725001	Improvmnets Other than Buildings	Expenditures made for acquiring and improving buildings. These costs include the principal amount of capital lease paymnets.	616001	Equipment required on inventory, but not capitalized or depreciated.	Expenditures/expenses for items of tangible property of a generally non-expendable nature which maintain their utility over a period of time. Items in this category must have an acquisition cost less than the standard definition of movable personal property set forth in OCGA 50-16-161. These items however, will have been included on the property management inventory for management purposes.
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<p>Expected Results:</p>	<p>An understanding of Asset Management's underlying concepts</p>																		

Asset Management Process Flow



Concepts (continued)

Step 4	(2) INTFC_PRE_AM
<i>Lecture</i>	The Purchase Order and Accounts Payable transactions completed each day are added to the INTFC-PRE-AM Table. The transactions accumulate and remain here until the Pre-Interface Loader Program (AMPS 1000) is run.
Expected Results:	An understanding of Asset Management's underlying concepts

Step 5	(3) Pre-Interface Loader Program (AMPS 1000)
<i>Lecture</i>	The Pre-Interface Loader Program (AMPS 1000) is run each Friday night to move data from the INTFC-PRE_AM Table to the INTFC_PHY-A and INTFC-FIN Tables.
Expected Results:	An understanding of Asset Management's underlying concepts

Step 6	(4) INTFC_PHY-A
<i>Lecture</i>	<p>The INTFC_PHY-A Table is the physical Transaction Loader Table. It is used to populate physical transactions into the Asset Management database. Select users are allowed access to this table to review interfaced data and perform certain functions:</p> <ul style="list-style-type: none"> • Set the Auto Approval Status to "On" or "Off" • Change the Load Status from "Pending" to "Errored" or from "Errored" to "Pending" • Unitize (Load – Unitize Assets Transaction) • Consolidate(Load – Consolidate Assets Transaction) • Change the Profile ID or Description Location or Serial No.
Expected Results:	An understanding of Asset Management's underlying concepts

Concepts (continued)

<p>Step 7</p> <p><i>Lecture</i></p>	<p>(5) INTFC_FIN</p> <p>The INTFC_FIN Table is the financial Transaction Loader Table. It is used to populate physical transactions into the Asset Management database. Select users are allowed access to this table to review interfaced data and perform certain functions:</p> <ul style="list-style-type: none"> • Set the Auto Approval Status to “On” or “Off” • Change the Load Status from “Pending” to “Errored” or from “Errored” to “Pending” • Unitize (Load – Unitize Assets Transaction) • Consolidate (Load – Consolidate Assets Transaction) • Change the Organization
<p>Expected Results:</p>	<p>An understanding of Asset Management’s underlying concepts</p>
<p>Step 8</p> <p><i>Lecture</i></p>	<p>(6) Transaction Loader (AMIF 1000)</p> <p>The Transaction Loader (AMIF 1000) is run each Friday night, moving asset information from the INTFC_PHY-A and INTFC_FIN Tables to the Asset Management Database and to the Open Transaction Table.</p>
<p>Expected Results:</p>	<p>An understanding of Asset Management’s underlying concepts</p>
<p>Step 9</p> <p><i>Lecture</i></p>	<p>(7) On-Line Transactions</p> <p>On-Line transactions are processed on a daily or as-needed basis to add or modify asset information. These transactions are stored on various Asset Management tables and on the Open Transaction Table. The On-Line Transactions include Asset Express Add, Retire/Reinstate, Adjust, Transfer and Asset Basic Information (for miscellaneous data maintenance).</p>
<p>Expected Results:</p>	<p>An understanding of Asset Management’s underlying concepts</p>

Concepts (continued)

Step 10	(8) Asset Table
<i>Lecture</i>	The Asset Table is in fact, a series of tables that track the physical attributes of an asset: Asset ID, Description, Location, Custodian, Acquisition detail, Parent Asset ID.
Expected Results:	An understanding of Asset Management's underlying concepts

Step 11	(9) Book Table
<i>Lecture</i>	The Book Table tracks the depreciation definition information for an asset book.
Expected Results:	An understanding of Asset Management's underlying concepts

Step 12	(10) Cost Table
<i>Lecture</i>	The Cost Table tracks the cost transactions for a given asset book.
Expected Results:	An understanding of Asset Management's underlying concepts

Step 13	(11) Open Transaction Table
<i>Lecture</i>	The Open Transaction Table is used to track "open" transactions. An entry is created in this table for every financial transaction. This table serves as a "to do" list for the depreciation calculation (AMDPCALC) and accounting entry creation (AMAEDIST) programs. This table contains fields which control whether the depreciation program needs to be executed for each transaction and whether the accounting entry program needs to be executed for each transaction.
Expected Results:	An understanding of Asset Management's underlying concepts

Concepts (continued)

<p>Step 14</p> <p><i>Lecture</i></p>	<p>(12) Calculate Depreciation (AMDPCALC)</p> <p>The depreciation Calculation process (AMDPCALC) is run daily. It uses asset information on the Open Transaction table to calculate depreciation for the life of the asset. This information is stored on the Depreciation Table and is used to create depreciation accounting entries. If subsequent changes are made to the asset's cost or depreciation attributes, depreciation will be recalculated. When depreciation occurs it will effect the value not the acquisition cost.</p>
<p>Expected Results:</p>	<p>An understanding of Asset Management's underlying concepts</p>

<p>Step 15</p> <p><i>Lecture</i></p>	<p>(13) Depreciation Table</p> <p>The Depreciation Table stores depreciation information for each asset. The depreciation information is created by the Depreciation Calculation program (AMDPCALC).</p>
<p>Expected Results:</p>	<p>An understanding of Asset Management's underlying concepts</p>

<p>Step 16</p> <p><i>Lecture</i></p>	<p>(14) Create Non-depreciation Accounting Entries (AMAEDIST)</p> <p>Accounting Entry Creation (AMAEDIST) is run daily. It generates accounting entries for all Asset Management transaction not related to depreciation or lease payments. The accounting entries are written to the DIST_LN Table.</p>
<p>Expected Results:</p>	<p>An understanding of Asset Management's underlying concepts</p>

Concepts (continued)

<p>Step 17</p> <p><i>Lecture</i></p>	<p>(15) Create Depreciation Accounting Entries (AMDPCLOS)</p> <p>The Depreciation Close process (AMDPCLOS) is run monthly. It generates accounting entries for depreciation and lease payments for a given accounting period. The entries are based on information calculated by the Depreciation Calculation process and stored on the Depreciation Table. The accounting entries are written to the DIST_LN Table.</p>
<p>Expected Results:</p>	<p>An understanding of Asset Management's underlying concepts</p>
<p>Step 18</p> <p><i>Lecture</i></p>	<p>(16) DIST-LN Distribution Lines</p> <p>The DIST_LN Table stores accounting entries created for an asset.</p>
<p>Expected Results:</p>	<p>An understanding of Asset Management's underlying concepts</p>
<p>Step 19</p> <p><i>Lecture</i></p>	<p>(17) Journal Generator</p> <p>The Journal Generator is run daily. It uses information from the DIST_LN Table and Accounting Entry Templates to create information to send to the General Ledger Journal Line and Journal Header Tables.</p>
<p>Expected Results:</p>	<p>An understanding of Asset Management's underlying concepts</p>

Concepts (continued)

Step 20	(18) JRNL_HEADER
<i>Lecture</i>	The Journal Header Table contains summary journal information being sent from Asset Management to the General Ledger.
Expected Results:	An understanding of Asset Management's underlying concepts

Step 21	(19) JRNL_LN
<i>Lecture</i>	The Journal Line Table contains detailed journal information being sent from Asset Management to the General Ledger.
Expected Results:	An understanding of Asset Management's underlying concepts

Concepts (continued)

<p>Step 22</p> <p><i>Lecture</i></p>	<p>ACCOUNTING ENTRY GENERATION</p> <p>The accounting entries which are generated by the Accounting Entry Creation process (#14) are generated based on the Accounting Entry Template. This template is setup based on Category and Transaction Type.</p> <p>As asset transactions occur in the system, they are assigned specific Transaction Types. These types are distributed to the ledger.</p> <p>The following table illustrates the Transaction Types and their associated Sources.</p> <table border="1" data-bbox="381 716 1385 1312"> <thead> <tr> <th data-bbox="381 716 716 806">Transaction Type</th> <th data-bbox="716 716 1385 806">Transaction Source</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 806 716 898">ADD</td> <td data-bbox="716 806 1385 898">Asset Express Add AP/PO Interface Add – Load Type FAD/Fin Add</td> </tr> <tr> <td data-bbox="381 898 716 991">ADJ</td> <td data-bbox="716 898 1385 991">Asset Cost Adjustment/Transfer AP/PO Interface Adj – Load Type ADQ/Adjust CstAcqd</td> </tr> <tr> <td data-bbox="381 991 716 1058">TRF</td> <td data-bbox="716 991 1385 1058">Asset Cost Transfer</td> </tr> <tr> <td data-bbox="381 1058 716 1125">RET</td> <td data-bbox="716 1058 1385 1125">Asset Retirement Transaction</td> </tr> <tr> <td data-bbox="381 1125 716 1192">REI</td> <td data-bbox="716 1125 1385 1192">Asset Reinstatement Transaction</td> </tr> <tr> <td data-bbox="381 1192 716 1257">DPR</td> <td data-bbox="716 1192 1385 1257">Depreciation Entry</td> </tr> <tr> <td data-bbox="381 1257 716 1312">PDP</td> <td data-bbox="716 1257 1385 1312">Prior Period Depreciation Entry</td> </tr> </tbody> </table>	Transaction Type	Transaction Source	ADD	Asset Express Add AP/PO Interface Add – Load Type FAD/Fin Add	ADJ	Asset Cost Adjustment/Transfer AP/PO Interface Adj – Load Type ADQ/Adjust CstAcqd	TRF	Asset Cost Transfer	RET	Asset Retirement Transaction	REI	Asset Reinstatement Transaction	DPR	Depreciation Entry	PDP	Prior Period Depreciation Entry
Transaction Type	Transaction Source																
ADD	Asset Express Add AP/PO Interface Add – Load Type FAD/Fin Add																
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TRF	Asset Cost Transfer																
RET	Asset Retirement Transaction																
REI	Asset Reinstatement Transaction																
DPR	Depreciation Entry																
PDP	Prior Period Depreciation Entry																
<p>Expected Results:</p>	<p>An understanding of Asset Management’s underlying concepts</p>																

The following tables will illustrate the account number assignments for each Profile ID. These tables can be used as a reference in the event that you need to determine the contra accounts that are setup to be distributed to GL. The tables are separated by Governmental and Proprietary Agencies.

Step 23

Lecture

**ASSET MANAGEMENT POSTING TO THE GFAAG LEDGER
(FOR GOVERNMENTAL AGENCIES)**

PROFILE	CATEGORY	USEFUL LIFE	ASSET ACCT	ACCUM DEPR	REMOVAL CONTRA	CONTRA ACCT	DEPR EXP
ARTDEPDON	ARTDD	480	185001	186001	475001	466001	740001
ARTDEPPUR	ARTDP	480	185001	186001	475001	726002	740001
ARTNONDON	ARTND	480	187001	NA	475001	466001	NA
ARTNONPUR	ARTNP	480	187001	NA	475001	726001	NA
BLDG	BLDG	378	171001	172001	475001	724001	740001
BLDG_10	BLDG	120	171001	172001	475001	724001	740001
BLDG_15	BLDG	180	171001	172001	475001	724001	740001
BLDG_20	BLDG	240	171001	172001	475001	724001	740001
BLDG_25	BLDG	300	171001	172001	475001	724001	740001
BLDG_30	BLDG	360	171001	172001	475001	724001	740001
BLDG_40	BLDG	480	171001	172001	475001	724001	740001
BLDG_NON	SVAL	360	NA	NA	NA	NA	NA
BLGIMP05	BLDG	60	171001	172001	475001	724001	740001
BLGIMP10	BLDG	120	171001	172001	475001	724001	740001
BLGIMP15	BLDG	180	171001	172001	475001	724001	740001
BLGIMP20	BLDG	240	171001	172001	475001	724001	740001
COMP	M&E	36	175001	176001	475001	720001	740001
COMPEQUIP	M&E	60	175001	176001	475001	720001	740001
CSVALAST	SVA	60	NA	NA	NA	NA	NA
EQ_AV	M&E	60	175001	176001	475001	720001	740001
EQ_COMM	M&E	60	175001	176001	475001	720001	740001
EQ_MT/FM	M&E	60	175001	176001	475001	720001	740001
EQ_M_LAB	M&E	60	175001	176001	475001	720001	740001
EQ_OFF_RD	M&E	120	175001	176001	475001	720001	740001
EQ_OTHER	M&E	60	175001	176001	475001	720001	740001
EQ_SCTY	M&E	60	175001	176001	475001	720001	740001
FACIMP 5	IMPR	60	173001	174001	475001	725001	740001
FACIMP10	IMPR	120	173001	174001	475001	725001	740001
FACIMP15	IMPR	180	173001	174001	475001	725001	740001
FACIMP20	IMPR	240	173001	174001	475001	725001	740001
FACIMP25	IMPR	300	173001	174001	475001	725001	740001
FURN	M&E	60	175001	176001	475001	720001	740001
HVAC	M&E	60	175001	176001	475001	720001	740001
IMPR	IMPR	180	173001	174001	475001	725001	740001
INFRA_15	INFR	180	183001	184001	475001	733001	740001
INFRA_20	INFR	240	183001	184001	475001	733001	740001
INFRA_25	INFR	300	183001	184001	475001	733001	740001
LAND	LAND	60	170001	NA	475001	723001	NA
LCOMP	LM&E	60	175001	176001	475001	200001	740001
LIB_COL	LIB	120	177001	178001	475001	727001	740001
LMACH	LM&E	60	175001	176001	475001	200001	740001
MACH	M&E	60	175001	176001	475001	720001	740001
OFF_MACH	M&E	60	175001	176001	475001	720001	740001
SMALLCOMP	SVAL	36	NA	NA	NA	NA	NA
SMALLVALUE	SVAL	60	NA	NA	NA	NA	NA
SMALVALVEH	SVAL	36	NA	NA	NA	NA	NA
SOFT	INT	120	168001	169001	475001	663001	740001
SVALASST	SVA	60	NA	NA	NA	NA	NA
VEHICLE	M&E	60	175001	176001	475001	720001	740001
WEAPONS	M&E	60	175001	176001	475001	720001	740001
WEAPONSVAL	SVAL	60	NA	NA	NA	NA	NA

*Loss, Gain, Trade In, Proceeds are charged to 475001 – Proceeds from disposition of General Fixed Assets

Expected Results:

An understanding of Asset Management’s underlying concepts

Step 24

Lecture

**ASSET MANAGEMENT POSTING TO THE GAAPACTUAL LEDGER
(FOR PROPRIETARY AGENCIES)**

PROFILE	CATEGORY	USEFUL LIFE	ASSET ACCT	ACCUM DEPR	REMOVAL CONTRA	CONTRA ACCT	DEPR EXP
ARTDEPDONZ	ARTDD	480	185001	186001	475001	466001	740001
ARTDEPPURZ	ARTDP	480	185001	186001	475001	726002	740001
ARTNONDONZ	ARTND	480	187001	NA	475001	466001	NA
ARTNONPURZ	ARTNP	480	187001	NA	475001	726001	NA
BLDG_10_Z	BLDGZ	120	171001	172001	475001	724001	740001
BLDG_15_Z	BLDGZ	180	171001	172001	475001	724001	740001
BLDG_20_Z	BLDGZ	240	171001	172001	475001	724001	740001
BLDG_25_Z	BLDGZ	300	171001	172001	475001	724001	740001
BLDG_30_Z	BLDGZ	360	171001	172001	475001	724001	740001
BLDG_40_Z	BLDGZ	480	171001	172001	475001	724001	740001
BLDG_Z	BLDGZ	378	171001	172001	475001	724001	740001
BLGIMP05Z	BLDGZ	60	171001	172001	475001	724001	740001
BLGIMP10Z	BLDGZ	120	171001	172001	475001	724001	740001
BLGIMP15Z	BLDGZ	180	171001	172001	475001	724001	740001
BLGIMP20Z	BLDGZ	240	171001	172001	475001	724001	740001
COMPEQUIPZ	M&EZ	60	175001	176001	475001	720001	740001
COMP_Z	M&EZ	36	175001	176001	475001	720001	740001
EQ_AV_Z	M&EZ	60	175001	176001	475001	720001	740001
EQ_COMM_Z	M&EZ	60	175001	176001	475001	720001	740001
EQ_MT/FM_Z	M&EZ	60	175001	176001	475001	720001	740001
EQ_M_LAB_Z	M&EZ	60	175001	176001	475001	720001	740001
EQ_OFFRD_Z	M&EZ	120	175001	176001	475001	720001	740001
EQ_OTHER_Z	M&EZ	60	175001	176001	475001	720001	740001
EQ_SCTY_Z	M&EZ	60	175001	176001	475001	720001	740001
FACIMP 5Z	IMPRZ	60	173001	174001	475001	725001	740001
FACIMP10Z	IMPRZ	120	173001	174001	475001	725001	740001
FACIMP15Z	IMPRZ	180	173001	174001	475001	725001	740001
FACIMP20Z	IMPRZ	240	173001	174001	475001	725001	740001
FACIMP25Z	IMPRZ	300	173001	174001	475001	725001	740001
FURN_Z	M&EZ	60	175001	176001	475001	720001	740001
HVAC_Z	M&EZ	60	175001	176001	475001	720001	740001
IMPR_Z	IMPRZ	180	173001	174001	475001	725001	740001
INFRA_15_Z	INFRZ	180	183001	184001	475001	733001	740001
INFRA_20_Z	INFRZ	240	183001	184001	475001	733001	740001
INFRA_25_Z	INFRZ	300	183001	184001	475001	733001	740001
LAND_Z	LANDZ	60	170001	NA	475001	723001	NA
LCOMP_Z	LM&EZ	60	175001	176001	475001	200001	740001
LIB_COLZ	LIBZ	120	177001	178001	475001	727001	740001
LMACH_Z	LM&EZ	60	175001	176001	475001	200001	740001
MACH_Z	M&EZ	60	175001	176001	475001	720001	740001
OFF_MACH_Z	M&EZ	60	175001	176001	475001	720001	740001
SOFTZ	INTZ	120	168001	169001	475001	663001	740001
VEHICLE_Z	M&EZ	60	175001	176001	475001	720001	740001
WEAPONS_Z	M&EZ	60	175001	176001	475001	720001	740001

*Loss, Gain, Trade In, Proceeds are charged to 475001 – Proceeds from disposition of General Fixed Assets

D. Exercises

<p>Activity</p> 	<p>Materials</p>   
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Review the exercise levels with the participants and let them know you will be walking them through Level 1 exercises. Upon successful completion of Level 1 exercises, perform a quick debrief, participants will proceed to Level 2 and 3 exercises.

Participants are directed to begin each exercise from Go in the PeopleSoft menu to clear the data from the previous exercise. As participants become more comfortable in PeopleSoft, they may recognize that they are already in the correct window and omit the Go step. In this case, direct participants to click  to close the panel.

<p><i>Instructor/ Participant Demo</i></p> <p><i>Participant Hands-on</i></p> <p><i>Participant Hands-on</i></p>	<p>Exercise 1 - Understanding Asset Profiles</p> <p>Exercise 2 - Viewing Asset Profiles</p> <p>Exercise 3 - Understanding Asset Categories</p> <p>Exercise 4 - Viewing Asset Categories</p> <p>Exercise 5 - Adding new Locations</p> <p>These exercises will introduce you to some basic concepts within PeopleSoft Asset Management.</p>
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Exercise 1 – Understanding Asset Profiles

PeopleSoft Asset Management asset profiles make asset entry a breeze. You establish the default depreciation calculations, limits, attributes and tax credits once in an asset profile, and use one of these custom-made templates each time you acquire an asset. You can add assets in realtime, mass, “in process,” or retroactively, and automate additions from accounts payable, purchasing, and project accounting. Then validate asset entry using standard formulas or defining your own, and post those transactions automatically to your general ledger.

Understanding profiles is one of the major layers of foundation to understanding PeopleSoft Asset Management. The profile determines how an asset will be processed in the system. Will the asset be depreciable? What books are going to be affected? What convention will be used for the asset? These profiles are setup in advance so that when you are prepared to enter an asset into the system, the amount of information that you will need to enter will be reduced.

ASSET 
The following is a list of attributes of the car: <ul style="list-style-type: none">• Capitalized asset• Depreciable• The asset is categorized as M&E• Useful life is 60 periods• Depreciation method is Straight Line

Let's say for example that your agency has purchased 50 new vehicles. Would you want to enter the above detail for each of the 50 cars as you enter them into the system? To keep you from having to enter the detail individually, PROFILES are setup.

Exercise 1 (continued)

<table border="1" style="margin: auto;"> <tr> <td style="padding: 5px;">PROFILE</td> </tr> <tr> <td style="padding: 10px;">VEHICLE</td> </tr> </table>	PROFILE	VEHICLE
PROFILE		
VEHICLE		
<ul style="list-style-type: none"> • Capitalized asset • Depreciable • M&E category • Useful life is 60 periods • Depreciation method is Straight Line 		

When an asset is added, the system will ask for a PROFILE.

Asset		Before Profile:		Profile Added to Asset		After Profile:
Asset 1	→	Capitalize? _____ Depreciable? _____ Category: _____ Useful Life: _____ Method: _____	→	VEHICLE	→	Capitalize? <u>Yes</u> . Depreciable? <u>Yes</u> . Category: <u>M&E</u> . Useful Life: <u>60</u> . Method: <u>Straight Line</u> .
Asset 2	→	Capitalize? _____ Depreciable? _____ Category: _____ Useful Life: _____ Method: _____	→	VEHICLE	→	Capitalize? <u>Yes</u> . Depreciable? <u>Yes</u> . Category: <u>M&E</u> . Useful Life: <u>60</u> . Method: <u>Straight Line</u> .
Asset 3	→	Capitalize? _____ Depreciable? _____ Category: _____ Useful Life: _____ Method: _____	→	[]	→	Capitalize? _____ Depreciable? _____ Category: _____ Useful Life: _____ Method: _____
Asset 50	→	Capitalize? _____ Depreciable? _____ Category: _____ Useful Life: _____ Method: _____	→	[]	→	Capitalize? _____ Depreciable? _____ Category: _____ Useful Life: _____ Method: _____

Exercise 1 (continued)

When adding an asset, once you specify that the asset has a PROFILE of Vehicle, the asset will automatically receive the attributes: Capitalized, Depreciable, M&E Category, Useful Life of 60 periods, and Straight Line Depreciation.



Why did the attributes not default for Asset 3 and Asset 50?

Answer: No profile was specified for the assets.

Exercise 2 – Viewing Asset Profiles

Scenario: This is background information for training. Asset Profiles provide the default information you'll use every day. The purpose of this exercise is to show the valid Profiles in the system and to show you what type of information defaults onto an asset based on the profile.

online Library: *Asset Profiles*

Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Define Business Rules → Establish Asset Processing
<i>Instructor/ Participant Demo</i>	
Expected Results:	The Establish Asset Processing window displays.

Step 3	Select: Use → A-M → Asset Profile → Definition → Update/Display
<i>Instructor/ Participant Demo</i>	
Expected Results:	A dialog box displays.

Exercise 2 (continued)

Step 4 <i>Instructor/ Participant Demo</i>	Enter or select the following: SetID: STATE Asset Profile ID: COMP Click: OK
Expected Results:	The Definition panel displays.

Step 5 <i>Instructor/ Participant Demo</i>	Describe the significant fields on this panel.
Expected Results:	An understanding of the fields for this part of the Asset Profile

Step 6 <i>Instructor/ Participant Demo</i>	Click on the tab for the Book General 1 panel.
Expected Results:	The Book General 1 panel displays.

Step 7 <i>Instructor/ Participant Demo</i>	Describe the significant fields on this panel.
Expected Results:	An understanding of the fields for this part of the Asset Profile

Exercise 2 (continued)

Step 8 <i>Instructor/ Participant Demo</i>	Click on the tab for the Book General 2 panel.
Expected Results:	The Book General 2 panel displays.

Step 9 <i>Instructor/ Participant Demo</i>	Describe the significant fields on this panel.
Expected Results:	An understanding of the fields for this part of the Asset Profile

Step 10 <i>Instructor/ Participant Demo</i>	Click on the tab for the Book – Tax panel.
Expected Results:	The Book – Tax panel displays.

Step 11 <i>Instructor/ Participant Demo</i>	Describe the significant fields on this panel.
Expected Results:	An understanding of the fields for this part of the Asset Profile

Step 12 <i>Instructor/ Participant Demo</i>	Click on the tab for the Book – Tax Credit panel.
Expected Results:	The Book – Tax panel displays.

Exercise 2 (continued)

Step 13 <i>Instructor/ Participant Demo</i>	Describe the significant fields on this panel.
Expected Results:	An understanding of the fields for this part of the Asset Profile

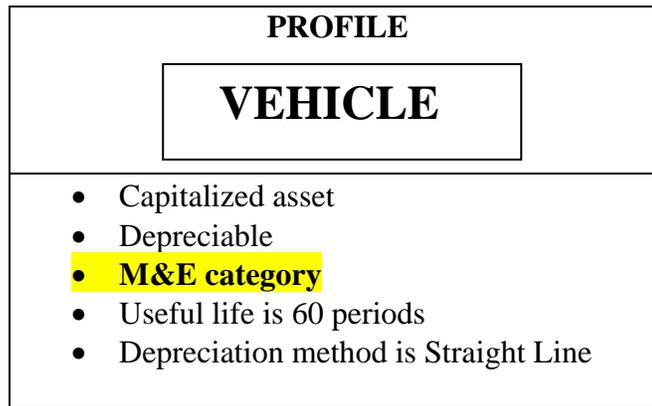
Step 14	Click:  to close this panel without saving any changes.
Expected Results:	The panel closes and you return to the Establish Asset Processing window.

Exercise completed.

Exercise 3 – Understanding Asset Categories

Asset Categories classify assets by type for accounting entry purposes. Typically, these categories reflect how assets are reported on your balance sheets. Examples of commonly used asset categories are Furniture and Fixtures, Machinery and Equipment, Office Equipment, Leasehold Improvements, and so forth.

In Exercise 2, we reviewed asset profiles. When asset profiles are setup, an asset category is attached to that profile. In our previous example for the Vehicle profile, it had a category of M&E.



Note: When you add an asset, you will not be able to change the CATEGORY. The category that appears on the asset will default based on the PROFILE ID.

Asset	Before Profile:	Profile Added to Asset	After Profile:
<div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> Asset 1 </div>	Capitalize? _____ Depreciable? _____ Category: _____ Useful Life: _____ Method: _____	<div style="border: 1px solid black; width: 80px; height: 25px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> VEHICLE </div>	Capitalize? <u>Yes</u> . Depreciable? <u>Yes</u> . Category: <u>M&E</u> . Useful Life: <u>60</u> . Method: <u>Straight Line</u> .

Earlier in the chapter, we reviewed the integration diagram which showed the process of how data moves from AP/PO to AM and then to GL. One of the key aspects of moving data from AM to GL is accomplished via Asset Categories. When an asset is added, we will specify the Organization, BY, Cost, as well as additional financial information needed to be recorded for the asset. However, we do not specify accounts in which to book the activity. This is how categories are used within the system.

Exercise 3 (continued)

Categories are linked to specific accounts based on the transaction that is being performed on an asset. A few examples of asset transactions include adds, adjustments, and retirements. These categories correspond to Accounting Entry Templates that are created in the system. From the templates, we are able to create balanced accounting entries to send to GL to account for our assets.

Let's look at an example. We'll use our previous example of the car.

Asset	Before Profile:	Profile Added to Asset	After Profile:
Asset 1	Capitalize? _____ Depreciable? _____ Category: _____ Useful Life: _____ Method: _____	VEHICLE	Capitalize? <u>Yes</u> Depreciable? <u>Yes</u> Category: M&E Useful Life: <u>60</u> Method: <u>Straight Line</u>

**ACCOUNTING ENTRY TEMPLATE FOR
CATEGORY: M&E
TRANSACTION TYPE: ADD**

TYPE	ACCOUNT
DEPR EXPENSE	740001
FIXED ASSET	175001
CONTRA ACCOUNT	720001
ACCUM DEPR	176001



We just ADDED the asset into the system. We specified all of the Chartfield data except for account because the account is assigned by the system based on the Accounting Entry Template. What accounts will be used to generate the balanced accounting entries to send to GL?

	ACCOUNT	ORG	FUND	PROGRAM	SUB-CLS	BY	PROJECT	AMOUNT
ASSET 1	_____	400CNV	A1	CNV	CNV	2003	10R	8,000
ASSET 1	_____	400CNV	A1	CNV	CNV	2003	10R	-8,000

Answer: 175001, 720001

Note: For more account combinations, see Step 23 in the Concepts section of this chapter.

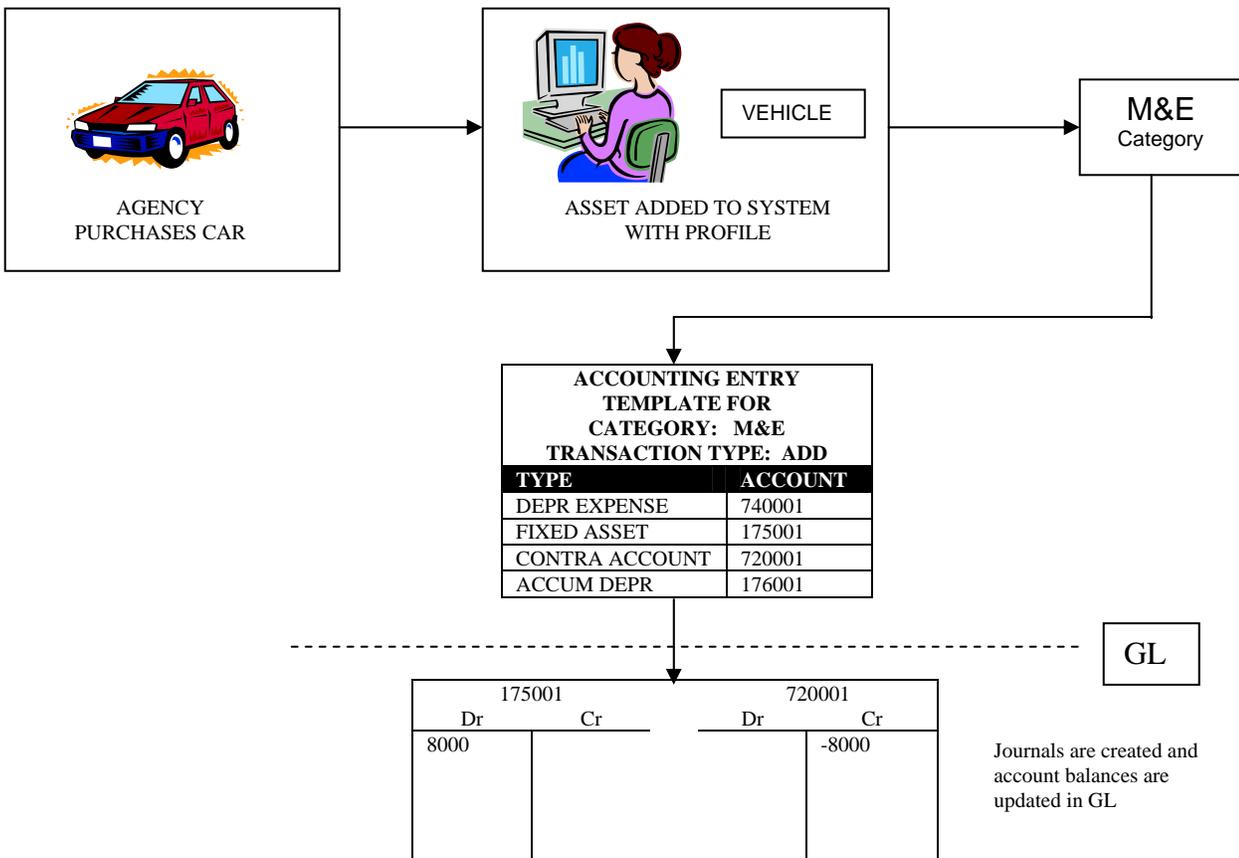
Exercise 3 (continued)

When journal generator is run, the accounting entry for the add will be sent to the general ledger. A journal will be created and eventually posted to the ledger resulting in new balances for the ledger accounts.

T-Accounts for the above example.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;">175001</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Dr</td> <td style="border-top: 1px solid black; text-align: center;">Cr</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;">8000</td> <td style="padding: 5px;"></td> </tr> </table>		175001	Dr	Cr	8000		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;">720001</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Dr</td> <td style="border-top: 1px solid black; text-align: center;">Cr</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;"></td> <td style="padding: 5px; text-align: right;">-8000</td> </tr> </table>		720001	Dr	Cr		-8000
	175001												
Dr	Cr												
8000													
	720001												
Dr	Cr												
	-8000												

RECAP



Note: The profile you select when adding an asset has a direct affect on the GL.

Exercise 4 – Access and View Asset Categories

Scenario: This is background information for training. Asset Categories classify assets for accounting entry purposes. The purpose of this exercise is to show a list of valid categories in the system and to see how categories affect depreciation.

online Library: *Asset Categories*

Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Define Business Rules → Establish Asset Processing
<i>Instructor/ Participant Demo</i>	
Expected Results:	The Establish Asset Processing window displays.

Step 3	Select: Use → A-M → Category → Update/Display
<i>Instructor/ Participant Demo</i>	
Expected Results:	A dialog box displays.

Exercise 4 (continued)

Step 4 <i>Instructor/ Participant Demo</i>	Enter or select the following: SetID: STATE Asset Category: M&E Click: OK
Expected Results:	The Category panel displays.

Step 5 <i>Instructor/ Participant Hands-On</i>	Describe the significant fields on this panel.
Expected Results:	An understanding of the fields for Asset Categories.

Step 6 <i>Instructor/ Participant Demo</i>	Click:  to close this panel without saving any changes.
Expected Results:	The panel closes and you return to the Establish Asset Processing window.

Exercise completed.

Exercise 5 – Add a New Location

Locations provide information that is referenced in multiple places in Phoenix, including business units, purchase orders, asset definitions, and bank accounts. Locations are used by AM, AP, and PO users. In AM, the location specifies the physical location of an asset.

Note: There is a possibility that one location can be used by each one of these users. In order to prevent any potential issues with one area modifying a location used by another area, all AM locations will be added with a prefix of AM_.

Scenario: The purpose of this exercise is to enter into the system a new asset location that does not currently exist.

online Library: *Locations*

Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go→Define Business Rules→Define General Options
<i>Instructor/ Participant Demo</i>	
Expected Results:	The Define General Options window displays.

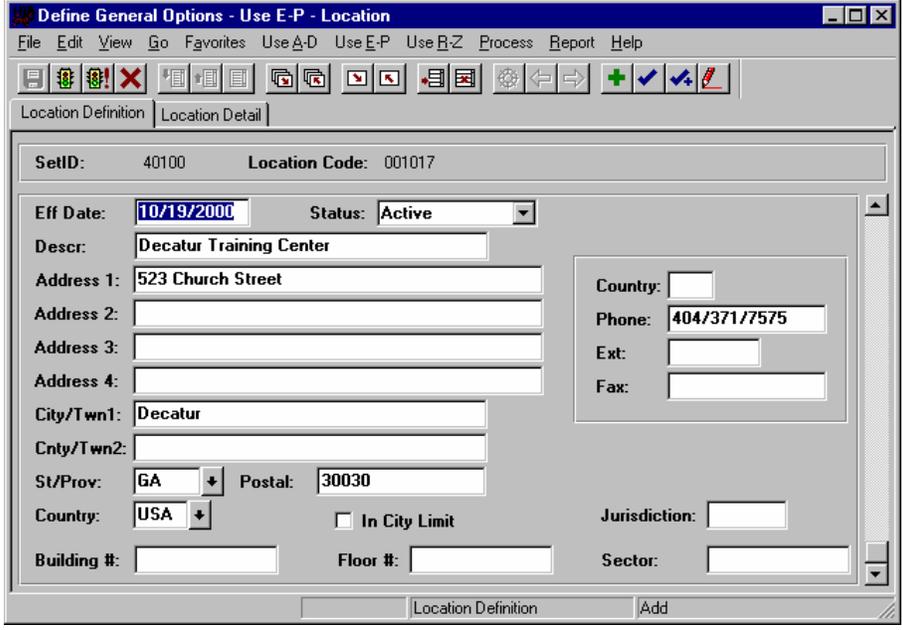
Step 3	Select: Use→E-P→Location→Location Definition→Add
<i>Instructor/ Participant Demo</i>	
Expected Results:	A dialog box displays.

Exercise 5 (continued)

Step 4 <i>Instructor/ Participant Demo</i>	Enter the following: SetID: 40100 Location Code: AM_Your User ID <u>Note:</u> All asset locations should be added with a preface of AM_. Click: OK
Expected Results:	The Location Add panel displays.

Step 5 <i>Instructor/ Participant Hands-On</i>	On the Location Definition panel. Enter the following Descr: Create your own Address: Create your own City: Create your own State: Create your own Postal: Create your own Country: Create your own If applicable, enter Building #, Floor, phone, and fax numbers.
Expected Results:	Correct data entry

Exercise 5 (continued)

<p>Step 6 <i>Instructor/ Participant Hands-On</i></p>	<p>Location Definition</p> <p>View the fields on this panel</p> 
<p>Expected Results:</p>	<p>Correct data entry.</p>

<p>Step 7 <i>Instructor/ Participant Demo</i></p>	<p>Click:  to save.</p>
<p>Expected Results:</p>	<p>The new information is saved.</p>

Note: The Locations panel is used by multiple applications. Therefore, to ensure that different areas do not update or modify other area's locations, only update locations that begin with AM_. If you need to update a location that does not begin with AM_, re-add the location and name it AM_ xxx.

Exercise completed.

E. Summary and Review

<p>Activity</p>  <p>LECTURE</p>	<p>Materials</p>  <p>GUIDE</p>  <p>REVIEW</p>	<p><i>Duration</i></p> <p><i>Instructor Led:</i> 15 min. <i>Participant Hands-on:</i> 45 min.</p>
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<p>Step 1</p> <p><i>Small Group Discussion</i></p> <p><i>or</i></p> <p><i>Pair Teaming w/Discussion</i></p>	<p>ACTIVITY:</p> <p>Update the Location that you just entered. Insert a new address for the location which will become effective 10/12/2006.</p> <table border="1" data-bbox="477 737 1338 814"> <tr> <td>SETID</td> <td>40100</td> </tr> <tr> <td>LOCATION</td> <td>AM_Your User ID</td> </tr> </table> <table border="1" data-bbox="477 852 1338 1005"> <tr> <td>EFF DATE</td> <td>10/12/2006</td> </tr> <tr> <td>STATUS</td> <td>ACTIVE</td> </tr> <tr> <td>DESCR</td> <td>FUTURE ADDRESS</td> </tr> <tr> <td>ADDRESS 1</td> <td>PO BOX 75342</td> </tr> </table>	SETID	40100	LOCATION	AM_Your User ID	EFF DATE	10/12/2006	STATUS	ACTIVE	DESCR	FUTURE ADDRESS	ADDRESS 1	PO BOX 75342
SETID	40100												
LOCATION	AM_Your User ID												
EFF DATE	10/12/2006												
STATUS	ACTIVE												
DESCR	FUTURE ADDRESS												
ADDRESS 1	PO BOX 75342												

<p>Step 2</p> <p><i>Small Group Discussion</i></p> <p><i>or</i></p> <p><i>Pair Teaming w/Discussion</i></p>	<p>Answer the following questions:</p> <ol style="list-style-type: none"> 1. Name three possible sources for asset data. 2. How does PeopleSoft identify which assets are depreciated and which are not? 3. How do you access information about an asset's profile? 4. What is the purpose of the LOCATION control table? <p>Hint: Answers can be found in the online Library.</p>
<p>Expected Results:</p>	<p>An understanding of the key concepts for Introduction to Asset Management</p>

Answer: Purchasing, Accounts Payable, online asset entry via Asset ExpressAdd

Answer: It provides address information such as street address, suite number, etc.

Fundamentals



Congratulations! You have just completed the Fundamentals section. This module contained the tools needed to learn all concepts and procedures involved in an overview of Asset Management.

Goal To have the skills and knowledge necessary to create and modify asset information

Participant Objectives You should be able to:

1. Understand the asset management process
2. Identify external sources of asset management data
3. Describe on-line transactions within asset management
4. Describe the purpose of a profile
5. Describe the purpose of a category
6. Add a new location



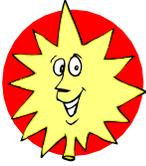
Phoenix End-User Training

SECTION 2: ADDING AN ASSET VIA EXPRESSADD

INSTRUCTOR AND PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ASSET MANAGEMENT
NOVEMBER 2004

Adding an Asset via ExpressAdd



Welcome to the Adding an Asset via ExpressAdd section! This section contains the tools needed to *(deliver)* learn all the concepts and procedures involved in performing Adding an Asset via ExpressAdd in Asset Management.

Goal To have the skills and knowledge necessary to create and modify manually Phoenix asset information.

Participant Objectives At the end of this module you will be able to...

1. Add an asset using ExpressAdd
2. Understand parent child relationships
3. Add a parent asset
4. Add a child asset

Prerequisites Completion of the following modules:

1. Introduction to PeopleSoft
2. Fundamentals of Asset Management

Outline Adding an Asset via ExpressAdd

- A. Introduction
- B. Business Process
- C. Concepts
- D. Exercises
- E. Review Questions

Section Contents



ADDING AN ASSET VIA EXPRESSADD

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Instructor Notes

Before you begin this module...

- Make sure that students understand how to use their data sheet
- Explain that in the “real world,” their default business unit will be based on their Operator ID
- Remind them about how to use both the online Library and PeopleBooks when they need more information
- Remind students of navigational high points.
- Make sure they understand that this module covers the majority of work they’ll do with the Asset Management system.

ADDING AN ASSET VIA EXPRESSADD

A. Introduction

<p>Activity</p>  <p>LECTURE</p>	<p>Materials</p>  <p>GUIDE</p>  <p>FLIPCHART</p>  <p>LIBRARY</p>		
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Introduce the overall goal and objectives.

<p>Step 1</p> <p><i>Lecture</i></p>	<p>Goal: To have the skills and knowledge necessary to create and modify asset information manually.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Add an asset using ExpressAdd 2. Understand parent child relationships 3. Add a parent asset 4. Add a child asset
<p>Expected Results:</p>	<p>The goal and objectives are introduced.</p>

Introduce materials.

<p>Step 2</p> <p><i>Lecture</i></p>	<p>Materials:</p> <p>Participant Guide, flipchart, online Library, PeopleSoft</p>
<p>Expected Results:</p>	<p>The materials are introduced.</p>

Introduction (continued)

1. *Access the online Library on the PC with the participants.*

<p>Step 3</p> <p><i>Instructor/ Participant Demo</i></p>	<p>From the Table of Contents window in the online Library, expand down the following path:</p> <p style="text-align: center;"><i>PHOENIX PROGRAM ASSET MANAGEMENT PROCESSES</i> <i>Adding Assets with ExpressAdd</i></p>
<p>Expected Results:</p>	<p>The topics display in the online Library.</p>

Have participants view all topics available in the online Library. These topics are accessible in various ways. Demonstrate using the Section Introduction pop-up links and Table of Contents. Transition: Now move on to cover the business processes involved in performing manual asset transactions.

B. Business Process

<p>Activity</p>  <p>LECTURE</p>	<p>Materials</p>  <p>GUIDE</p>  <p>FLIPCHART</p>  <p>HANDOUT</p>
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<p>Step 1</p> <p><i>Lecture</i></p>	<p>Discuss the relevant business processes.</p> <p>Business Process can be found on the web using the following path: http://phoenix.gagta.com/</p> <p>AM004 Asset ExpressADD</p>
<p>Expected Results:</p>	<p>The new business processes are identified and understood.</p>

C. Concepts

<p>Activity</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">  LECTURE </div>	<p>Materials</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">  GUIDE </div> <div style="border: 1px solid black; padding: 5px; text-align: center;">  FLIPCHART </div> <div style="border: 1px solid black; padding: 5px; text-align: center;">  LIBRARY </div> </div>
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Before participants perform the procedures to successfully complete the objectives, they must have a good understanding of the underlying concepts. This will serve as an advanced organizer for the section.

<p>Step 1</p> <p><i>Lecture</i></p>	<p>The main underlying concepts for Adding an Asset via ExpressAdd are listed below:</p> <ul style="list-style-type: none"> Add an asset using ExpressAdd Understand parent child relationships Add a parent asset Add a child asset
<p>Expected Results:</p>	<p>An understanding of the major concepts involved in performing manual asset transactions.</p>

<p>Step 2</p> <p><i>Lecture</i></p>	<p>From the Table of Contents window in the online Library, expand down the following path:</p> <p style="text-align: center;"><i>PHOENIX PROGRAM ASSET MANAGEMENT PROCESSES</i> <i>Adding Assets with ExpressAdd</i> <i>Introduction</i></p>
<p>Expected Results:</p>	<p>The Introduction section displays in the online Library.</p>

Adding an Asset using ExpressAdd

When using ExpressAdd, adding assets using asset profiles to default book and depreciation information is quick and efficient—assets are automatically capitalized, you enter only the most critical information, and much of that can be defaulted from the profile (as we saw in chapter 1).

Asset Management stores two types of asset information: financial and physical. Financial information includes cost, books, depreciation method and convention, life, and so on. Physical information includes such things as tag number, specifications, location, custodian, and manufacturer.

In this chapter, we will begin entering assets into the system via the asset ExpressAdd panels. For those assets that are not generated from AP, we will need to add these assets manually. As we begin to add our assets, we will see that information is added to multiple panels.

PANEL	PURPOSE
General 1	Used to populate your Profile and financial information for the asset. This is the ONLY panel you need to populate to add an asset.
General 2	Used to specify the acquisition date and other descriptive information for the asset.
Book – General 1	Used to view the depreciation status of the asset based on the Profile selected.
Book – General 2	Used to view additional depreciation attributes of the asset based on the Profile selected. Also used to set the asset's in service date.
Book – Tax	Used to view tax attributes for the asset based on the Profile selected.
Book – Tax Credits	Used to view tax credit options for the asset based on the Profile selected.
Asset Custodian	Used to add the person who will have possession of the asset.
Asset Comments	Used to add any comments you need for informational purposes.

Note: In the first chapter, we saw how important the profile is when adding an asset. All of the information that defaults onto the Book -General 1, Book- General 2, Book-Tax, and Book-Tax Credits panels defaults from the Profile.

Usage of Asset Dates

As you move through the AM system, you will see multiple dates on the panels. Each one of these dates is used differently. Some of them are used solely for reporting purposes while others affect depreciation calculation.

Note: Beginning fiscal year 2002, as a result of GASB 34, depreciation began to be calculated and tracked for all assets over \$5000.

The following is a list of the various date fields:

- Acquisition Date
- Date Time Stamp
- In Service Date
- Transaction Date
- Accounting Date
- Begin Depreciation Date
- End Depreciation Date
- Begin Calculation Date

DATE FIELD	USAGE
Depreciation	Does Not Affect
Acquisition Date	<p>The date you actually acquired the asset. This field is used for informational purposes only. It has no affect on depreciation. The acquisition date will default with the transaction date from the ADD.</p> <p style="text-align: center;">Example</p> <p style="text-align: center;">BU 98000 purchases a 2000 Dodge Van</p> <div style="text-align: center;">  </div> <p style="text-align: center;">This van was purchased on 10/1/1999.</p> <p style="text-align: center;"><i>Acquisition Date: 10/1/1999</i></p>

Usage of Asset Dates (continued)

DATE FIELD	USAGE
Date Time Stamp	<p style="text-align: right;">Does Not Affect Depreciation</p> <p>The exact date/time that you saved a transaction (asset add, adjustment, retirement, etc) to the system. The date time stamp helps to prevent duplicate rows. The date time stamp field does not affect depreciation.</p> <p style="text-align: center;">Example 1</p> <p>BU 98000 adds the 2000 Dodge Van into PeopleSoft on 11/14/2001 a little after 10am.</p> <div style="text-align: center;">  </div> <p>The user saves the asset ADD exactly at 2001-11-14-10.00.59.000000.</p> <p style="text-align: center;"><i>Date Time Stamp: 2001-11-14-10.00.59.000000</i></p> <p style="text-align: center;">-----</p> <p style="text-align: center;">Example 2</p> <p>BU 98000 adjusts the cost of the 2000 Dodge Van in PeopleSoft on 2/25/2002 a little after 9am.</p> <div style="text-align: center;">  </div> <p>The user saves the asset ADJ exactly at 2002-02-25-09.00.23.000000.</p> <p style="text-align: center;"><i>Date Time Stamp: 2002-02-25-09.00.23.000000</i></p>

Usage of Asset Dates (continued)

DATE FIELD	USAGE
In Service Date	<p>The date the asset is available for use. The default In Service Date will be the current system date of the entry.</p> <p>The In Service Date affects when depreciation will begin. Thus, the In Service Date will affect the Begin Depr Date.</p>
Transaction Date	<p>This date reflects the date a transaction occurred for an asset. The actual date an asset was added, adjusted, retired, etc. If you purchased the asset 6/1/04, but didn't enter it into the system until 8/1/04, the transaction date would be 6/1/04. This represents the actual date the transaction occurred.</p> <p>The Transaction Date is used in recalculating depreciation. The difference between Transaction Date and Accounting Date determines whether current period depreciation for this transaction will be posted as accumulated depreciation or whether any prior period depreciation needs to be posted.</p>
Accounting Date	<p>This date reflects the initial date an asset transaction will impact the general ledger.</p> <p>The accounting date will default with the current system date. The accounting date must be within the current open period, and it cannot be earlier than the transaction date.</p> <p>Prior period depreciation is calculated if and only if Accounting Date occurs after Transaction Date.</p>
Begin Depr Date	<p>The date that PeopleSoft Asset Management will begin to calculate depreciation for this asset. This date is system calculated based on the asset's In Service Date and Convention (currently, all conventions are set to Following Month).</p> <p>The Begin Depr Date is used in recalculating depreciation.</p>

Usage of Asset Dates (continued)

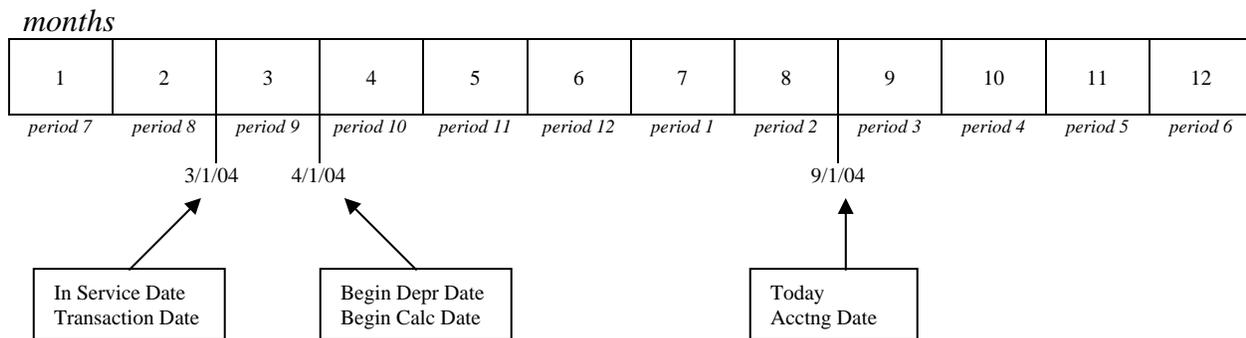
DATE FIELD		USAGE	Affects Depreciation
End Depr Date	The date you would select if you wanted depreciation to cease at a particular time. At the End Depr Date the remaining asset basis will be taken in depreciation and the asset will be fully reserved. Note: Currently, this option is not available for use.		
Begin Calc Date	The date that PeopleSoft Asset Management will begin to calculate depreciation for this asset. This date is system calculated based on the asset's In Service Date and Convention (currently, all conventions are set to Following Month).		

Example 1

Today is September 1, 2004 and we are adding a new asset into the system.



The asset was placed in service on March 1, 2004 and since we are using the following month convention, depreciation calculation will begin as of April 1, 2004.



- The accounting periods are closed for all previous periods. Since today is 9/1/04, the only open period is period 3.
- The Transaction Date occurs before the Acctng Date. Therefore prior period depreciation will occur to account for the missed depreciation in periods 10,11,12,1, and 2.
- The prior period depreciation will be booked into the current period.
- Depreciation will be calculated based on the beginning depreciation date 4/1/04.

D. Exercises

<p>Activity</p> 	<p>Materials</p>   
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Review the exercise levels with the participants and let them know you will be walking them through Level 1 exercises. Upon successful completion of Level 1 exercises and a quick debrief, participants will proceed to Level 2 and 3 exercises. Level 2 and 3 exercises are performed independently by the participants.

Participants are directed to begin each exercise from Go in the PeopleSoft menu to clear the data from the previous exercise. As participants become more comfortable in PeopleSoft, they may recognize that they are already in the correct window and omit the Go step. In this case, direct participants to click  to close the panel.

<p><i>Instructor/ Participant Demo</i></p> <p><i>Participant Hands-on</i></p>	<p>Exercise 1 - Add an asset using ExpressAdd</p> <p>Exercise 2 - Add a parent asset using ExpressAdd</p> <p>Exercise 3 - Add a child asset using ExpressAdd</p>
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Exercise 1 - Adding an Asset using ExpressAdd

Scenario: Your department has purchased a new copier. Your goal is to accurately enter this new copier as an asset in Phoenix.

online Library: *Adding Assets with ExpressAdd*

Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
<i>Instructor/ Participant Demo</i>	
Expected Results:	The Manage Assets window displays.

Step 3	Select: Use → Asset ExpressAdd → General 1
<i>Instructor/ Participant Demo</i>	
Expected Results:	A dialog box displays.

Exercise 1 (continued)

Step 4

*Instructor/
Participant
Demo*

Enter or select the following:

Business Unit: **40100**
Asset ID: **NEXT**

Click: **OK**

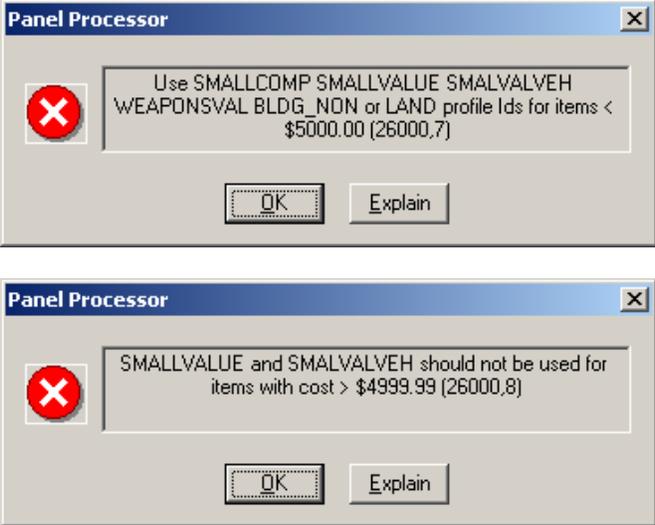
Expected Results:

The General 1 panel displays.

Exercise 1 (continued)

<p>Step 5</p> <p><i>Instructor/ Participant Demo</i></p>	<p>PROFILE ID</p> <p>In Chapter 1, we reviewed the importance of profiles. The profile is used to default pertinent information about the asset including depreciation information.</p> <p>An important aspect to recognize is that different profiles will default different information. Therefore, the selection of the profile will determine how the asset is processed.</p> <p>When entering an asset, GTA has put in place the policy that all assets over \$5,000 should be depreciated. Profiles can have one of two statuses, depreciable or nondepreciable.</p> <ul style="list-style-type: none"> • If you are adding an asset over \$5,000, you must use a depreciable profile. • If you are adding an asset under \$5,000, you must use a nondepreciable profile. <p>The following is a list of nondepreciable profiles:</p> <table border="1" data-bbox="522 942 1287 1299"> <tr> <td>ARTNONDONZ</td> <td>ART-NON DEPR-DONATED-PROP</td> </tr> <tr> <td>ARTNONDON</td> <td>ART-NON DEPR-DONATED- GOVT</td> </tr> <tr> <td>ARTNONPUR</td> <td>ART-NON DEPR-PURCHASED-GOVT</td> </tr> <tr> <td>ARTNONPURZ</td> <td>ART-NON DEPR-PURCHASED-PROP</td> </tr> <tr> <td>BLDG_NON</td> <td>NON DEPRECIABLE BUILDING <100K</td> </tr> <tr> <td>LAND</td> <td>LAND GOVT</td> </tr> <tr> <td>LAND_Z</td> <td>LAND PROP</td> </tr> <tr> <td>SMALLCOMP</td> <td>COMPUTER EQUIP < 5000.00</td> </tr> <tr> <td>SMALLVALUE</td> <td>OTH MACH & EQUIP < 5000.00</td> </tr> <tr> <td>SMALVALVEH</td> <td>SMALL VALUE VEHICLE < \$5,000</td> </tr> <tr> <td>WEAPONSVAL</td> <td>WEAPONS-SMALL VALUE < 5000.00</td> </tr> </table>	ARTNONDONZ	ART-NON DEPR-DONATED-PROP	ARTNONDON	ART-NON DEPR-DONATED- GOVT	ARTNONPUR	ART-NON DEPR-PURCHASED-GOVT	ARTNONPURZ	ART-NON DEPR-PURCHASED-PROP	BLDG_NON	NON DEPRECIABLE BUILDING <100K	LAND	LAND GOVT	LAND_Z	LAND PROP	SMALLCOMP	COMPUTER EQUIP < 5000.00	SMALLVALUE	OTH MACH & EQUIP < 5000.00	SMALVALVEH	SMALL VALUE VEHICLE < \$5,000	WEAPONSVAL	WEAPONS-SMALL VALUE < 5000.00
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ARTNONDON	ART-NON DEPR-DONATED- GOVT																						
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SMALVALVEH	SMALL VALUE VEHICLE < \$5,000																						
WEAPONSVAL	WEAPONS-SMALL VALUE < 5000.00																						
<p>Expected Results:</p>	<p>Understanding of how profiles are related to depreciation.</p>																						

Exercise 1 (continued)

<p>Step 6</p> <p><i>Instructor/ Participant Hands-On</i></p>	<p>If you select an invalid profile based on the cost of the asset, you will receive a message similar to one of the following:</p> 
<p>Expected Results:</p>	<p>Understanding on selecting the right profile.</p>

<p>Step 7</p> <p><i>Instructor/ Participant Hands-On</i></p>	<p>Use the following table to enter data on the General 1 panel:</p> <table border="1" data-bbox="381 1171 1323 1436"> <thead> <tr> <th>FIELD</th> <th>USAGE</th> </tr> </thead> <tbody> <tr> <td>Profile</td> <td>See Step 5.</td> </tr> <tr> <td>Tag Number</td> <td>The tag number must be unique. You cannot add multiple assets with the same tag number for the same business unit.</td> </tr> <tr> <td>Location</td> <td>Represents the physical location of the asset.</td> </tr> </tbody> </table>	FIELD	USAGE	Profile	See Step 5.	Tag Number	The tag number must be unique. You cannot add multiple assets with the same tag number for the same business unit.	Location	Represents the physical location of the asset.
FIELD	USAGE								
Profile	See Step 5.								
Tag Number	The tag number must be unique. You cannot add multiple assets with the same tag number for the same business unit.								
Location	Represents the physical location of the asset.								
<p>Expected Results:</p>	<p>Understanding on the General 1 panel.</p>								

Exercise 1 (continued)

Step 8

*Instructor/
Participant
Hands-On*

Click .

Use the following table to enter the correct Transaction Information data:

FIELD	USAGE
Transaction Date	Defaults with today's date. The date the actual transaction occurs.
Accounting Date	Defaults with today's date. Represents the period for which the activity is to be booked to the general ledger

Note: See Usage of Asset Dates in the Concepts section of this chapter for more information on the usage of date fields.

Click .

Expected Results:

Correct data entry.

Exercise 1 (continued)

<p>Step 9</p> <p><i>Instructor/ Participant Hands-On</i></p>	<p>On the Asset ExpressAdd General 1 panel.</p> <p>Enter the following</p> <p>Profile: OFF_MACH Description: Xerox Copier Tag Number Create your own number, making it consistent with your agency's tag number.</p> <p>Location: Your location created in Section 1 Exercise 3 PO #: Enter Purchase Order number</p> <p>In the ChartFields panel, enter or select from the following:</p> <p>Organization: 4011501000 Fund Code 1 Program 01000 Sub-cls 200 By: 2003 Project/Grant 01 Cost: \$ 5500.00</p>
<p>Expected Results:</p>	<p>Correct data entry.</p>

Exercise 1 (continued)

Step 10

*Instructor/
Participant
Demo*

View the fields on this panel.

Book Name	Organization	Fund Code	Program	Sub-Cls	BY	Project/Grant
Category	Cost Type	Accum Depr		Quantity	Cost	Curr
STATE	4011501000	1	01000	200	2003	01
				0.00	1.0000	5,500.00 USD

Note: This is the only panel you need to populate to add an asset. At this point, you could save the asset, but we will continue and review the other panels.

Expected Results:

Correct data entry and an understanding of the fields, including how their information defaults from the profile.

Exercise 1 (continued)

Step 11

*Instructor/
Participant
Demo*

Click: the General 2 tab to proceed to the General 2 panel.

The General 2 panel is used to enter additional information for the asset including the Asset Status and Acquisition Date.

Note: When an asset is added, it has an asset status of In Service. Once the asset is retired, the asset will have a status of Disposed. Once an asset is reinstated, the status will be automatically reset to In Service. The status is located on the Asset table.

Note: The Acquisition Date will default with the Transaction Date. If you need to change the Acquisition Date, you may change it on this panel.

Enter the following:

Serial ID: **Enter valid serial number.**

Expected Results:

Correct data entry and an understanding of the fields, including how their information defaults from the profile.

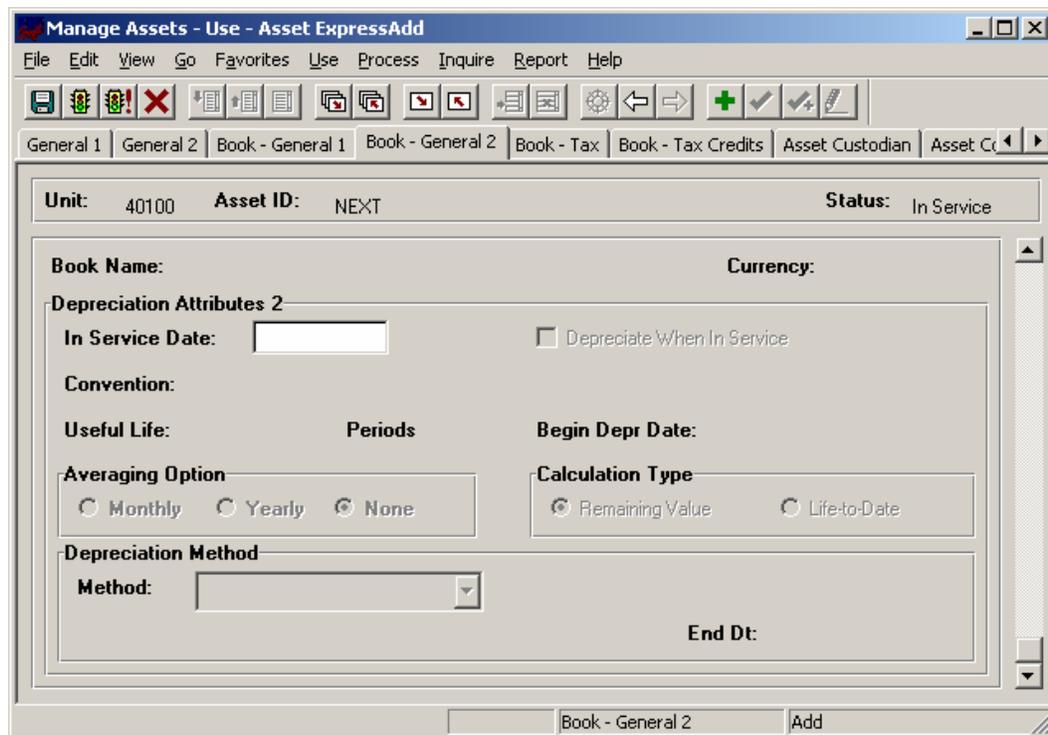
Exercise 1 (continued)

Step 12

*Instructor/
Participant
Demo*

Click the Book-General 2 tab.

The Book-General 2 panel is used to update the In Service Date if it is not the current date. The rest of the panel is display only with depreciation information based on the profile.



Note: The In Service Date field appears blank, but when the asset is saved, it is saved with the current system date.

Note: To process Prior Period Depreciation, enter an In Service Date which occurs prior to the Accounting Date.

Expected Results:

An understanding of the Book-General 2 panel.

Exercise 1 (continued)

Step 13

*Instructor/
Participant
Demo*

Click the Asset Custodian tab.

The Asset Custodian panel is used to specify who physically has control of the asset.

Enter the following:

Custodian: **Last,First (No Spaces)**

The screenshot shows the 'Manage Assets - Use - Asset ExpressAdd' application window. The 'Asset Custodian' tab is selected. The 'Unit' is 40100 and 'Asset ID' is NEXT. The 'Status' is 'In Service'. The 'Effective Date' is 10/21/2004. The 'Custodian' field is empty. The 'Authorization' section has three radio buttons: 'Authorized', 'Authorization Pending', and 'Not Authorized'. The 'Name' and 'Date' fields are also empty.

Expected Results:

The asset custodian is entered.

Exercise 1 (continued)

Step 14

*Instructor/
Participant
Demo*

Click the Asset Comments tab.

The Asset Comments panel is used to enter any pertinent comments about the asset.

Enter the following:

Name: **Last,First (No spaces)**

Comments: **Enter comment about this asset**

Note: If using Value, Amt, Fed, Amt or Ref, Amt in name field, enter the amount/reference number in Comments section.

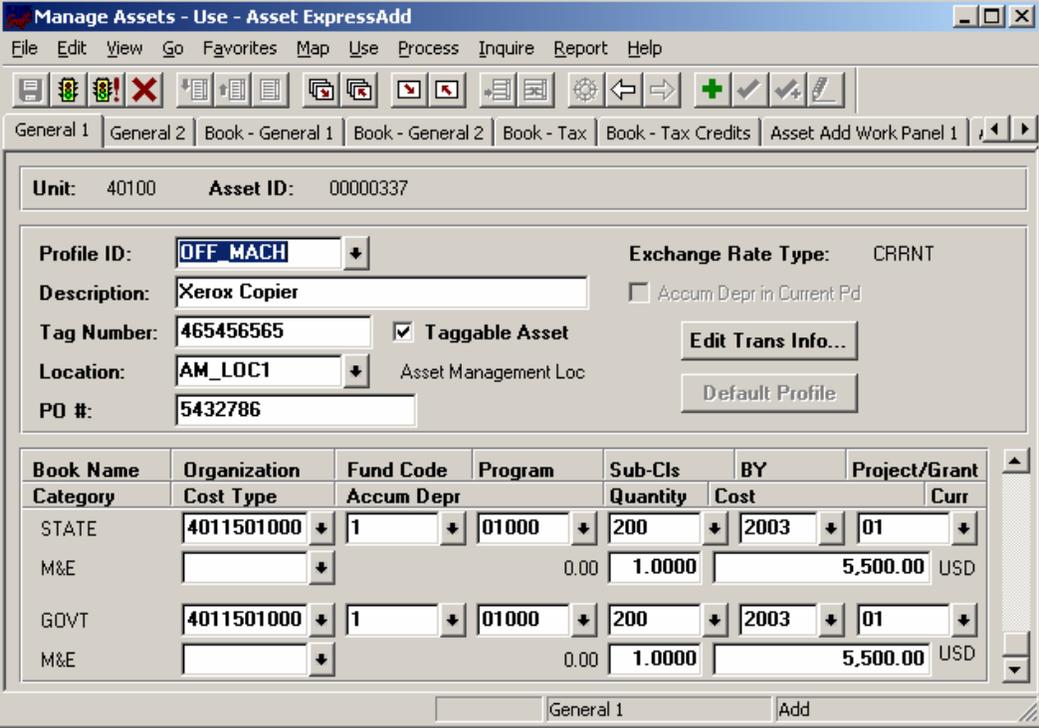
Expected Results:

Correct data entry and an understanding of the fields.

Exercise 1 (continued)

<p>Step 15</p> <p><i>Instructor/Participant Demo</i></p>	<p>Click:  to save.</p> <p>Note: The Asset ID is assigned after the asset is saved. Asset IDs are assigned based on business unit.</p>
<p>Expected Results:</p>	<p>The new information is saved. Note that the second book is automatically created for you. Category will also be added based on the profile ID you selected.</p>

Note: Be sure to write down your tag number and asset ID number; you will be using them in future exercises.

<p>Step 16</p> <p><i>Instructor/Participant Demo</i></p>	<p>View the fields on this panel.</p>  <p>Note: The second book is automatically created for you. Category will also be added based on the profile ID you selected. Your asset ID number is generated.</p>
<p>Expected Results:</p>	<p>Correct data entry and an understanding of the fields.</p>

Exercise completed.

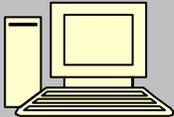
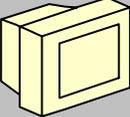
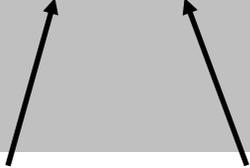
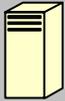
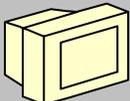
Exercise 2 - Creating Parent Child Relationships

Some assets stand alone, while others are grouped together for ease of processing and reporting. Parent/child assets are assets that are grouped together. For example, a computer is really a number of different assets—a monitor, a CPU, and a printer. In PeopleSoft Asset Management you can add this type of asset in the following ways:

Option 1. Add the computer as a single asset. This would capitalize the asset with one cost, depreciate it as a single unit, and physically track it as one item. *This is normal asset entry with no parent child relationships.*

Option 2. Identify one of the asset’s components as the parent when you are entering it. Asset Management calls this a parent component asset. Assign it an Asset ID, and use that ID to tie together the other components as children. As a result, each component has its own cost basis, depreciation, and physical tracking information.

Option 3. Create a parent that is not really an asset but a reporting umbrella tying together the various asset components. Asset Management calls this a parent only asset. Use its Asset ID to tie together all the components as children. Each component has its own cost basis, depreciation, and physical tracking information.

OPTION 1	OPTION 2	OPTION 3
<p style="text-align: center;">1 Asset</p> <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0; margin: 10px auto; width: 80%;"> <p>Asset ID: 00000001 CPU AND MONITOR Cost \$800</p>  </div>	<p style="text-align: center;">2 Assets</p> <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0; margin: 10px auto; width: 80%;"> <p>Asset ID: 00000001 CPU Cost \$500 PARENT</p>  </div> <div style="text-align: center; margin: 5px 0;">↑</div> <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0; margin: 10px auto; width: 80%;"> <p>Asset ID: 00000002 MONITOR Cost \$300 CHILD</p>  </div> <p style="text-align: center;">Parent asset is a real asset.</p>	<p style="text-align: center;">2 Assets</p> <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0; margin: 10px auto; width: 80%;"> <p>Parent ID: NEWHIRE New Hire Computer Package PARENT</p> </div> <div style="text-align: center; margin: 10px 0;">  </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0; width: 45%;"> <p>Asset ID: 00000001 CPU Cost \$500 CHILD</p>  </div> <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0; width: 45%;"> <p>Asset ID: 00000002 MONITOR Cost \$300 CHILD</p>  </div> </div> <p style="text-align: center;">Parent asset is a reporting entity.</p>

Exercise 3 - Add a Parent Asset Using ExpressAdd (Option 2)

Scenario: Your department has purchased a new central processing unit (cpu). This cpu must be added as a parent. After the parent is added as an asset, you will add a color monitor as a child of this parent.

Online Library: *Adding Assets with ExpressAdd*

Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window displays.

Step 3	Select: Use → Asset ExpressAdd → General 1
Expected Results:	A dialog box displays.

Step 4	Enter or select the following:
<i>Instructor/ Participant Demo</i>	Business Unit: 40100 Asset ID: Next
	Click: OK
Expected Results:	The General Info 1 panel displays.

Exercise 3 (continued)

<p>Step 5</p> <p><i>Instructor/ Participant Hands-On</i></p>	<p>On the Asset ExpressAdd General 1 panel</p> <p>Enter or select the following:</p> <p>Profile: SMALLCOMP Description: Dell CPU Tag Number: Create your own number, making it consistent with your agency's tag #</p> <p>Location: Your location created in Section 1 Exercise 3 PO #: Enter Purchase Order number</p> <p>In the ChartFields panel, enter or select from the following:</p> <p>Organization: 4011501000 Fund Code 1 Program 01000 Sub-cl 200 By: 2003 Project/Grant 01 Cost: \$ 500.00</p>
<p>Expected Results:</p>	<p>Correct data entry.</p>

Exercise 3 (continued)

Step 6

*Instructor/
Participant
Demo*

View the fields on this panel.

Book Name	Organization	Fund Code	Program	Sub-Cls	BY	Project/Grant
Category	Cost Type	Accum Depr		Quantity	Cost	Curr
STATE	4011501000	1	01000	200	2003	01
				0.00	1.0000	500.00 USD

Expected Results:

Correct data entry and an understanding of the fields, including how their information defaults from the profile.

Exercise 3 (continued)

Step 7

*Instructor/
Participant
Demo*

Click the General 2 tab to proceed to the General 2 panel.

View the fields on this panel.

Enter the following:

Serial ID: Enter **serial number**

Parent/Child: Select **Parent**

Expected Results:

Correct data entry and an understanding of the fields, including how their information defaults from the profile.

Exercise 3 (continued)

Step 8 <i>Instructor/ Participant Demo</i>	Click the Asset Custodian tab. Custodian: Last,First (No spaces)
Expected Results:	The custodian is added to the asset.

Step 9 <i>Instructor/ Participant Demo</i>	Click the Asset Comments tab. Enter the following: Name: Last,First (No spaces) Comments: Enter comment about this asset Note: If using Value, Amt, Fed, Amt or Ref, Amt in name field, enter the amount/reference number in Comments section.
Expected Results:	Correct data entry and an understanding of the fields.

Step 10 <i>Instructor/ Participant Demo</i>	Click:  to save. Note: Be sure to write down your tag number and asset ID number; you will be using them in future exercises.
Expected Results:	The new information is saved.

Exercise 3 (continued)

Step 11

*Instructor/
Participant
Demo*

View the fields on this panel.

Book Name	Organization	Fund Code	Program	Sub-Cls	BY	Project/Grant
Category	Cost Type	Accum Depr		Quantity	Cost	Curr
STATE	4011501000	1	01000	200	2003	01
SVAL				0.00	1.0000	500.00 USD
SMALLVALU	4011501000	1	01000	200	2003	01
SVAL				0.00	1.0000	500.00 USD

Note: The second book is automatically created for you. Category will also be added based on the profile ID you selected. Your asset ID number is generated.

Expected Results:

Correct data entry and an understanding of the fields.

Exercise completed.

Exercise 4 - Add a Child Asset Using ExpressAdd (Option 2)

Scenario: Your department has purchased a new 19” monitor to be used with the Dell CPU. This monitor will be added as a separate asset and attached to the CPU for reporting purposes. The monitor will be added as a child of this parent.

Online Library: *Adding Assets with ExpressAdd*

Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window displays.

Step 3	Select: Use → Asset ExpressAdd → General 1
Expected Results:	A dialog box displays.

Step 4	Enter or select the following:
<i>Instructor/ Participant Demo</i>	Business Unit: 40100 Asset ID: Next
	Click: OK
Expected Results:	The General Info 1 panel displays.

Exercise 4 (continued)

<p>Step 5</p> <p><i>Instructor/ Participant Hands-On</i></p>	<p>On the Asset ExpressAdd General 1 panel</p> <p>Enter or select the following:</p> <p>Profile: SMALLCOMP Description: Dell Color Monitor Tag Number: Create your own number, making it consistent with your agency's tag #</p> <p>Location: Your location created in Section 1 Exercise 3 PO #: Enter Purchase Order number</p> <p>In the ChartFields panel, enter or select from the following:</p> <p>Organization: 4011501000 Fund Code 1 Program 01000 Sub-cl 200 By: 2003 Project/Grant 01 Cost: \$ 300.00</p>
<p>Expected Results:</p>	<p>Correct data entry.</p>

Exercise 4 (continued)

Step 6

*Instructor/
Participant
Demo*

View the fields on this panel.

Book Name	Organization	Fund Code	Program	Sub-Cls	BY	Project/Grant
STATE	4011501000	1	01000	200	2003	01
				0.00	1.0000	300.00 USD

Expected Results:

Correct data entry and an understanding of the fields, including how their information defaults from the profile.

Exercise 4 (continued)

Step 7

*Instructor/
Participant
Demo*

Click the General 2 tab to proceed to the General 2 panel.

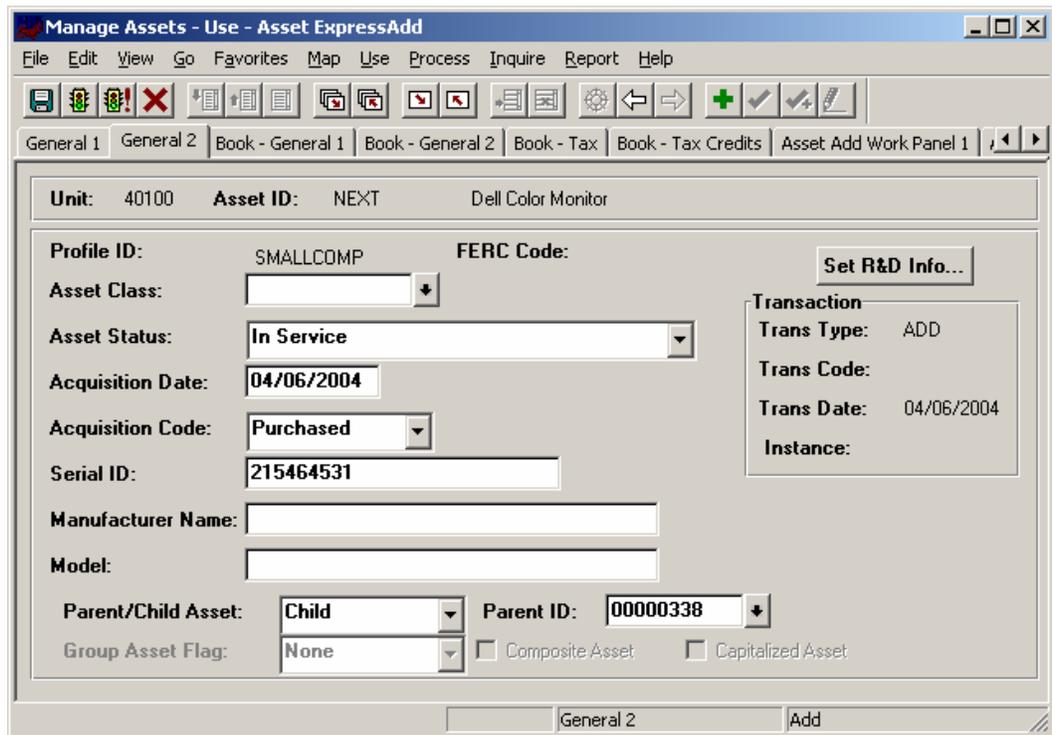
View the fields on this panel.

Enter the following:

Serial ID: Enter **serial number**

Parent/Child: Select **Child**

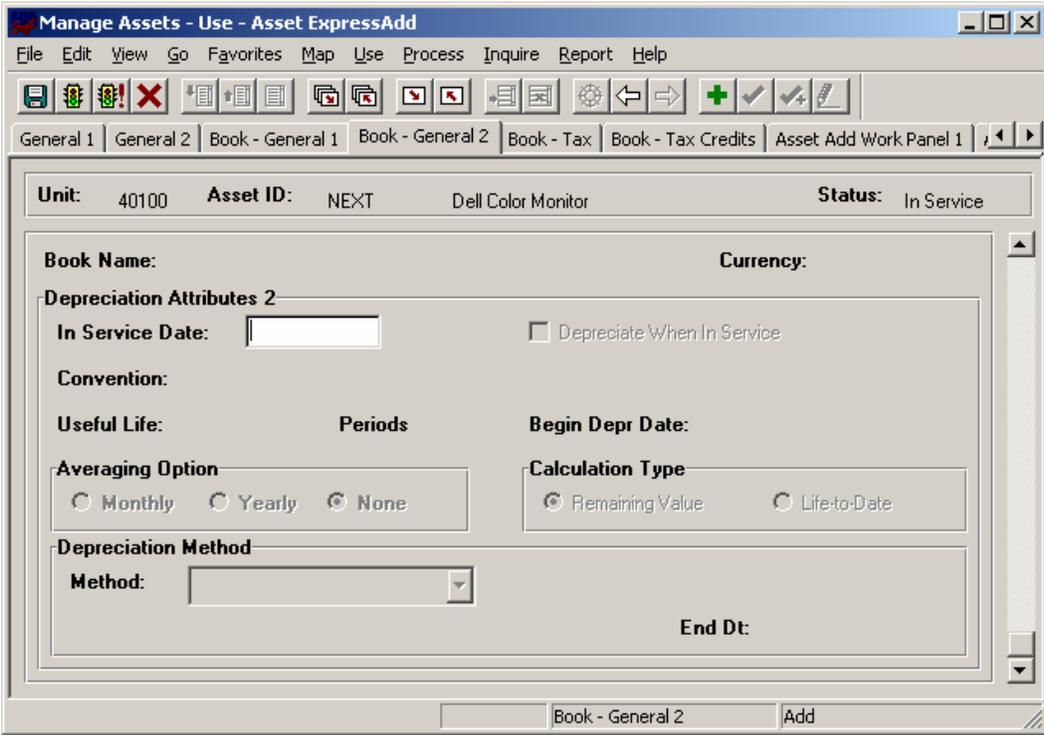
Parent ID: Enter **Parent ID number of the Dell CPU (Dell CPU Asset ID)**



Expected Results:

Correct data entry and an understanding of the fields, including how their information defaults from the profile.

Exercise 4 (continued)

<p>Step 8</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Click the Book General 2 tab.</p> <p>In Service date should be entered on this panel.</p> 
<p>Expected Results:</p>	<p>The in service date is entered.</p>

<p>Step 9</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Click the Asset Custodian tab.</p> <p>Custodian: Last,First (No spaces)</p>
<p>Expected Results:</p>	<p>The custodian is added to the asset.</p>

Exercise 4 (continued)

Step 10 <i>Instructor/ Participant Demo</i>	<p>Click the Asset Comments tab.</p> <p>Enter the following:</p> <p>Name: Last,First (No spaces)</p> <p>Comments: Enter comment about this asset</p> <p><u>Note:</u> If using Value, Amt, Fed, Amt or Ref, Amt in name field, enter the amount/reference number in Comments section.</p>
Expected Results:	Correct data entry and an understanding of the fields.

Step 11 <i>Instructor/ Participant Demo</i>	<p>Click:  to save.</p> <p><u>Note:</u> Be sure to write down your tag number and asset ID number; you will be using them in future exercises.</p>
Expected Results:	The new information is saved. .

Exercise 4 (continued)

Step 12

*Instructor/
Participant
Demo*

View the fields on this panel.

Unit: 40100 Asset ID: 00000339

Profile ID: **SMALLCOMP** Exchange Rate Type: CRANT

Description: Dell Color Monitor Accum Depr in Current Pd

Tag Number: 2543257 Taggable Asset Edit Trans Info...

Location: AM_LOC1 Asset Management Loc Default Profile

PO #: 645203015

Book Name	Organization	Fund Code	Program	Sub-Cls	BY	Project/Grant	Category	Cost Type	Accum Depr	Quantity	Cost	Curr
STATE	4011501000	1	01000	200	2003	01	SVAL			0.00	1.0000	300.00 USD
SMALLVALU	4011501000	1	01000	200	2003	01	SVAL			0.00	1.0000	300.00 USD

Note: The second book is automatically created for you. Category will also be added based on the profile ID you selected. Your asset ID number is generated.

Expected Results:

Correct data entry and an understanding of the fields.

Exercise completed.

Exercise 5 - Add an Independent Parent ID (Option 3)

Scenario: We must keep a good working record of the number of new hire computer packages. Therefore, the computer components that will be purchased are going to be tracked for reporting purposes by one ID number. Add the ID number for which we will be associating Child assets.

Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window displays.

Step 3	Select: Use → Parent Assets
Expected Results:	A dialog box displays.

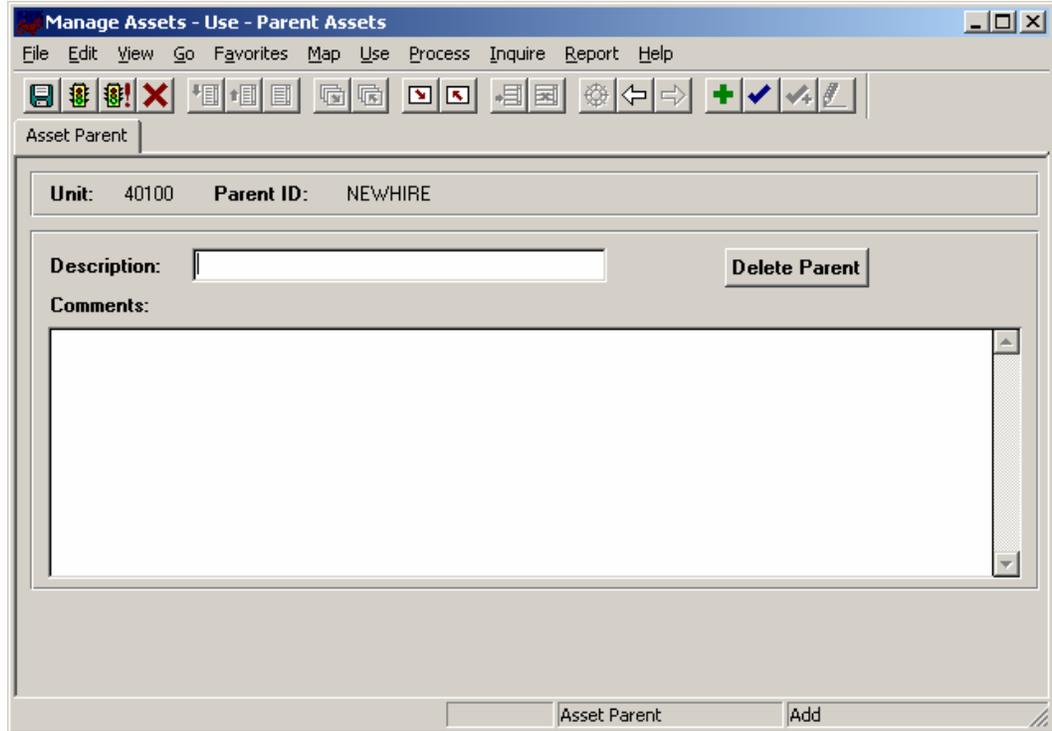
Step 4	Enter or select the following:
<i>Instructor/ Participant Demo</i>	Business Unit: 40100 Parent ID: NEWHIRZZ (ZZ is your initials)
	Click: OK
Expected Results:	The General Info 1 panel displays.

Exercise 5 (continued)

Step 5

*Instructor/
Participant
Demo*

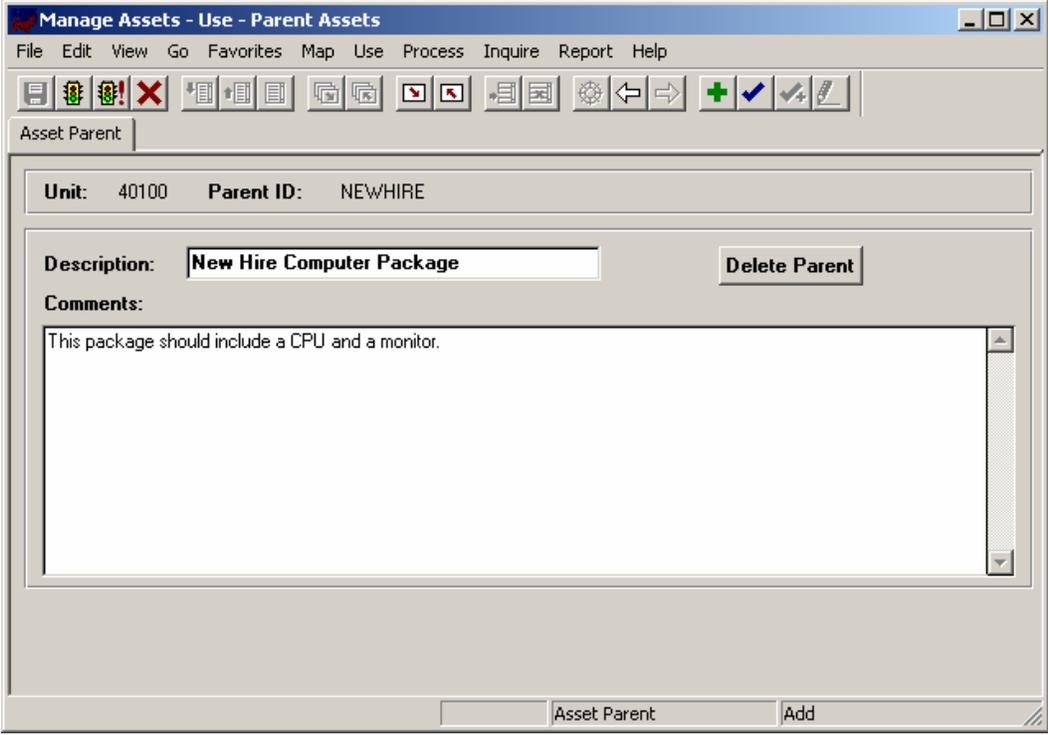
View the fields on this panel.



Expected Results:

Correct data entry and an understanding of the fields.

Exercise 5 (continued)

<p>Step 6</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Enter a description and any comments for the Parent ID.</p> <p>Enter the following:</p> <p>Descr: New Hire Computer Package</p> <p>Comments: This package should include a CPU and a monitor.</p> 
<p>Expected Results:</p>	<p>Correct data entry and an understanding of the fields.</p>

<p>Step 7</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Click:  to save.</p>
<p>Expected Results:</p>	<p>The new information is saved. .</p>

Exercise completed.

E. Summary and Review

Activity 	Materials  	Duration <i>Instructor Led:</i> 15 min. <i>Participant Hands-on:</i> 45 min.
------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------

Step 1 <i>Small Group Discussion</i> <i>or</i> <i>Pair Teaming w/Discussion</i>	ACTIVITY: Add a scanner to the new hire package that you just created. The scanner will be added as a child to the new hire package. <table border="1" data-bbox="475 669 1336 749"> <tr> <td>BUSINESS UNIT</td> <td>40100</td> </tr> <tr> <td>ASSET ID</td> <td>NEXT</td> </tr> </table> <table border="1" data-bbox="475 787 1336 1016"> <tr> <td>PROFILE ID</td> <td>SMALLCOMP</td> </tr> <tr> <td>DESCRIPTION</td> <td>SCANNER</td> </tr> <tr> <td>TAG NUMBER</td> <td>7455612-ZZ (ZZ is your initials)</td> </tr> <tr> <td>LOCATION</td> <td>Your location created in Section 1 Exercise 3</td> </tr> <tr> <td>TRANS DATE</td> <td>08012003</td> </tr> </table> <table border="1" data-bbox="475 1054 1336 1325"> <tr> <td>ORGANIZATION</td> <td>4011501000</td> </tr> <tr> <td>FUND</td> <td>1</td> </tr> <tr> <td>PROGRAM</td> <td>01000</td> </tr> <tr> <td>SUB-CLS</td> <td>200</td> </tr> <tr> <td>BY</td> <td>2003</td> </tr> <tr> <td>PROJECT</td> <td>01</td> </tr> <tr> <td>AMOUNT</td> <td>100.00</td> </tr> </table> <table border="1" data-bbox="475 1362 1336 1478"> <tr> <td>SERIAL ID</td> <td>89522347</td> </tr> <tr> <td>PARENT ID</td> <td>NEWHIRZZ (Parent ID you created in last exercise)</td> </tr> </table> <table border="1" data-bbox="475 1516 1336 1554"> <tr> <td>IN SERVICE DT</td> <td>08012003</td> </tr> </table>	BUSINESS UNIT	40100	ASSET ID	NEXT	PROFILE ID	SMALLCOMP	DESCRIPTION	SCANNER	TAG NUMBER	7455612-ZZ (ZZ is your initials)	LOCATION	Your location created in Section 1 Exercise 3	TRANS DATE	08012003	ORGANIZATION	4011501000	FUND	1	PROGRAM	01000	SUB-CLS	200	BY	2003	PROJECT	01	AMOUNT	100.00	SERIAL ID	89522347	PARENT ID	NEWHIRZZ (Parent ID you created in last exercise)	IN SERVICE DT	08012003
BUSINESS UNIT	40100																																		
ASSET ID	NEXT																																		
PROFILE ID	SMALLCOMP																																		
DESCRIPTION	SCANNER																																		
TAG NUMBER	7455612-ZZ (ZZ is your initials)																																		
LOCATION	Your location created in Section 1 Exercise 3																																		
TRANS DATE	08012003																																		
ORGANIZATION	4011501000																																		
FUND	1																																		
PROGRAM	01000																																		
SUB-CLS	200																																		
BY	2003																																		
PROJECT	01																																		
AMOUNT	100.00																																		
SERIAL ID	89522347																																		
PARENT ID	NEWHIRZZ (Parent ID you created in last exercise)																																		
IN SERVICE DT	08012003																																		

Answer: True. The same is true for reducing an asset's cost.

Answer: True.

ADDING AN ASSET

BEFORE saving the asset with the Profile ID **AFTER** saving the asset with the Profile ID

Book Name	Organization	Fund Code	Program	Sub-Cls	BY	Project/Grant
Category	Cost Type	Accum Depr		Quantity	Cost	Curr
STATE	40013502	A	90048	309	2004	21R
				0.00	1.0000	23.000.00 USD

Book Name	Organization	Fund Code	Program	Sub-Cls	BY	Project/Grant
Category	Cost Type	Accum Depr		Quantity	Cost	Curr
STATE	40013502	A	90048	309	2004	21R
M&E				0.00	1.0000	23.000.00 USD
GOVT	40013502	A	90048	309	2004	21R
M&E				0.00	1.0000	23.000.00 USD

Second Book and Category are attached.

Depreciation Status is attached.

Depreciation Attributes are attached.

Adding an Asset via ExpressAdd



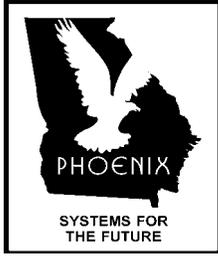
Congratulations! You have just completed the Adding an Asset via ExpressAdd section. This section contained the tools needed to present all the concepts and procedures involved in working with Adding an Asset via ExpressAdd in Asset Management.

Participant Objectives

You should be able to:

1. Add an asset using ExpressAdd
2. Add a parent asset using ExpressAdd
3. Add a child asset using ExpressAdd

- 1.
- 2.
3. **Answer:** 1. Obtain a number from Surplus Property.
2. Open the Asset Retirement panel for the asset.
3. Click the Retire button.
4. Enter the transaction number in the Reference Code field on the Transaction Info panel, making sure that the Copy to Other Books checkbox is selected.



Phoenix End-User Training

SECTION 3: MANAGING ASSETS

INSTRUCTOR AND PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ASSET MANAGEMENT
NOVEMBER 2004

MANAGING ASSETS



Welcome to the MANAGING ASSETS section! This section contains the tools needed to (*deliver*) learn all the concepts and procedures involved in performing MANAGING ASSETS in Asset Management.

Goal To have the skills and knowledge necessary to create and modify manually Phoenix asset information.

Participant Objectives At the end of this module you will be able to...

1. View and modify asset basic information
2. Adjust chartfields for an asset
3. Adjust net cost for an asset
4. Adjust quantities for an asset
5. Retire an asset
6. Reinstate an asset
7. Copy an asset

Prerequisites Completion of the following modules:

1. Introduction to PeopleSoft
2. Fundamentals of Asset Management

Outline MANAGING ASSETS

- A. Introduction
- B. Business Process
- C. Concepts
- D. Exercises
- E. Review Questions

Section Contents



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Instructor Notes

Before you begin this module...

- Make sure that students understand how to use their data sheet
- Explain that in the “real world,” their default business unit will be based on their Operator ID
- Remind them about how to use both the online Library and PeopleBooks when they need more information
- Remind students of navigational high points.
- Make sure they understand that this module covers the majority of work they’ll do with the Asset Management system.

MANAGING ASSETS

A. Introduction

Activity  LECTURE	Materials		
 GUIDE	 FLIPCHART	 LIBRARY	

Introduce the overall goal and objectives.

Step 1 <i>Lecture</i>	Goal: To have the skills and knowledge necessary to create and modify asset information manually. Objectives: <ol style="list-style-type: none"> 1. View and modify asset basic information 2. Adjust chartfields for an asset 3. Adjust net cost for an asset 4. Adjust quantities for an asset 5. Retire an asset 6. Reinstate an asset 7. Copy an asset
Expected Results:	The goal and objectives are introduced.

Introduce materials.

Step 2 <i>Lecture</i>	Materials: Participant Guide, flipchart, online Library, PeopleSoft
Expected Results:	The materials are introduced.

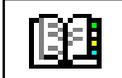
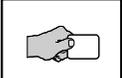
Introduction (continued)

1. Access the online Library on the PC with the participants.

<p>Step 3</p> <p><i>Instructor/ Participant Demo</i></p>	<p>From the Table of Contents window in the online Library, expand down the following path:</p> <p style="text-align: center;"><i>PHOENIX PROGRAM ASSET MANAGEMENT PROCESSES</i></p> <p style="text-align: center;"><i>Working with Asset Basic Information</i></p> <p style="text-align: center;"><i>Adjusting, Transferring, and Adjusting Quantities</i></p> <p style="text-align: center;"><i>Adding and Maintaining Asset Leases</i></p> <p style="text-align: center;"><i>Retiring and Reinstating Assets</i></p>
<p>Expected Results:</p>	<p>The topics display in the online Library.</p>

Have participants view all topics available in the online Library. These topics are accessible in various ways. Demonstrate using the Section Introduction pop-up links and Table of Contents. Transition: Now move on to cover the business processes involved in performing manual asset transactions.

B. Business Process

<p>Activity</p>  <p>LECTURE</p>	<p>Materials</p>  <p>GUIDE</p>  <p>FLIPCHART</p>  <p>HANDOUT</p>
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<p>Step 1</p> <p><i>Lecture</i></p>	<p>Discuss the relevant business processes.</p> <p>Business Process can be found on the web using the following path: http://phoenix.gagta.com/</p> <p>AM001 Adjust, Transfer, Assets AM003 Asset Basic Information AM006 Asset Retirements</p>
<p>Expected Results:</p>	<p>The new business processes are identified and understood.</p>

C. Concepts

<p>Activity</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">  LECTURE </div>	<p>Materials</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">  GUIDE </div> <div style="border: 1px solid black; padding: 5px; text-align: center;">  FLIPCHART </div> <div style="border: 1px solid black; padding: 5px; text-align: center;">  LIBRARY </div> </div>
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Before participants perform the procedures to successfully complete the objectives, they must have a good understanding of the underlying concepts. This will serve as an advanced organizer for the section.

<p>Step 1</p> <p><i>Lecture</i></p>	<p>The main underlying concepts for MANAGING ASSETS are listed below:</p> <ul style="list-style-type: none"> View and modify asset basic information Adjust chartfield for an asset Adjust net cost for an asset Adjust quantities for an asset Retire an asset Reinstate an asset Copy an asset
<p>Expected Results:</p>	<p>An understanding of the major concepts involved in performing manual asset transactions.</p>

<p>Step 2</p> <p><i>Lecture</i></p>	<p>From the Table of Contents window in the online Library, expand down the following path:</p> <p style="text-align: center;"><i>PHOENIX PROGRAM ASSET MANAGEMENT PROCESSES</i></p> <p style="text-align: center;"><i>Adding Assets with ExpressAdd</i></p> <p style="text-align: center;"><i>Introduction</i></p>
<p>Expected Results:</p>	<p>The Introduction section displays in the online Library.</p>

Managing Assets

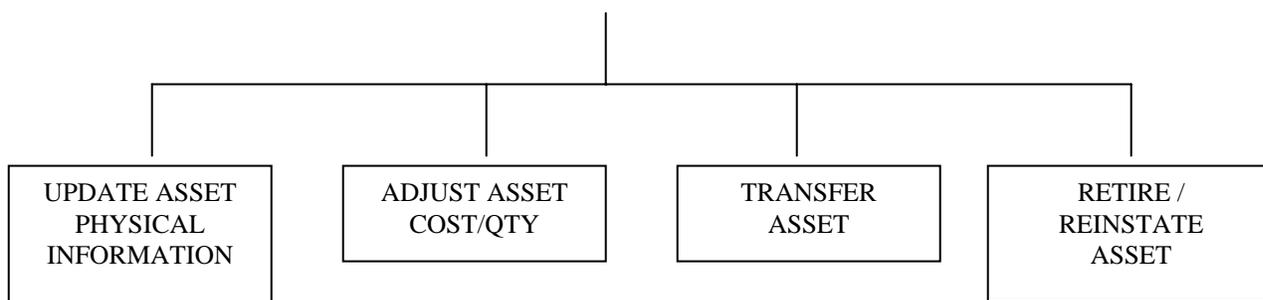


Asset is purchased



Asset is added into PeopleSoft

NOW WHAT?



This chapter will provide the answers to the following questions:

I incorrectly added the asset with the wrong amount, what do I do?

How do I change the custodian for an asset?

We have sold an old asset, and no longer need to maintain the asset in the system, how do we retire the asset?

My asset was retired in error, I need to reinstate the asset, what do I do?

How do I transfer an asset to another Org?

D. Exercises

<p>Activity</p> 	<p>Materials</p>   
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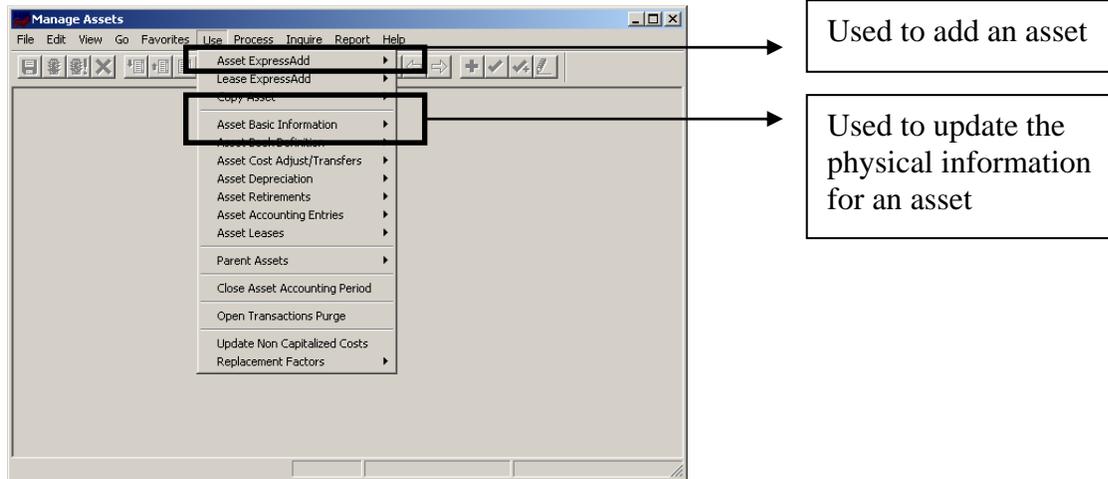
Review the exercise levels with the participants and let them know you will be walking them through Level 1 exercises. Upon successful completion of Level 1 exercises and a quick debrief, participants will proceed to Level 2 and 3 exercises. Level 2 and 3 exercises are performed independently by the participants.

Participants are directed to begin each exercise from Go in the PeopleSoft menu to clear the data from the previous exercise. As participants become more comfortable in PeopleSoft, they may recognize that they are already in the correct window and omit the Go step. In this case, direct participants to click  to close the panel.

<p><i>Instructor/ Participant Demo</i></p> <p><i>Participant Hands-on</i></p>	<p>Exercise 1 - View and Modify Asset Basic Information</p> <p>Exercise 2 - Adjust ChartFields for an Asset</p> <p>Exercise 3 - Adjust Net Cost for an Asset</p> <p>Exercise 4 - Adjust quantities for an Asset</p> <p>Exercise 5 - Retire an Asset</p> <p>Exercise 6 - Reinstate an Asset</p> <p>Exercise 7 - Copying an Asset</p>
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Exercise 1 - View and Modify Asset Basic Information

In the previous chapter, we reviewed how we can add assets via the ExpressAdd panels. Once the asset is added, you must use the Asset Basic Information panels to update the asset with any physical attributes.



Introduction:

In this exercise, you will practice adding comments and custodians and learn how to change locations. You'll be using the Asset Basic Information panel group to view the data associated with the asset.

Scenario:

You want to add some additional descriptive information about the Xerox copier you created in Section 1, Exercise 1. Use the Asset Basic Information panels to view its associated data.

online Library:

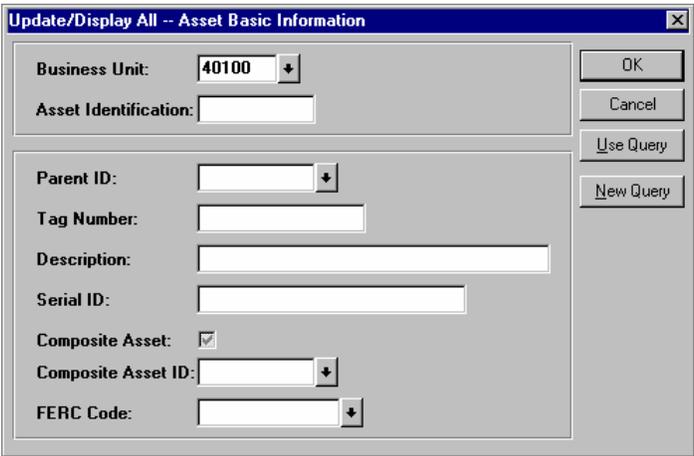
Working with Asset Basic Information

<p>Step 1</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Toggle to PeopleSoft.</p> <p>Logon to PeopleSoft, if necessary.</p>
<p>Expected Results:</p>	<p>The PeopleSoft window displays.</p>

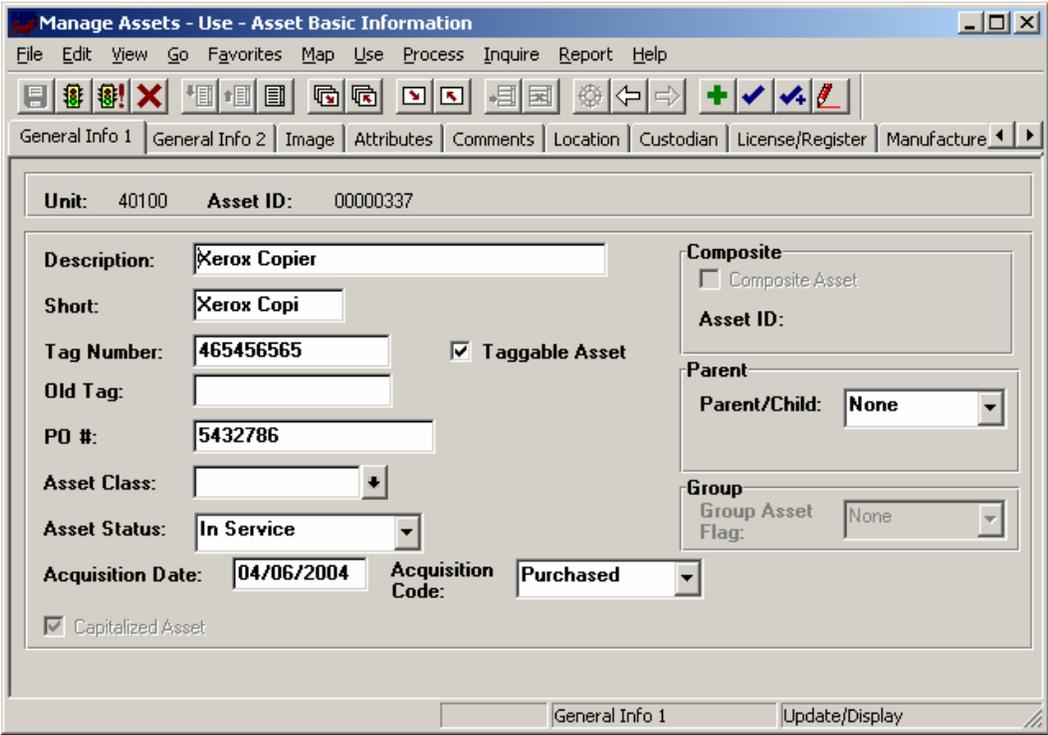
Exercise 1 (continued)

Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window displays.

Step 3	Select: Use → Asset Basic Information → General Info 1 → Update/Display
Expected Results:	A dialog box displays.

<p>Step 4</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Enter or select the following:</p> <p>Business Unit: 40100</p> <p>Asset ID: Enter one of the following options from the asset added in Section 1, Exercise 1:</p> <p style="padding-left: 40px;"> Asset ID number Parent ID number Tag number Serial ID number. </p> <p>Click: OK</p>
	
Expected Results:	A dialog box displays.

Exercise 1 (continued)

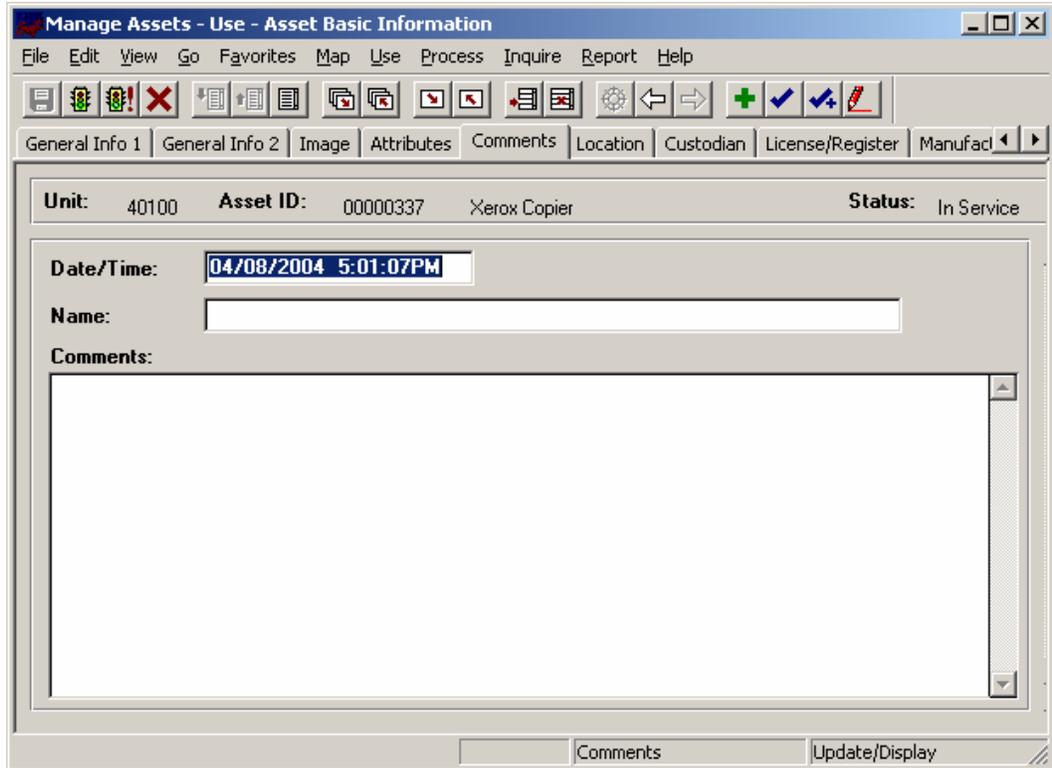
<p>Step 5</p>	<p>General Info 1 Panel</p>  <p>Note: The General Info 1 panel is where you can view the current status of the asset. As you retire and reinstate an asset, the Asset Status will change.</p>
<p>Expected Results:</p>	<p>The General Info 1 panel displays.</p>

<p>Step 6</p> <p><i>Note scroll bars and effective dates on panels. Use the online Library to discuss fields in detail.</i></p>	<p>View each of the following panels to see what information can be modified:</p> <table border="0"> <tr> <td>Attributes</td> <td>License/Register</td> </tr> <tr> <td>Comments</td> <td>Manufacturer</td> </tr> <tr> <td>Location</td> <td>Acquisition Detail 1</td> </tr> <tr> <td>Custodian</td> <td>Acquisition Detail 2</td> </tr> </table>	Attributes	License/Register	Comments	Manufacturer	Location	Acquisition Detail 1	Custodian	Acquisition Detail 2
Attributes	License/Register								
Comments	Manufacturer								
Location	Acquisition Detail 1								
Custodian	Acquisition Detail 2								
<p>Expected Results:</p>	<p>An understanding of the fields on these panels</p>								

Exercise 1 (continued)

Step 7

Click the Comments tab.



This is where you would insert a new comment for the asset.

Note: To make additional comments, first insert a row by click F7 or .

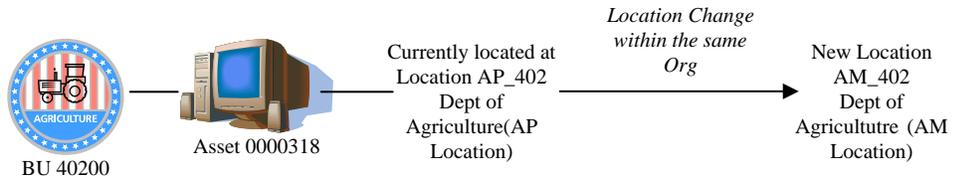
Expected Results:

Correct data entry

Exercise 1 (continued)

Step 8

Click the Location tab.



This is where you would insert a new location for the asset. To change a Location, insert a row by clicking **F7** or the **Insert Row** icon on the toolbar , then use the drop-down list attached to the **Location** field.

Note: If an asset is moved twice on the same day, you must use the **Effective Sequence** field.

Note: The location represents the **PHYSICAL** location for an asset. If an asset stays within a specific **Org** but changes physical location, **ONLY** the location should be updated. No transfer has occurred.

Expected Results:

Correct data entry

Exercise 1 (continued)

Step 9

Click the Custodian tab.

The screenshot shows a software window titled "Manage Assets - Use - Asset Basic Information". The window has a menu bar (File, Edit, View, Go, Favorites, Map, Use, Process, Inquire, Report, Help) and a toolbar with various icons. Below the toolbar is a tabbed interface with tabs for "Location", "Custodian", "License/Register", "Manufacturer", "Acquisition Detail 1", "Acquisition Detail 2", "Capitalize", and "Non C". The "Custodian" tab is active. The main area displays the following information:

- Unit:** 40100
- Asset ID:** 00000337
- Manufacturer:** Xerox Copier
- Status:** In Service

The "Custodian" section contains:

- Effective Date:** 04/06/2004
- This Asset is Offsite
- Custodian:** [Empty text box]
- EmplID:** [Empty text box]
- Organization:** [Empty text box]
- Project/Grant:** [Empty text box]

The "Authorization" section contains:

- Authorized
- Authorization Pending
- Not Authorized
- Name:** [Empty text box]
- Date:** [Empty text box]

At the bottom right, there are two buttons: "Custodian" and "Update/Display".

This is where you would enter a new custodian for the asset.

Insert a row by clicking **F7** or the **Insert Row** icon on the toolbar .

Enter name in name field.

Expected Results:

Correct data entry

Exercise 1 (continued)

Step 10

Click the Manufacturer tab.

The screenshot shows a software window titled "Manage Assets - Use - Asset Basic Information". The menu bar includes File, Edit, View, Go, Favorites, Map, Use, Process, Inquire, Report, and Help. The toolbar contains various icons for file operations and navigation. The tabs at the bottom of the window are: Location, Custodian, License/Register, **Manufacturer**, Acquisition Detail 1, Acquisition Detail 2, Capitalize, and Non C. The main content area displays the following information:

- Unit: 40100
- Asset ID: 00000337
- Xerox Copier
- Status: In Service

The "Manufacturer Information" section contains the following fields:

- Serial ID: 2597856
- Manufacturer Name: [Empty text box]
- Model: [Empty text box]
- License Tag: [Empty text box]
- Production Date: [Empty text box]
- Federal %: [Empty text box] %
- Contact: [Empty text box]

At the bottom of the window, there are two buttons: "Manufacturer" and "Update/Display".

This is where you will enter the federal percentage.

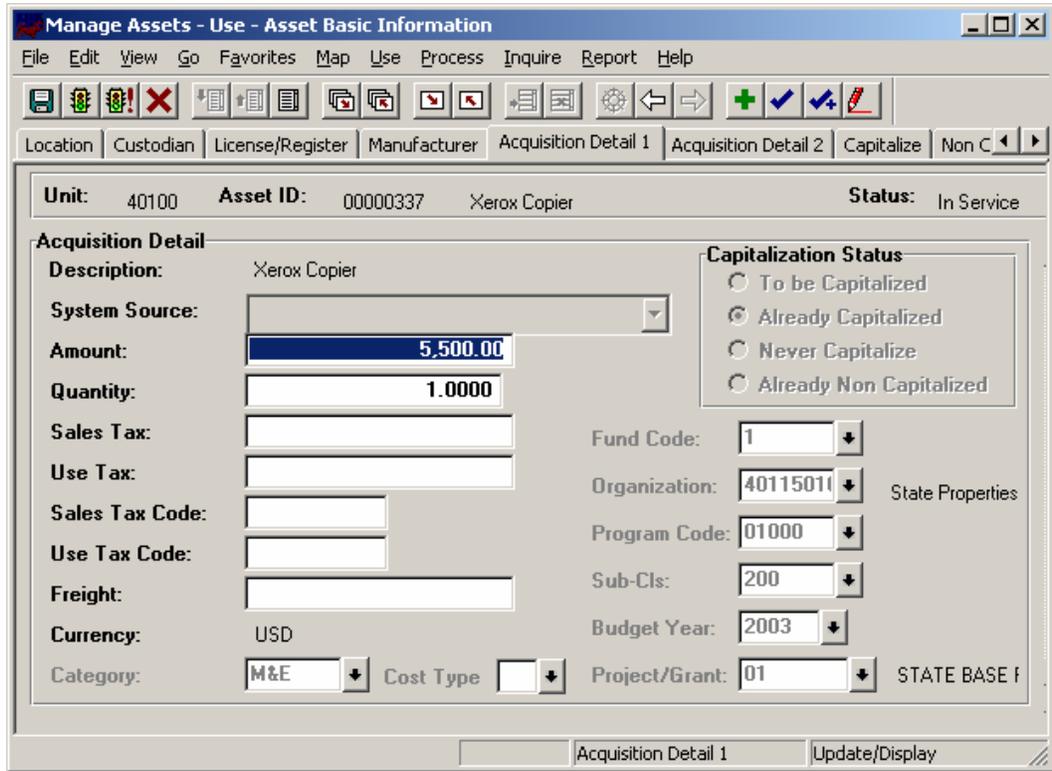
Expected Results:

An understanding of the Manufacturer panel

Exercise 1 (continued)

Step 11

Click the Acquisition Detail 1 tab.



This is where you can view the accounting information for the asset.

Note: This is not the panel in which you would modify the amount or quantity of the asset to do an adjustment. There is a specific panel for cost adjustments which we will cover later in this chapter.

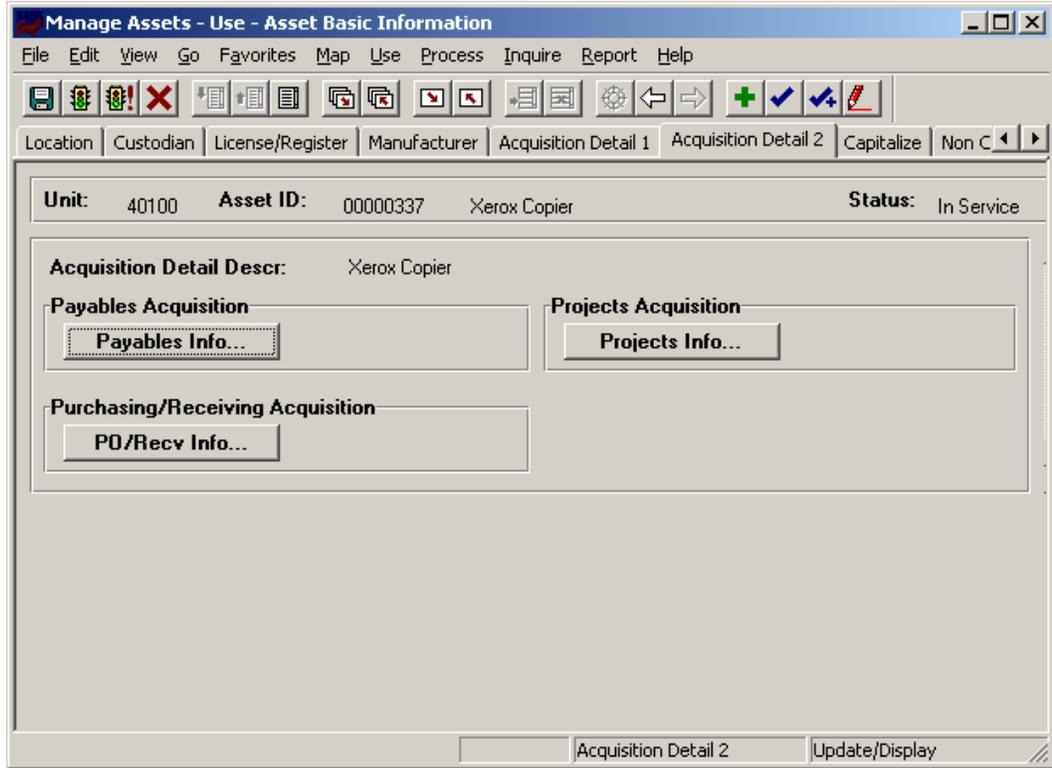
Expected Results:

An understanding of the Acquisition Detail 1 panel.

Exercise 1 (continued)

Step 12

Click: **Acquisition Detail 2**



Note: This panel is where you can see if the asset was sourced from a Purchase Order or Voucher.

Click **Payables Info...** or **PO/Recv Info...** to determine if there is AP or PO data associated with the asset.

If there is detail, you can also view the PO, Receiver, or voucher by clicking on the Drilldown **?** button.

Expected Results:

An understanding of the Acquisition Detail 2 panel

Exercise 1 (continued)

Step 13 <i>Instructor/ Participant Demo</i>	Click:  to save.
Expected Results:	The new information is saved.

Exercise completed.

BEST PRACTICE:

ONLY PERFORM ONE TRANSACTION PER DAY ON AN ASSET.

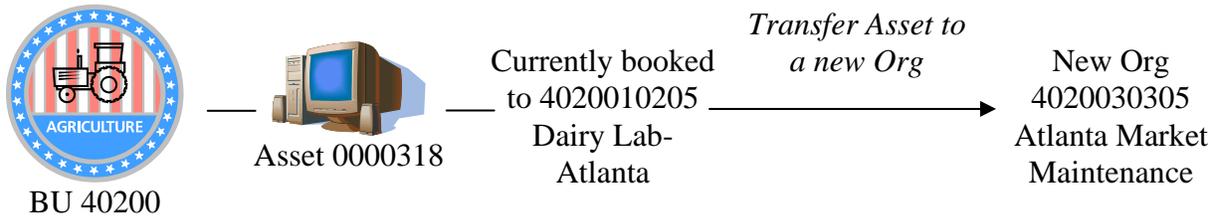
IF AN ASSET IS ADDED ON ONE DAY (*FOR EXAMPLE, 5/1/2004*), PLEASE WAIT UNTIL THE NEXT DAY TO PERFORM ANY ADJUSTMENTS (*5/2/2004*).

IF AN ADJUSTMENT IS MADE ON ONE DAY (*5/2/2004*), AND ANOTHER TRANSACTION SUCH AS A RETIREMENT NEEDS TO BE PERFORMED ON THE ASSET, PLEASE WAIT UNTIL THE NEXT DAY (*5/3/2004*).

PLEASE CONTACT THE HELP DESK IF YOU HAVE ANY QUESTIONS.

Exercise 2 - Adjust ChartFields for an Asset

Scenario: A Compaq computer is being transferred from one organizational unit within an agency to another. In this exercise, you will view and change information on the Asset Cost Adjust/Transfers panel.



online Library: *Transferring Assets*

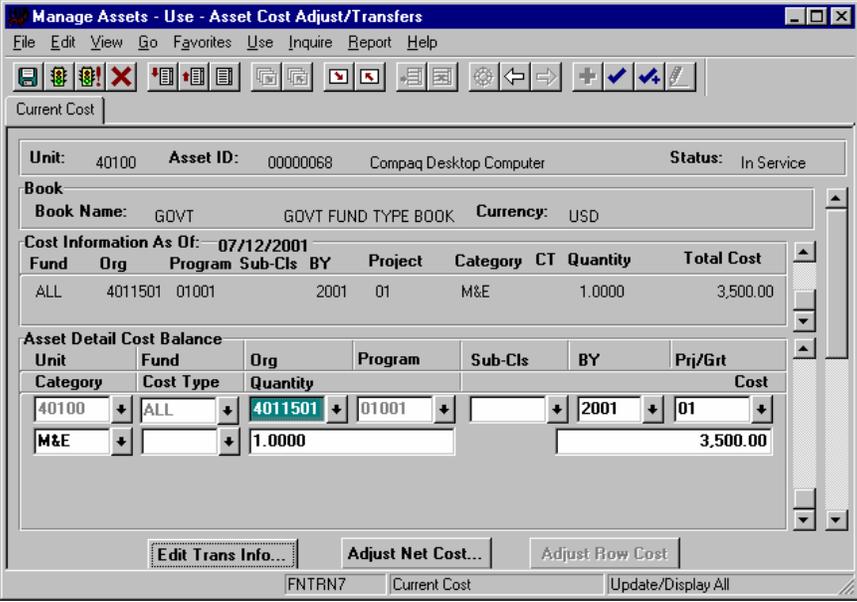
Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window displays.

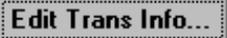
Step 3	Select: Use → Asset Cost Adjust/Transfer → Update/Display
Expected Results:	A dialog box displays.

Exercise 2 (continued)

<p>Step 4</p> <p><i>Remind students to refer to their Data Sheet for the Asset ID.</i></p>	<p>Enter or select the following:</p> <p>Business Unit: 40100 Asset ID: 000000XX</p> <p>(Replace XX with the number assigned to you by your instructor.)</p> <p>Click: OK</p>
<p>Expected Results:</p>	<p>The Current Cost panel displays.</p>

<p>Step 5</p>	<p>View this panel</p>  <p>Note: Modifications have been made not to allow more than one change per transaction. Panel will not save more than one transaction and will gray out after saving. You must then exit panel and re-enter panel to make additional changes.</p>
<p>Expected Results:</p>	<p>Asset cost Adjust/Transfers panel displays.</p>

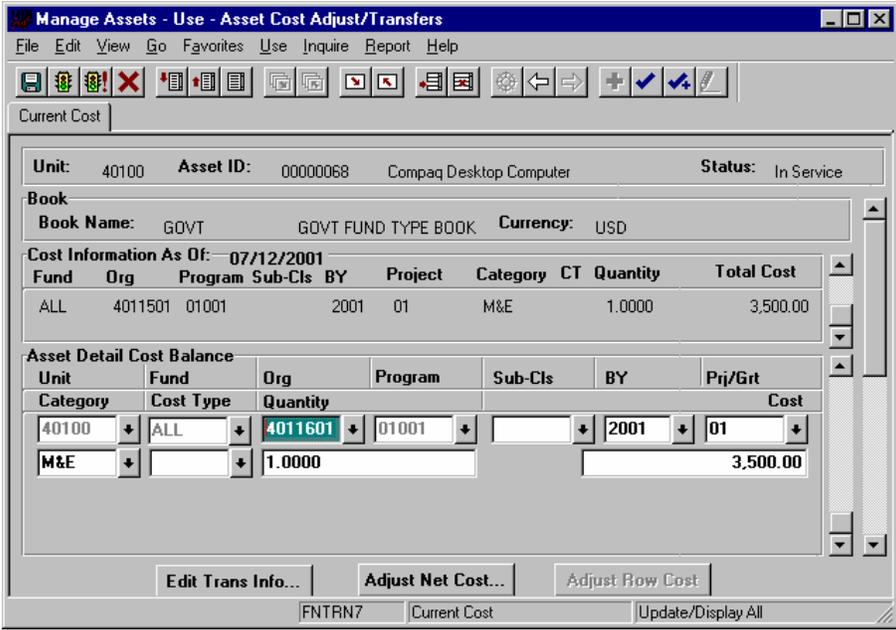
Exercise 2 (continued)

<p>Step 6</p>	<p>Click: </p> <div data-bbox="662 365 1149 657" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Transaction Information</p> <p>Trans Type: TRF +</p> <p>Trans Date: 07/12/2001</p> <p>Acctg Date: 07/12/2001</p> <p>Trans Code: [] +</p> <p style="text-align: right;">OK Cancel</p> </div> <p>You have two options when selecting a Trans Type:</p> <p>TRF: To transfer an asset to a new Chartfield combination ADJ: To adjust either the quantity or the cost of an asset</p> <p>Note: The Trans Date will affect any prior period depreciation that needs to be booked in the current period if the date is less than the Acctg Date. See Usage of Dates in Chapter 2 for more information on dates.</p>
<p>Expected Results:</p>	<p>The Transaction Information dialog box opens.</p>

<p>Step 7</p>	<p>Select a transaction type of “Transfer” and click: OK.</p> <div data-bbox="609 1255 1203 1612" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Valid Values</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Trans Type</th> <th style="text-align: left;">Descr</th> </tr> </thead> <tbody> <tr> <td>Adjustment</td> <td>Asset Cost Adjustment</td> </tr> <tr style="background-color: #e0e0e0;"> <td>Transfer</td> <td>Asset Transfer</td> </tr> </tbody> </table> </div>	Trans Type	Descr	Adjustment	Asset Cost Adjustment	Transfer	Asset Transfer
Trans Type	Descr						
Adjustment	Asset Cost Adjustment						
Transfer	Asset Transfer						
<p>Expected Results:</p>	<p>The dialog box closes, saving your changes.</p>						

Exercise 2 (continued)

<p>Step 8</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Use the dropdown list to change the ORG Code of 4011501000 to 4011601000.</p> <p>Note: To establish an audit trail, make one change per transaction and save the information.</p>
<p>Expected Results:</p>	<p>The panel reflects your changes.</p>

<p>Step 9</p> <p><i>Note that the Asset ID on their panel will be different from the one here. Have students provide feedback on the use of multiple scroll bars here.</i></p>	<p>Compare your panel to the one shown here:</p>  <p>Note: In this example, we conducted a transfer between Org 4011501000 and 4011601000. Only conduct actual transfers with the Cost Adjustment panel. If this were only a location change, a transfer would not have been necessary. A location change would have been made on the Asset Basic Information panel</p>
<p>Expected Results:</p>	<p>The updated information is saved.</p>

Exercise 2 (continued)

Step 10 <i>Instructor/ Participant Demo</i>	Click:  to save.
Expected Results:	The new information is saved.

Exercise completed.

BEST PRACTICE:**ONLY PERFORM ONE TRANSACTION PER DAY ON AN ASSET.**

IF AN ASSET IS ADDED ON ONE DAY (*FOR EXAMPLE, 5/1/2004*), PLEASE WAIT UNTIL THE NEXT DAY TO PERFORM ANY ADJUSTMENTS (*5/2/2004*).

IF AN ADJUSTMENT IS MADE ON ONE DAY (*5/2/2004*), AND ANOTHER TRANSACTION SUCH AS A RETIREMENT NEEDS TO BE PERFORMED ON THE ASSET, PLEASE WAIT UNTIL THE NEXT DAY (*5/3/2004*).

PLEASE CONTACT THE HELP DESK IF YOU HAVE ANY QUESTIONS.

Exercise 3 - Adjust Net Cost for an Asset

Scenario: The Compaq computer's cost was incorrectly recorded as \$3,500 when it was actually \$3,250. A day has passed between the last transaction, and we can now go back into this asset and make the extra adjustment. In this exercise, you will view and change cost information on the Asset Cost Adjust/Transfers panel.

online Library: *Adjusting Units or Cost*

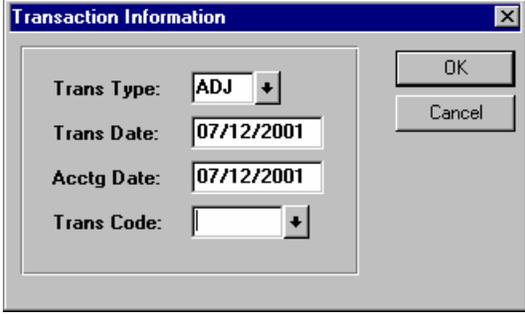
Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

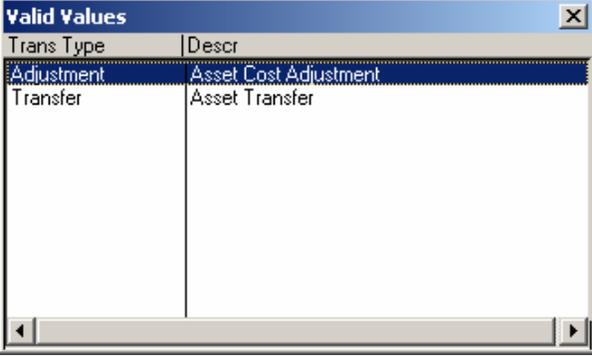
Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window displays.

Step 3	Select: Use → Asset Cost Adjust/Transfer → Update/Display
Expected Results:	A dialog box displays.

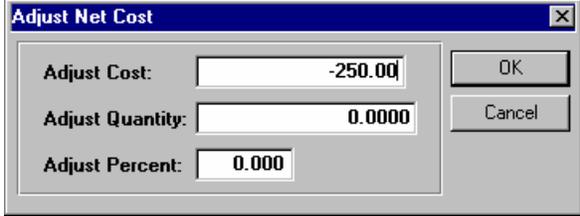
Step 4	Enter or select the following:
<i>Remind students to refer to their Data Sheet for the Asset ID.</i>	Business Unit: 40100 Asset ID: 000000XX
	(Replace XX with the number assigned to you by your instructor.)
	Click: OK
Expected Results:	The Current Cost panel displays.

Exercise 3 (continued)

Step 5	<p>Click: Edit Trans Info...</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>You have two options when selecting a Trans Type:</p> <p>TRF: To transfer an asset to a new Chartfield combination ADJ: To adjust either the quantity or the cost of an asset</p> <p>Note: The Trans Date will affect any prior period depreciation that needs to be booked in the current period if the date is less than the Acctg Date. See Usage of Dates in Chapter 2 for more information on dates.</p>
Expected Results:	The Transaction Information dialog box opens.

Step 6	<p>Select a transaction type of “Adjustment” and click: OK.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>You have two options when selecting a Trans Type:</p> <p>TRF: To transfer an asset to a new Chartfield combination ADJ: To adjust either the quantity or the cost of an asset</p>
Expected Results:	The dialog box closes, saving your changes.

Exercise 3 (continued)

<p>Step 7</p>	<p>Click: Adjust Net Cost...</p> 
<p>Expected Results:</p>	<p>The Adjust Net Cost dialog box displays.</p>

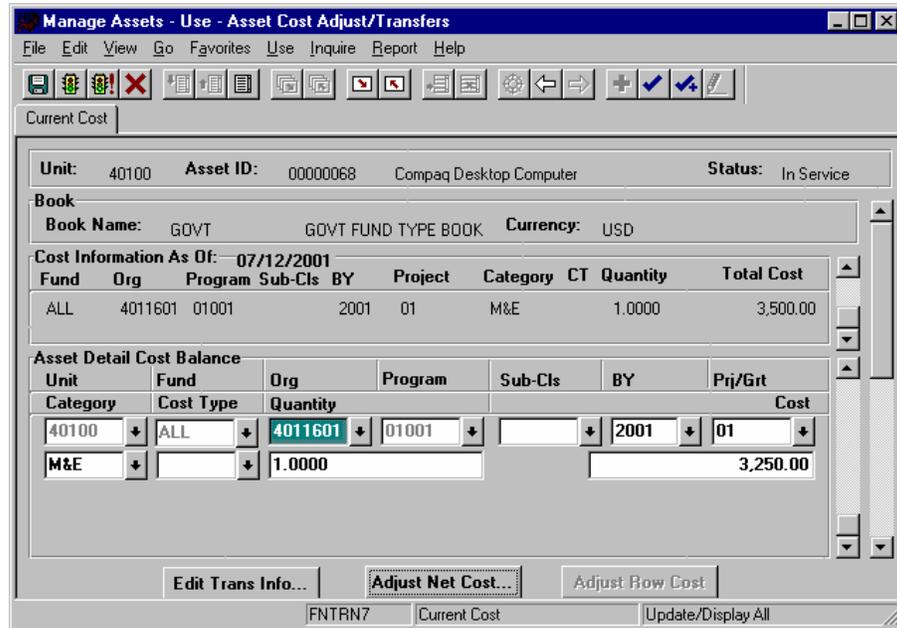
<p>Step 8</p> <p><i>Note the use of the minus sign and ask students how they would adjust the cost UP. The answer would be to enter a positive number in the field.</i></p>	<p>Enter the following in the Adjust Net Cost dialog box:</p> <p>Adjust Cost: -250</p> <p>This reduces the net cost by \$250.00</p> <p>Remove any unnecessary zeros from the field.</p> <p>Click: OK</p> <p>Note: The Adjust Net Cost dialog box is used to determine by what amount/quantity to increase or decrease the asset's amount/quantity.</p> <p>Note: Always use the adjust net cost button to make adjustments.</p>
<p>Expected Results:</p>	<p>The Adjust Net Cost dialog box closes and the Current Cost panel reflects your changes.</p>

Exercise 3 (continued)

Step 9

Note the use of multiple scroll bars on this panel.

Compare your panel to the one in the illustration:



Note: Modifications have been made not to allow more than one change per transaction. Panel will not save more than one transaction and will gray out after saving. You must then exit panel and re-enter panel to make additional changes.

Expected Results:

The Adjust Net Cost dialog box closes and the Current Cost panel reflects your changes.

Step 10

Instructor/ Participant Demo

Click:  to save.

Expected Results:

The new information is saved.

Exercise completed.

Exercise 3 (continued)**BEST PRACTICE:****ONLY PERFORM ONE TRANSACTION PER DAY ON AN ASSET.**

IF AN ASSET IS ADDED ON ONE DAY (*FOR EXAMPLE, 5/1/2004*), PLEASE WAIT UNTIL THE NEXT DAY TO PERFORM ANY ADJUSTMENTS (*5/2/2004*).

IF AN ADJUSTMENT IS MADE ON ONE DAY (*5/2/2004*), AND ANOTHER TRANSACTION SUCH AS A RETIREMENT NEEDS TO BE PERFORMED ON THE ASSET, PLEASE WAIT UNTIL THE NEXT DAY (*5/3/2004*).

PLEASE CONTACT THE HELP DESK IF YOU HAVE ANY QUESTIONS.

Exercise 4 - Adjust Quantities for an Asset

Scenario: A new piano was recorded as having a quantity of 50 when it was added as an asset. In this exercise, you will correct this mistake using the Adjust Cost Adjust/Transfers panels.

online Library: *Adjusting Units or Cost*

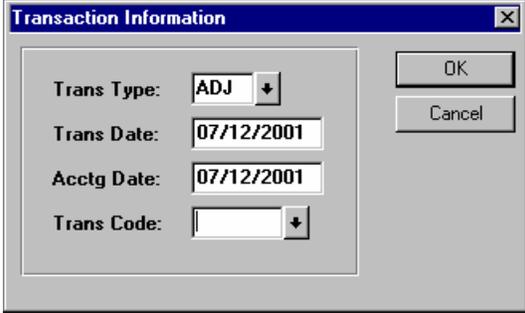
Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window displays.

Step 3	Select: Use → Asset Cost Adjust/Transfer → Update/Display
Expected Results:	A dialog box displays.

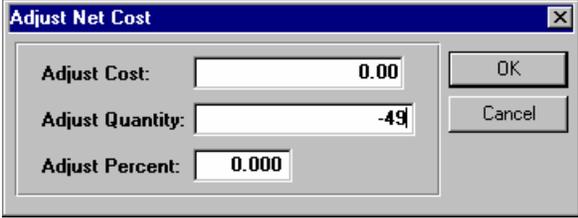
Step 4	Enter or select the following:
<i>Remind students to refer to Data Sheet for the Asset ID.</i>	Business Unit: 40100 Asset ID: 000000XX
	(Replace XX with the number assigned to you by your instructor.)
	Click: OK
Expected Results:	The Current Cost panel displays.

Exercise 4 (continued)

<p>Step 5</p>	<p>Click: Edit Trans Info...</p> <div data-bbox="641 403 1166 716" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;">  <p>The dialog box titled "Transaction Information" contains the following fields: "Trans Type" with a dropdown menu showing "ADJ", "Trans Date" with a text box containing "07/12/2001", "Acctg Date" with a text box containing "07/12/2001", and "Trans Code" with a dropdown menu. There are "OK" and "Cancel" buttons on the right side.</p> </div> <p>Note: The Trans Date will affect any prior period depreciation that needs to be booked in the current period if the date is less than the Acctg Date. See Usage of Dates in Chapter 2 for more information on dates.</p>
<p>Expected Results:</p>	<p>The Transaction Information dialog box opens.</p>

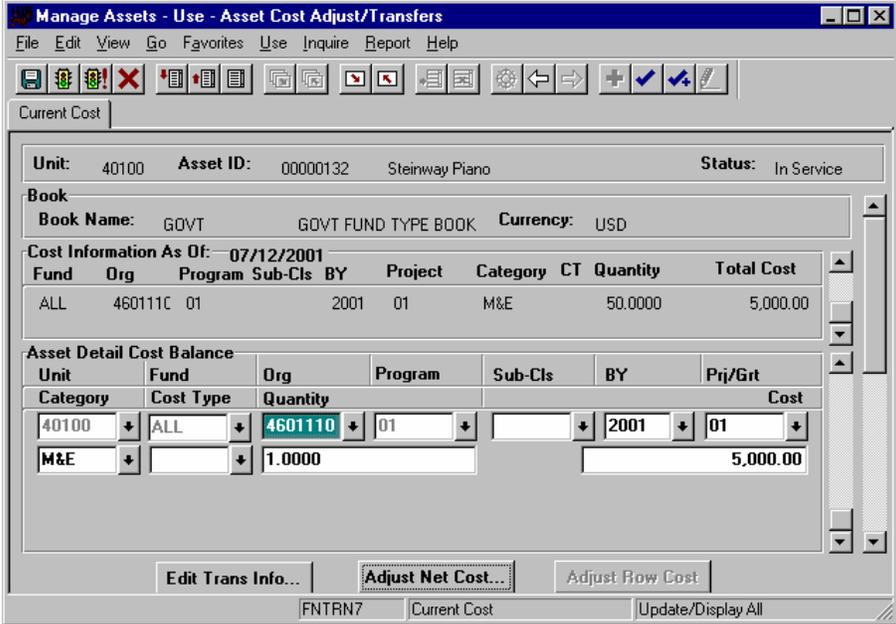
<p>Step 6</p>	<p>Select a transaction type of “Adjustment” and click: OK.</p> <div data-bbox="604 1129 1203 1486" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;">  <p>The dialog box titled "Valid Values" shows a table with two columns: "Trans Type" and "Descr". The "Adjustment" row is selected and highlighted. The other rows are "Transfer" and "Asset Transfer".</p> <table border="1" data-bbox="604 1129 1203 1486"> <thead> <tr> <th>Trans Type</th> <th>Descr</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td>Adjustment</td> <td>Asset Cost Adjustment</td> </tr> <tr> <td>Transfer</td> <td>Asset Transfer</td> </tr> </tbody> </table> </div>	Trans Type	Descr	Adjustment	Asset Cost Adjustment	Transfer	Asset Transfer
Trans Type	Descr						
Adjustment	Asset Cost Adjustment						
Transfer	Asset Transfer						
<p>Expected Results:</p>	<p>The dialog box closes, saving your changes.</p>						

Exercise 4 (continued)

<p>Step 7</p>	<p>Click: Adjust Net Cost...</p> 
<p>Expected Results:</p>	<p>The Adjust Net Cost dialog box displays.</p>

<p>Step 8</p> <p><i>Note the use of the minus sign and verify the students' understanding</i></p>	<p>Enter the following in the Adjust Net Cost dialog box:</p> <p>Adjust Quantity: -49</p> <p>The default in the adjustment fields is a positive amount. If you want to adjust by a negative, you must include the minus sign.</p> <p>Remove any unnecessary zeros from the field.</p> <p>Click: OK</p> <p>Note: The Adjust Net Cost dialog box is used to determine by what amount/quantity to increase or decrease the asset's amount/quantity.</p> <p>Note: Always use the adjust net cost button to make adjustments.</p>
<p>Expected Results:</p>	<p>The Adjust Net Cost dialog box closes and the Current Cost panel reflects your changes.</p>

Exercise 4 (continued)

<p>Step 9</p> <p><i>Instructor/ Participant Demo</i></p> <p><i>Note the use of multiple scroll bars on this panel.</i></p>	<p>Compare your panel to the one in the illustration:</p>  <p>Note: Modifications have been made that will prevent assets from having quantities of less than one.</p>
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p>

<p>Step 10</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Click:  to save.</p>
<p>Expected Results:</p>	<p>The updated information is saved.</p>

Exercise completed.

Exercise 4 (continued)**BEST PRACTICE:****ONLY PERFORM ONE TRANSACTION PER DAY ON AN ASSET.**

IF AN ASSET IS ADDED ON ONE DAY (*FOR EXAMPLE, 5/1/2004*), PLEASE WAIT UNTIL THE NEXT DAY TO PERFORM ANY ADJUSTMENTS (*5/2/2004*).

IF AN ADJUSTMENT IS MADE ON ONE DAY (*5/2/2004*), AND ANOTHER TRANSACTION SUCH AS A RETIREMENT NEEDS TO BE PERFORMED ON THE ASSET, PLEASE WAIT UNTIL THE NEXT DAY (*5/3/2004*).

PLEASE CONTACT THE HELP DESK IF YOU HAVE ANY QUESTIONS.

Exercise 5 – Retire an Asset

Scenario: A filmstrip projector is no longer in service. Use the Asset Retirement panels to change its status and record the number.

online Library: *Retiring and Reinstating Assets*

<p>Step 1</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Toggle to PeopleSoft.</p> <p>Logon to PeopleSoft, if necessary.</p>
<p>Expected Results:</p>	<p>The PeopleSoft window displays.</p>

<p>Step 2</p>	<p>Select: Go → Manage Assets → Manage Assets</p>
<p>Expected Results:</p>	<p>The Manage Assets window displays.</p>

<p>Step 3</p>	<p>Select: Use → Asset Retirements → General</p>
<p>Expected Results:</p>	<p>A dialog box displays.</p>

<p>Step 4</p> <p><i>Remind students to refer to their Data Sheet for the Asset ID.</i></p>	<p>Enter or select the following:</p> <p>Business Unit: 40100</p> <p>Asset ID: 000000XX</p> <p>(Replace XX with the number assigned to you by your instructor.)</p> <p>Click: OK</p>
<p>Expected Results:</p>	<p>The General panel displays.</p>

Exercise 5 (continued)

Step 5	<p>On the General panel, click: Retire.</p> <p>Note: The asset is not retired by just clicking the Retire button. The asset will have to be saved before it is actually retired.</p>
Expected Results:	The retirement fields become active.

Step 6	<p>Identify the Transaction and Accounting Date fields.</p> <p>Click: Edit Trans Info...</p> <div data-bbox="586 846 1224 1121" data-label="Image"> </div> <p>Note: The Trans Date determines when the retirement actually occurred. It will affect backing out any potential depreciation that has already occurred. See Usage of Dates in Chapter 2 for more information on dates.</p> <p>Click OK.</p>
Expected Results:	An understanding of the panel fields

Step 7	<p>Select the following:</p> <p>Disposal Code: Retirement by sale.</p>
Expected Results:	The Quantity and Retire Amt fields change to reflect your selection.

Exercise 5 (continued)

Step 8	Identify the Quantity field, which is used to process a partial disposal. Note: The system will automatically attempt to fully retire the asset. In order to conduct a partial retirement, you will need to modify the quantity field. By changing the QTY, the system will automatically update the amount.
Expected Results:	An understanding of how to complete fields for a partial disposal

Step 9	Identify the Retire Amt field, which records the cost associated with processing a partial disposal. Note: The system will automatically attempt to fully retire the asset. In order to conduct a partial retirement, you will need to modify the amount field. By changing the amount, the system will automatically update the QTY.
Expected Results:	An understanding of how to complete fields for a partial disposal

NOTE:

ONLY UPDATE THESE FIELDS IF CONDUCTING A PARTIAL RETIREMENT.

THE BEST PRACTICE IS TO FULLY RETIRE THE ASSET AND LEAVE THESE FIELDS ALONE. UPDATING THESE FIELDS FROM A PARTIAL RETIREMENT TO A FULL RETIREMENT COULD CAUSE THE SYSTEM NOT TO SET THE ASSET STATUS TO DISPOSED.

PLEASE CONTACT THE HELP DESK IF YOU HAVE ANY QUESTIONS.

Exercise 5 (continued)

Step 10	Identify the Proceeds field.
Expected Results:	An understanding of how to locate the Proceeds field.

Step 11	Compare your panel to the one shown below:
<i>Note multiple scroll bars on this panel. Remind students that their Asset ID will differ from the one in the illustration.</i>	
Expected Results:	The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.

Step 12	Click:  to save.
<i>Instructor/ Participant Demo</i>	<p>Note: The asset is now retired.</p> <p>Note: The Status in the upper right hand corner of the panel is now set to Disposed.</p>
Expected Results:	The new information is saved.

Exercise completed.

Exercise 5 (continued)**BEST PRACTICE:****ONLY PERFORM ONE TRANSACTION PER DAY ON AN ASSET.**

IF AN ASSET IS ADDED ON ONE DAY (*FOR EXAMPLE, 5/1/2004*), PLEASE WAIT UNTIL THE NEXT DAY TO PERFORM ANY ADJUSTMENTS (*5/2/2004*).

IF AN ADJUSTMENT IS MADE ON ONE DAY (*5/2/2004*), AND ANOTHER TRANSACTION SUCH AS A RETIREMENT NEEDS TO BE PERFORMED ON THE ASSET, PLEASE WAIT UNTIL THE NEXT DAY (*5/3/2004*).

PLEASE CONTACT THE HELP DESK IF YOU HAVE ANY QUESTIONS.

Exercise 6 – Reinstatement an Asset

Scenario: Now that you have successfully retired the filmstrip projector, we determine that it needs to be placed back in service by being reinstatement. A day has passed between the last transaction, and we can now go back into this asset and perform the reinstatement. This exercise will demonstrate how to reinstate a retired asset.

online Library: *Retiring and Reinstating Assets*

Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

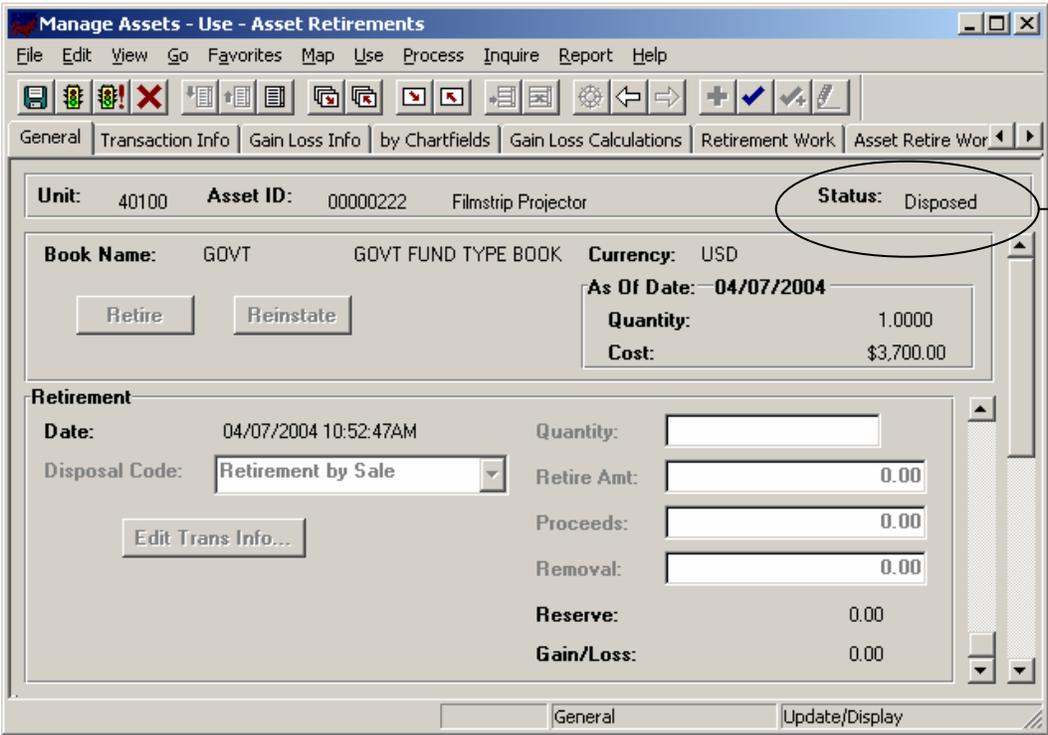
Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window displays.

Step 3	Select: Use → Asset Retirements → General
Expected Results:	A dialog box displays.

Step 4 <i>Students should use the Asset ID they retired.</i>	Enter or select the following: Business Unit: 40100 Asset ID: 000000XX (Replace XX with the number assigned to you by your instructor.) Click: OK
Expected Results:	The General panel displays.

Exercise 6 (continued)

Step 5	On the General panel, click: Reinstate
Expected Results:	Notice that all the fields on the panel become gray and cannot be edited.

Step 6	<p>View the panels on this field</p> 
Expected Results:	Upon saving the panel, the asset will be reinstated.

Step 7	<p>Click:  to save.</p> <p>Note: The asset status will still say Disposed. Cancel out of the panel then reopen the panel. The status should now be updated to In Service.</p>
Expected Results:	The new information is saved.

Exercise completed.

Exercise 6 (continued)**BEST PRACTICE:****ONLY PERFORM ONE TRANSACTION PER DAY ON AN ASSET.**

IF AN ASSET IS ADDED ON ONE DAY (*FOR EXAMPLE, 5/1/2004*), PLEASE WAIT UNTIL THE NEXT DAY TO PERFORM ANY ADJUSTMENTS (*5/2/2004*).

IF AN ADJUSTMENT IS MADE ON ONE DAY (*5/2/2004*), AND ANOTHER TRANSACTION SUCH AS A RETIREMENT NEEDS TO BE PERFORMED ON THE ASSET, PLEASE WAIT UNTIL THE NEXT DAY (*5/3/2004*).

PLEASE CONTACT THE HELP DESK IF YOU HAVE ANY QUESTIONS.

Exercise 7 – Copying an Asset

PeopleSoft Asset Management can copy an asset, saving you time if the financial and physical information for a new asset is similar to an existing asset. Just copy the existing asset and change only the financial and/or physical information that is different, the system will automatically assign the new asset a different asset ID or you can specify an asset ID.

Note: You can only use the Copy Asset feature to copy an asset within a business unit. You cannot copy an asset to a different business unit.

Scenario: Your department just purchased two new Compaq computers. Instead of adding the assets manually, we'll copy an existing asset to create the two new assets.

Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window displays.

Step 3	Select: Use → Copy Asset → Asset Copy
Expected Results:	A dialog box displays.

Exercise 7 (continued)

Step 4
Students should use the Asset ID they retired.

Enter or select the following:

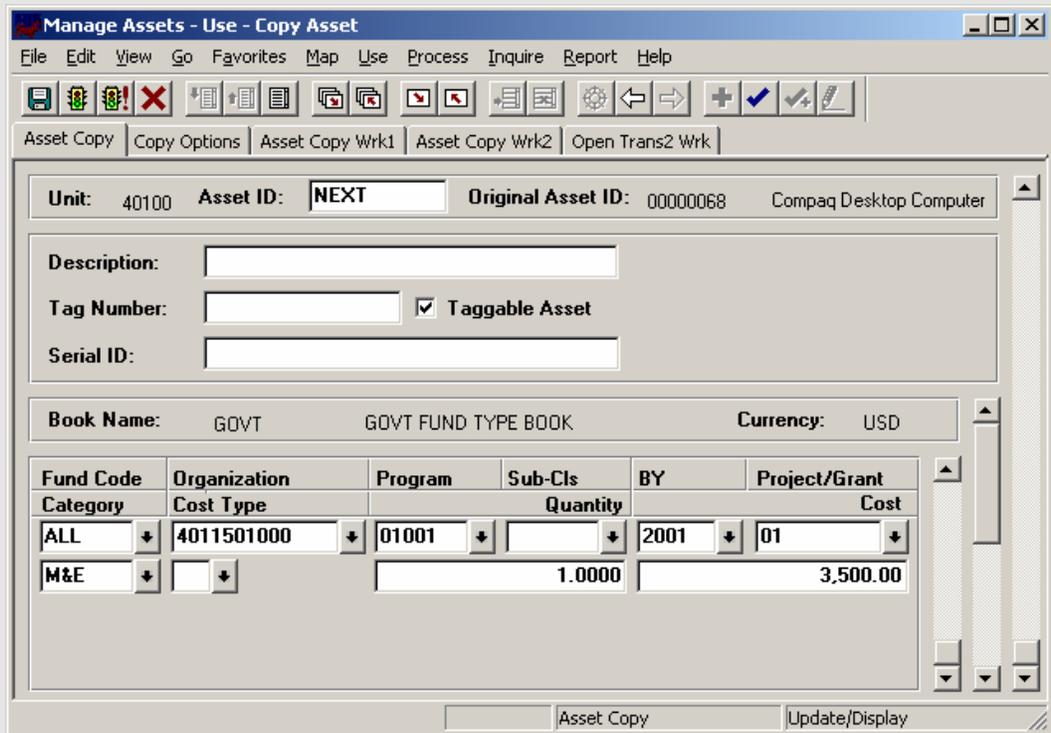
Business Unit: **40100**
 Asset ID: **000000XX**

(Replace XX with the number assigned to you by your instructor.)

Click: **OK**

Expected Results:

The General panel displays.



Exercise 7 (continued)

<p>Step 5 <i>Students should use the Asset ID they retired.</i></p>	<p>Enter or select the following for the new asset(s) that will be created:</p> <p>Description: Compaq Desktop Computer Tag Number: 78344543-ZZ (ZZ is your initials) Serial ID: 487952</p> <p>Note: If you are only creating one new asset, the Description, Tag Number, and Serial ID will be copied to the new asset. If you are creating more than one asset, only the Description will be copied to the ADDITIONAL assets. You will have to type in the Tag Number and Serial ID for each asset by using the scroll bar.</p> <p>Change the chartfield information if it is not going to be the same for the new asset(s).</p> <p>Note: If you need to allocate the cost across multiple ChartFields, click  or hit F7 on the keyboard to insert a new row. Your cursor must be in one of the distribution fields in order to insert the row.</p>
<p>Expected Results:</p>	<p>The general information for the new asset(s) has been added.</p>

NOTE: IF YOU ONLY WANT TO CREATE ONE NEW ASSET CLICK THE SAVE BUTTON AND THE NEW ASSET WILL BE CREATED AND THE NEW ASSET ID WILL BE ASSIGNED AT THE TOP OF THE PANEL.

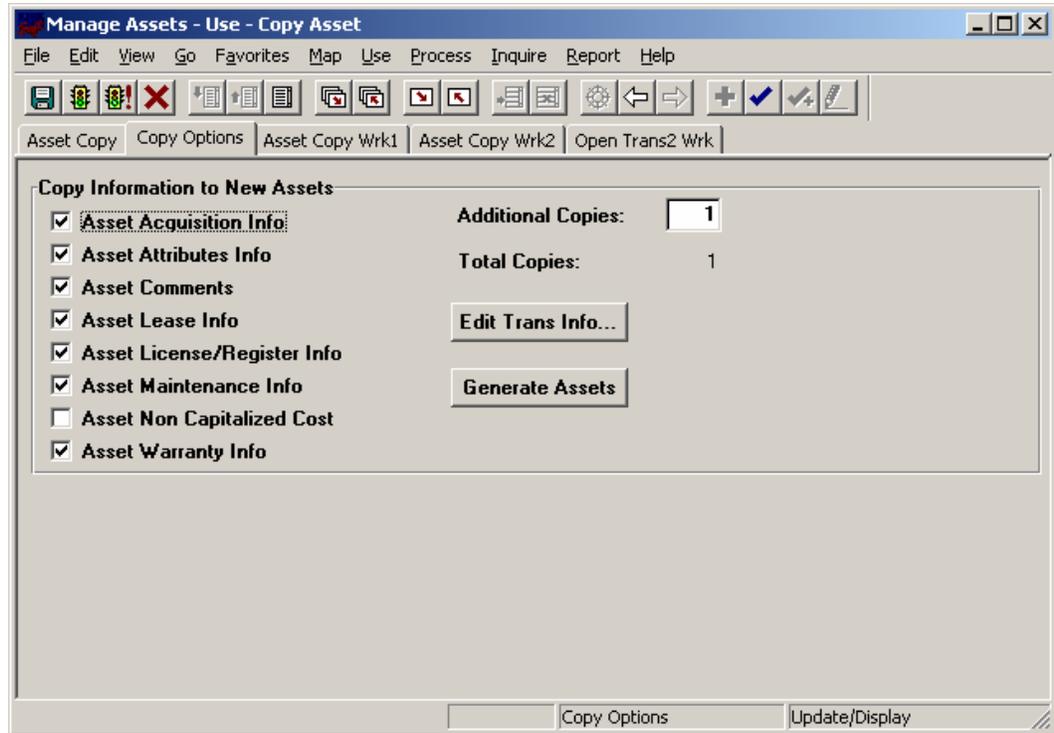
Unit: 40100	Asset ID: <input type="text" value="00000069"/>	Original Asset ID: 00000068	Compaq Desktop Computer
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TO CREATE MORE THAN ONE ASSET CONTINUE TO STEP 5.

Exercise 7 (continued)

Step 6
Students should use the Asset ID they retired.

Using the folder tabs, select the *Copy Options* panel.



Expected Results:

The Copy Options panel is displayed.

Exercise 7 (continued)

<p>Step 7 <i>Students should use the Asset ID they retired.</i></p>	<p>The Copy Options panel is used to determine which characteristics of the original asset you want copied onto the new asset. The asset, book, cost, custodian, and location information is copied automatically, but you can select which additional attributes you want transferred. You can also specify how many new ADDITIONAL assets you want created from the original asset.</p> <p>Note: By default, saving the panel automatically creates a new asset. The additional copies field specifies how many additional assets you want to create:</p> <table border="1" data-bbox="511 655 1084 848"> <thead> <tr> <th>Additional Copies</th> <th>Assets to Create</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> </tr> <tr> <td>2</td> <td>3</td> </tr> <tr> <td>3</td> <td>4</td> </tr> <tr> <td>4</td> <td>5</td> </tr> </tbody> </table> <p>Let's create 2 new assets.</p> <p>Additional Copies: 1</p> <p>Click .</p> <p>Note: The assets have not been created yet. The panel must be saved before the asset(s) are created.</p>	Additional Copies	Assets to Create	1	2	2	3	3	4	4	5
Additional Copies	Assets to Create										
1	2										
2	3										
3	4										
4	5										
<p>Expected Results:</p>	<p>The additional asset will be copied to the Asset Copy panel.</p>										

<p>Step 8 <i>Students should use the Asset ID they retired.</i></p>	<p>Using the folder tabs, go back to the <i>Asset Copy</i> panel.</p>
<p>Expected Results:</p>	<p>The two new assets will appear.</p>

Exercise 7 (continued)

Step 9
Students should use the Asset ID they retired.

ASSET 1

Unit: 40100 Asset ID: **NEXT** Original Asset ID: 0000068 Compaq Desktop Computer

Description: Compaq Desktop Computer

Tag Number: 78344543 Taggable Asset

Serial ID: 487952

Book Name: GOVT GOVT FUND TYPE BOOK Currency: USD

Fund Code	Organization	Program	Sub-Cls	BY	Project/Grant
Category	Cost Type	Quantity		Cost	
ALL	4011501000	01001		2001	01
M&E			1.0000		3,500.00

Asset Copy Update/Display

ASSET 2

Unit: 40100 Asset ID: **NEXT2** Original Asset ID: 0000068 Compaq Desktop Computer

Description: Compaq Desktop Computer

Tag Number: Taggable Asset

Serial ID:

Book Name: GOVT GOVT FUND TYPE BOOK Currency: USD

Fund Code	Organization	Program	Sub-Cls	BY	Project/Grant
Category	Cost Type	Quantity		Cost	
ALL	4011501000	01001		2001	01
M&E			1.0000		3,500.00

Asset Copy Update/Display

Exercise 7 (continued)

Step 10	Click:  to save.
Expected Results:	The two new assets are created and assigned an asset id.

Exercise completed.

E. Summary and Review

<p>Activity</p>  <p>LECTURE</p>	<p>Materials</p>  <p>GUIDE</p>  <p>REVIEW</p>	<p><i>Duration</i></p> <p><i>Instructor Led: 15 min.</i></p> <p><i>Participant Hands-on: 45 min.</i></p>
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<p>Step 1</p> <p><i>Small Group Discussion</i></p> <p><i>or</i></p> <p><i>Pair Teaming w/Discussion</i></p>	<p>ACTIVITY 1 :</p> <p>Today is 4/12/04, and we recently purchased a new color printer for the department. The asset has been tagged and needs to be added into PeopleSoft.</p> <table border="1"> <tr> <td>BUSINESS UNIT</td> <td>40100</td> </tr> <tr> <td>ASSET ID</td> <td>ZZ-Asset (ZZ is your initials)</td> </tr> </table> <table border="1"> <tr> <td>PROFILE ID</td> <td>SMALLVALUE</td> </tr> <tr> <td>DESCRIPTION</td> <td>Canon Color Printer</td> </tr> <tr> <td>TAG NUMBER</td> <td>178569713-ZZ (ZZ is your initials)</td> </tr> <tr> <td>LOCATION</td> <td>Your location created in Section 1 Exercise 3</td> </tr> <tr> <td>TRANS DATE</td> <td>04012004</td> </tr> </table> <table border="1"> <tr> <td>ORGANIZATION</td> <td>4011501000</td> </tr> <tr> <td>FUND</td> <td>1</td> </tr> <tr> <td>PROGRAM</td> <td>01000</td> </tr> <tr> <td>SUB-CLS</td> <td>200</td> </tr> <tr> <td>BY</td> <td>2004</td> </tr> <tr> <td>PROJECT</td> <td>01</td> </tr> <tr> <td>QUANTITY</td> <td>5</td> </tr> <tr> <td>AMOUNT</td> <td>900.00</td> </tr> </table> <table border="1"> <tr> <td>SERIAL ID</td> <td>78944513</td> </tr> </table>	BUSINESS UNIT	40100	ASSET ID	ZZ-Asset (ZZ is your initials)	PROFILE ID	SMALLVALUE	DESCRIPTION	Canon Color Printer	TAG NUMBER	178569713-ZZ (ZZ is your initials)	LOCATION	Your location created in Section 1 Exercise 3	TRANS DATE	04012004	ORGANIZATION	4011501000	FUND	1	PROGRAM	01000	SUB-CLS	200	BY	2004	PROJECT	01	QUANTITY	5	AMOUNT	900.00	SERIAL ID	78944513
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Activity 1 (continued):

<p>Step 1</p> <p><i>Small Group Discussion</i></p> <p><i>or</i></p> <p><i>Pair Teaming w/Discussion</i></p>	<p>ACTIVITY 1 (continued):</p> <p>The next day, we realize that the asset has the wrong quantity. We added it with a quantity of 5 when we should have added it with a quantity of 1.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 40%;">BUSINESS UNIT</td> <td>40100</td> </tr> <tr> <td>ASSET ID</td> <td>Asset ID of asset you just added</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 40%;">TRANS TYPE</td> <td>Adjustment</td> </tr> <tr> <td>TRANS DATE</td> <td>04/01/2004</td> </tr> <tr> <td>QUANTITY</td> <td>1</td> </tr> </table> <p>Later that afternoon, we realize that we actually purchased 5 printers, but we only entered one of the assets into the system. We don't want to manually enter the 4 additional assets. Make 4 copies of the existing monitor.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 40%;">BUSINESS UNIT</td> <td>40100</td> </tr> <tr> <td>ASSET ID</td> <td>Asset ID of asset you just added</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 40%;">ADDITIONAL COPIES</td> <td>4</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 40%;">DESCRIPTION</td> <td>Canon Color Printer</td> </tr> <tr> <td>TAG NUMBER</td> <td>98753312-ZZ (ZZ is your initials)</td> </tr> <tr> <td>SERIAL ID</td> <td>48789742</td> </tr> <tr> <td>DESCRIPTION</td> <td>Canon Color Printer</td> </tr> <tr> <td>TAG NUMBER</td> <td>98753313-ZZ (ZZ is your initials)</td> </tr> <tr> <td>SERIAL ID</td> <td>48789743</td> </tr> <tr> <td>DESCRIPTION</td> <td>Canon Color Printer</td> </tr> <tr> <td>TAG NUMBER</td> <td>98753314-ZZ (ZZ is your initials)</td> </tr> <tr> <td>SERIAL ID</td> <td>48789744</td> </tr> <tr> <td>DESCRIPTION</td> <td>Canon Color Printer</td> </tr> <tr> <td>TAG NUMBER</td> <td>98753315-ZZ (ZZ is your initials)</td> </tr> <tr> <td>SERIAL ID</td> <td>48789745</td> </tr> <tr> <td>DESCRIPTION</td> <td>Canon Color Printer</td> </tr> <tr> <td>TAG NUMBER</td> <td>98753316-ZZ (ZZ is your initials)</td> </tr> <tr> <td>SERIAL ID</td> <td>48789746</td> </tr> </table> <p style="text-align: center;">Hint: Use the scroll bar to go down to the next asset.</p>	BUSINESS UNIT	40100	ASSET ID	Asset ID of asset you just added	TRANS TYPE	Adjustment	TRANS DATE	04/01/2004	QUANTITY	1	BUSINESS UNIT	40100	ASSET ID	Asset ID of asset you just added	ADDITIONAL COPIES	4	DESCRIPTION	Canon Color Printer	TAG NUMBER	98753312-ZZ (ZZ is your initials)	SERIAL ID	48789742	DESCRIPTION	Canon Color Printer	TAG NUMBER	98753313-ZZ (ZZ is your initials)	SERIAL ID	48789743	DESCRIPTION	Canon Color Printer	TAG NUMBER	98753314-ZZ (ZZ is your initials)	SERIAL ID	48789744	DESCRIPTION	Canon Color Printer	TAG NUMBER	98753315-ZZ (ZZ is your initials)	SERIAL ID	48789745	DESCRIPTION	Canon Color Printer	TAG NUMBER	98753316-ZZ (ZZ is your initials)	SERIAL ID	48789746
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SERIAL ID	48789746																																														

Activity 1 (continued):

<p>Step 1</p> <p><i>Small Group Discussion</i></p> <p><i>or</i></p> <p><i>Pair Teaming w/Discussion</i></p>	<p>ACTIVITY 1 (continued):</p> <p>Upon saving the assets, you realize that you actually created 5 new assets when you only needed to create 4. Since all of the assets have a transaction that has occurred today, let's wait until tomorrow then retire one of the assets.</p> <p>On 4/14/2004, we decide to go in to retire one of the assets.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>BUSINESS UNIT</td> <td>40100</td> </tr> <tr> <td>ASSET ID</td> <td>ZZ-Asset (ZZ is your initials)</td> </tr> </table> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>DISPOSAL CODE</td> <td>Added in Error</td> </tr> <tr> <td>TRANS DATE</td> <td>04/13/2004</td> </tr> </table>	BUSINESS UNIT	40100	ASSET ID	ZZ-Asset (ZZ is your initials)	DISPOSAL CODE	Added in Error	TRANS DATE	04/13/2004
BUSINESS UNIT	40100								
ASSET ID	ZZ-Asset (ZZ is your initials)								
DISPOSAL CODE	Added in Error								
TRANS DATE	04/13/2004								

<p>Step 2</p> <p><i>Small Group Discussion</i></p> <p><i>or</i></p> <p><i>Pair Teaming w/Discussion</i></p>	<p>Answer the following questions:</p> <ol style="list-style-type: none"> 1. What's the most important thing to remember when using Asset ExpressAdd? 2. If an asset has been added without a tag number or serial number, how do you update the information in the database? 3. True or False: when you use Adjust Cost/Transfer to change an asset's ChartFields, it's a good idea to change more than one ChartField before saving the data. 4. True or False: to reduce the quantity for an asset, you enter a negative number on the Adjust Net Cost window. 5. List the steps for retiring an asset. <p>Hint: Answers can be found in the online Library.</p>
<p>Expected Results:</p>	<p>An understanding of the key concepts for Working with MANAGING ASSETS</p>

Answer: To choose the correct Profile ID so that all information defaults correctly.

Answer: Use the Asset Basic Information panels.

Answer: False. Always save , close, and re-open the panel when changing ChartField information.

Answer: True. The same is true for reducing an asset's cost.

Answer: True.

MANAGING ASSETS



Congratulations! You have just completed the MANAGING ASSETS section. This section contained the tools needed to present all the concepts and procedures involved in working with MANAGING ASSETS in Asset Management.

Participant Objectives

You should be able to:

1. View and modify asset basic information
2. Adjust chartfields for an asset
3. Adjust net cost for an asset
4. Adjust quantities for an asset
5. Retire an asset
6. Reinstate an asset
7. Copy an asset

- 1.
- 2.
3. *Answer:* 1. Obtain a number from Surplus Property.
2. Open the Asset Retirement panel for the asset.
3. Click the Retire button.
4. Enter the transaction number in the Reference Code field on the Transaction Info panel, making sure that the Copy to Other Books checkbox is selected.



Phoenix End-User Training

SECTION 4: INQUIRING ON ASSETS

INSTRUCTOR AND PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ASSET MANAGEMENT
NOVEMBER 2004

Inquiry



Welcome to the Inquiry module in Asset Management. This section contains the tools needed to (*deliver*) learn all the concepts and procedures involved in inquiring about asset-related information.

Goal To have the skills and knowledge necessary to view asset-related information.

Participant Objectives At the end of this module you will be able to...

1. Review asset cost history
2. Review voucher inquiry panels
3. Review purchase order inquiry panels
4. Review receiving inquiry panels
5. Review system news

Prerequisites Completion of the following modules:

1. Introduction to PeopleSoft
2. Fundamentals of Asset Management

Outline Inquiry

- A. Introduction
- B. Concepts
- C. Exercises
- D. Review Questions

Section Contents



INQUIRY

A. INTRODUCTION.....	1
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Asset Management Inquiry

A. Introduction

Activity  LECTURE	Materials  GUIDE  FLIPCHART  LIBRARY		
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Introduce the overall goal and objectives.

Step 1 <i>Lecture</i>	Goal: To have the skills and knowledge necessary to view asset-related information. Objectives: <ol style="list-style-type: none"> 1. Review asset cost history 2. Review voucher inquiry panels 3. Review purchase order inquiry panels 4. Review receiving inquiry panels 5. Review system news
Expected Results:	The goal and objectives are introduced.

Introduce materials.

Step 2 <i>Lecture</i>	Materials: Participant Guide, flipchart, online Library, PeopleSoft
Expected Results:	The materials are introduced.

Introduction (continued)

Step 3	<p>From the Table of Contents window in the online Library, expand down the following path:</p> <p style="text-align: center;"><i>PHOENIX PROGRAM ASSET MANAGEMENT PROCESSES</i> <i>Inquiring About Assets</i> <i>Introduction</i></p>
Expected Results:	The <i>Reviewing Vouchers and Purchasing Information</i> section displays.

Have participants view all topics available in the online Library. These topics are accessible in various ways. Demonstrate using the Section Introduction pop-up links and Table of Contents.

Step 4	<p>Note the topics available under Inquiry Procedures:</p> <ul style="list-style-type: none"> Inquiring about Asset Cost History Inquiring about Vouchers Inquiring about Purchase Orders Inquiring about Receiving Information Inquiring about Assets Inquiring about System News <p>Note: Not all topics listed in the online Library will be covered in class. Successfully completing this module of selected topics will provide you the skills and knowledge necessary to work with the Asset Management system.</p>
Expected Results:	An understanding of the concept information in the online Library for <i>Inquiring about Assets</i> .

B. Concepts

Activity	Materials		
 LECTURE	 GUIDE	 FLIPCHART	 LIBRARY

Before participants perform the procedures to successfully complete the objectives, they must have a good understanding of the underlying concepts. This will serve as an advanced organizer for the section.

Step 1	The main underlying concepts for inquiring about assets are listed below:
<i>Lecture</i>	<ul style="list-style-type: none"> Asset Cost History Purchase Orders Vouchers Receiving
Expected Results:	An understanding of this functionality's underlying concepts

Step 2	From the Table of Contents window in the online Library, expand down the following path:
<i>Lecture</i>	<p><i>PHOENIX PROGRAM ASSET MANAGEMENT PROCESSES</i></p> <ul style="list-style-type: none"> <i>Inquiring about Assets</i> <i>Introduction</i> <i>Inquiring about Asset Cost History</i> <i>Inquiring about Vouchers</i> <i>Inquiring about Purchase Orders</i> <i>Inquiring about Receiving</i> <i>Inquiring about Assets</i>
Expected Results:	The sections display in the online Library.

The main concepts should be covered interactively.

Remind the participants that Effective Dating is used extensively throughout the Asset Management modules. Check for understanding, use additional examples or discuss, if necessary, as part of the discussion on concepts.

C. Exercises

Activity	Materials
	  

<p><i>Instructor/ Participant Demo</i></p> <p><i>Participant Hands-on</i></p>	<p>Exercise 1 - Inquire about Asset Cost History</p> <p>Exercise 2 - Inquire about Voucher Information</p> <p>Exercise 3 - Inquire about Purchase Order Information</p> <p>Exercise 4 - Inquire about Receiving Information</p> <p>Exercise 5 - Inquire about News Panel</p>
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Exercise 1 – Inquire about Asset Cost History

Scenario: Use the Asset Cost History Inquiry panel to view transactions for an asset’s cost.

online Library: *Inquiring About Assets*

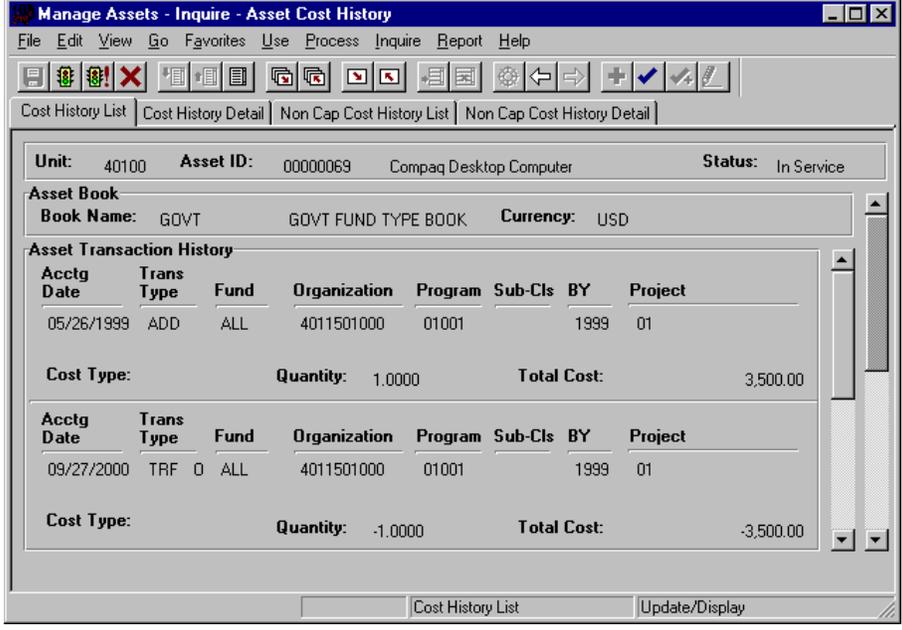
Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window displays.

Step 3	Select: Inquire → Asset Cost History → Cost History List
Expected Results:	A dialog box displays.

Step 4	Enter or select the following: Business Unit: 40100 Asset ID: 00000069 Click: OK
Expected Results:	The Cost History List panel displays.

Exercise 1 (continued)

<p>Step 5</p>	<p>View the information on the Cost History List panel.</p> 
<p>Expected Results:</p>	<p>An understanding of general information about the asset's cost history</p>

<p>Step 6</p>	<p>Click: <input type="button" value="Cost History Detail"/></p>
<p>Expected Results:</p>	<p>The Cost History Detail panel displays.</p>

Exercise 1 (continued)

<p>Step 7</p> <p><i>Instructor/ Participant Hands-On</i></p>	<p>View the information on the Cost History Detail panel.</p> 
<p>Expected Results:</p>	<p>An understanding of the detail about the asset’s cost history</p>

<p>Step 8</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Click:  to close this panel without saving any changes.</p>
<p>Expected Results:</p>	<p>The inquiry panel closes.</p>

Exercise completed.

Exercise 2 – Inquire about Voucher Information

Scenario: Use the Voucher Inquiry panel to view voucher information.

online Library: *Inquiring About Vouchers*

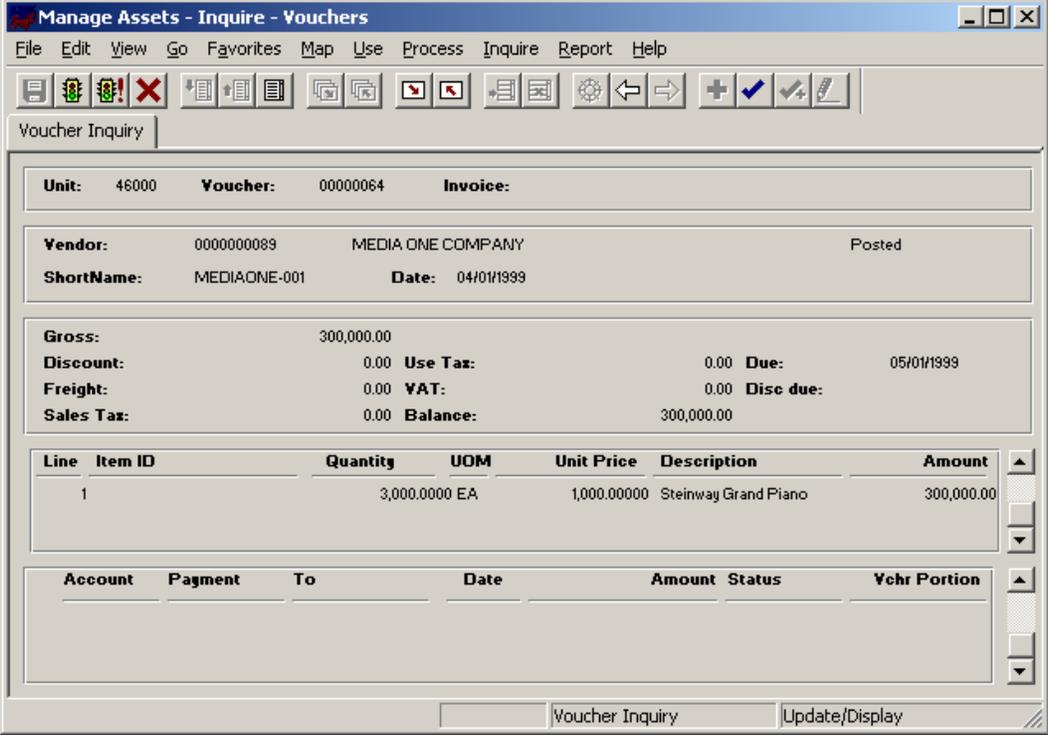
Step 1	Toggle to PeopleSoft. Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window displays.

Step 3	Select: Inquire → Vouchers
Expected Results:	A dialog box displays.

Step 4	Enter or select the following: SetID: STATE Business Unit: 46000 Voucher ID: 00000064 Click: OK
Expected Results:	The Voucher Inquiry panel displays, showing you the voucher and payment information.

Exercise 2 (continued)

<p>Step 5</p>	<p>View the information on this panel.</p> 
<p>Expected Results:</p>	<p>An understanding of the information on the panel</p>

<p>Step 6</p>	<p>Click:  to close this panel.</p>
<p>Expected Results:</p>	<p>The panel closes and you return to the Manage Assets window.</p>

Exercise completed.

Exercise 3 – Inquire about Purchase Order Information

Scenario: Use the Purchase Order inquiry panels to view information about purchase orders.

online Library: *Inquiring About Purchase Orders*

Step 1	<p>Toggle to PeopleSoft.</p> <p>Logon to PeopleSoft, if necessary.</p>
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window displays.

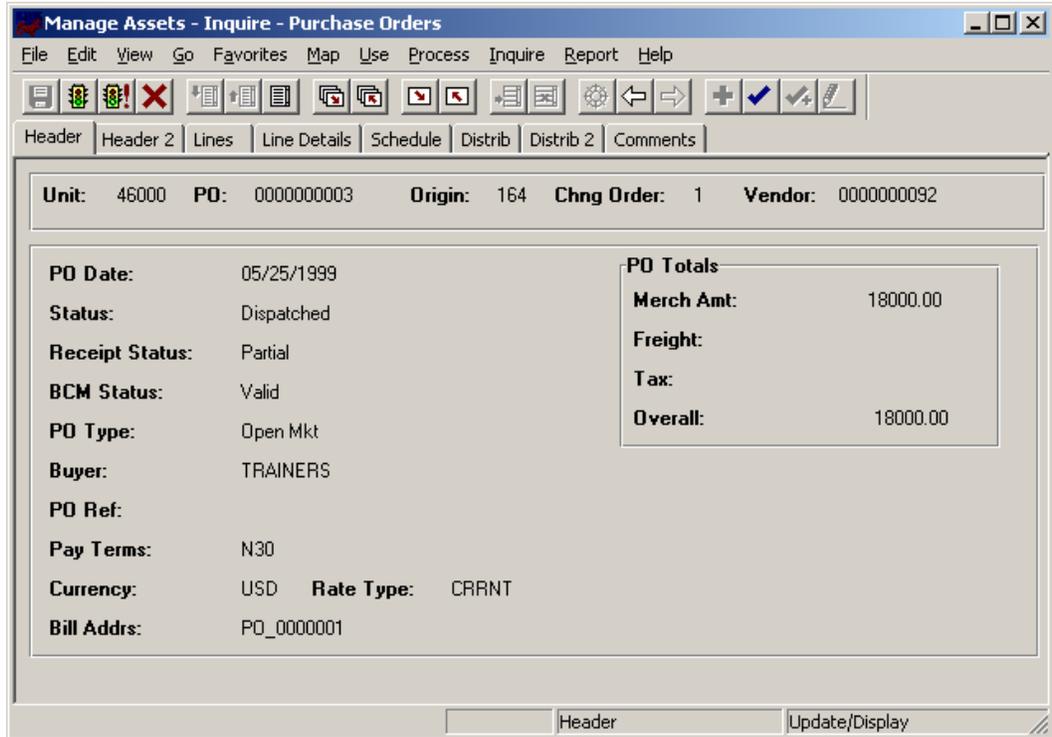
Step 3	Select: Inquire → Purchase Orders → Header
Expected Results:	A dialog box displays.

Step 4	<p>Enter or select the following:</p> <p>Business Unit: 46000</p> <p>Purchase Order: 0000000003</p> <p>Click: OK</p>
Expected Results:	The Purchase Order inquiry panels open, showing information for the specified purchase order.

Exercise 3 (continued)

Step 5

View the fields on the Header panel.



Click the tab for the Header 2 panel.

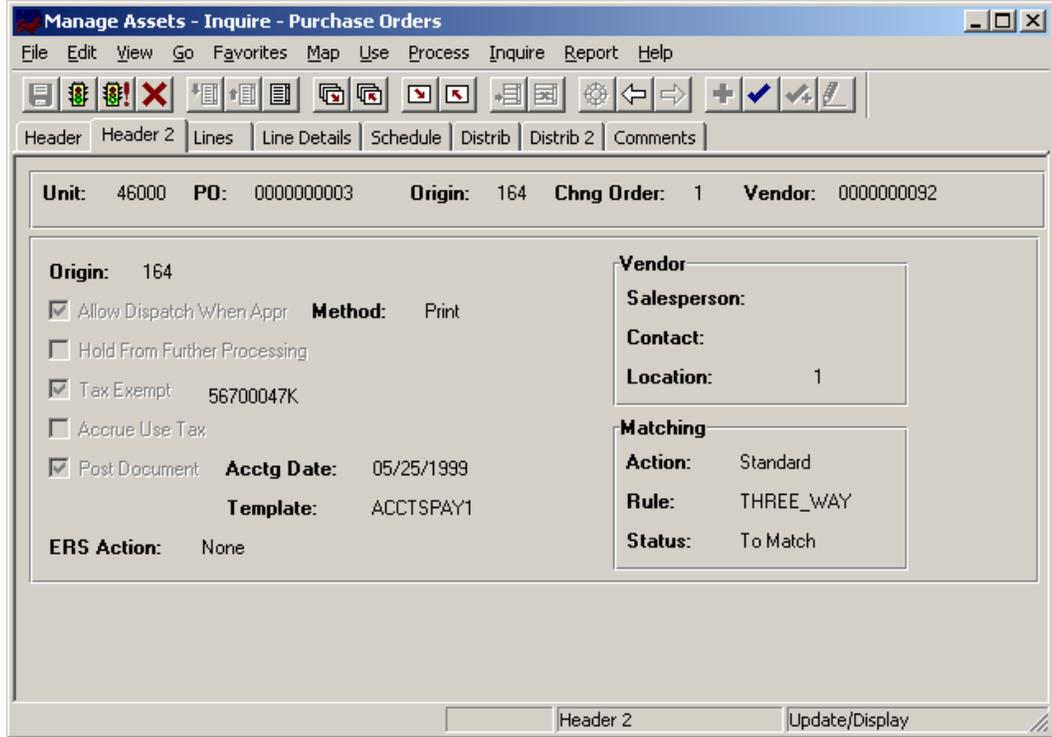
Expected Results:

An understanding of the information on the panels

Exercise 3 (continued)

Step 6

View the fields on the Header 2 panel.



Click the tab for the Lines panel.

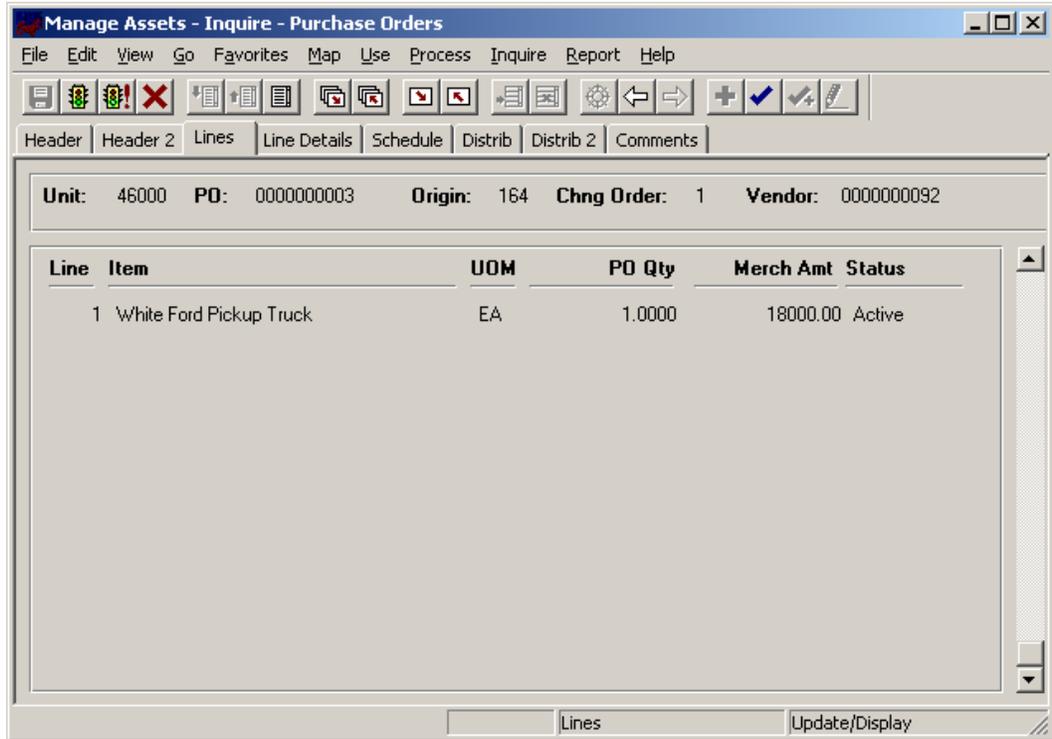
Expected Results:

An understanding of the information on the panels

Exercise 3 (continued)

Step 7

View the fields on the Lines panel.



Click the tab for the Line Details panel.

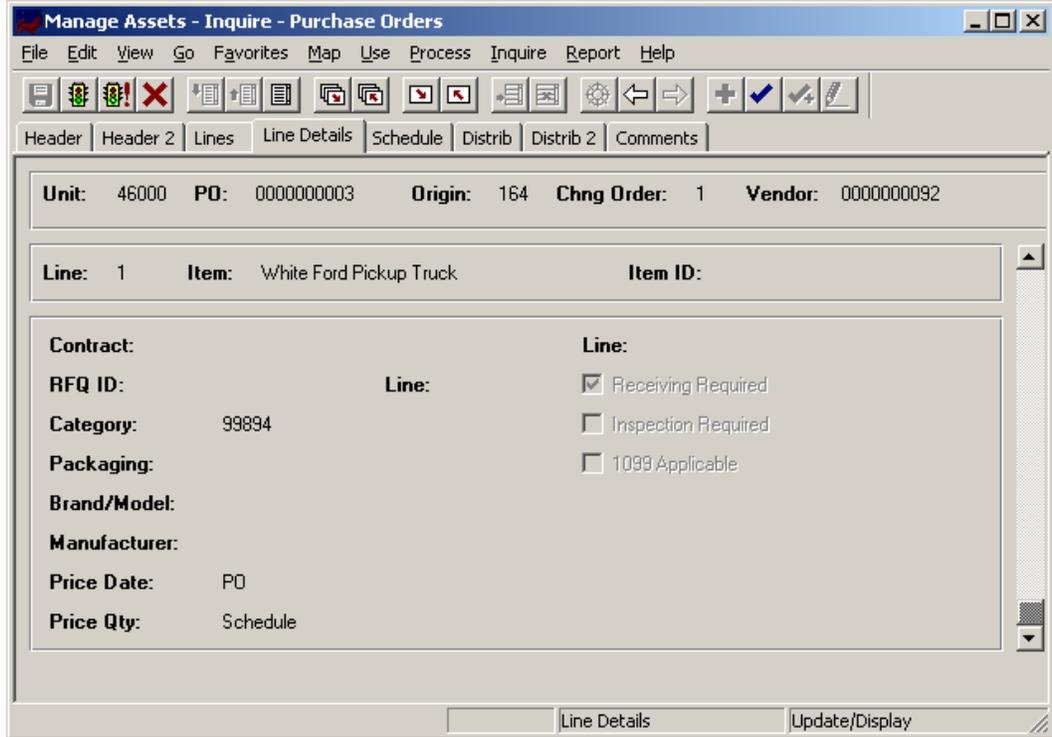
Expected Results:

An understanding of the information on the panels

Exercise 3 (continued)

Step 8

View the fields on the Line Details panel.



Click the tab for the Schedule panel.

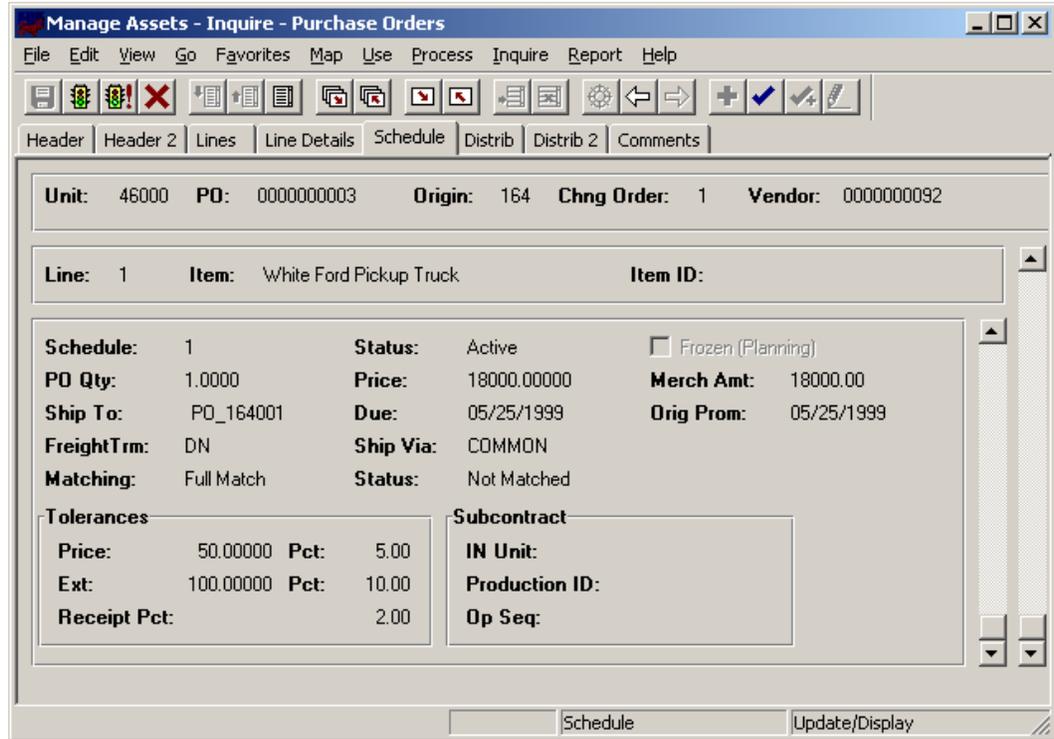
Expected Results:

An understanding of the information on the panels

Exercise 3 (continued)

Step 9

View the fields on the Schedule panel.



Click the tab for the Distrib panel.

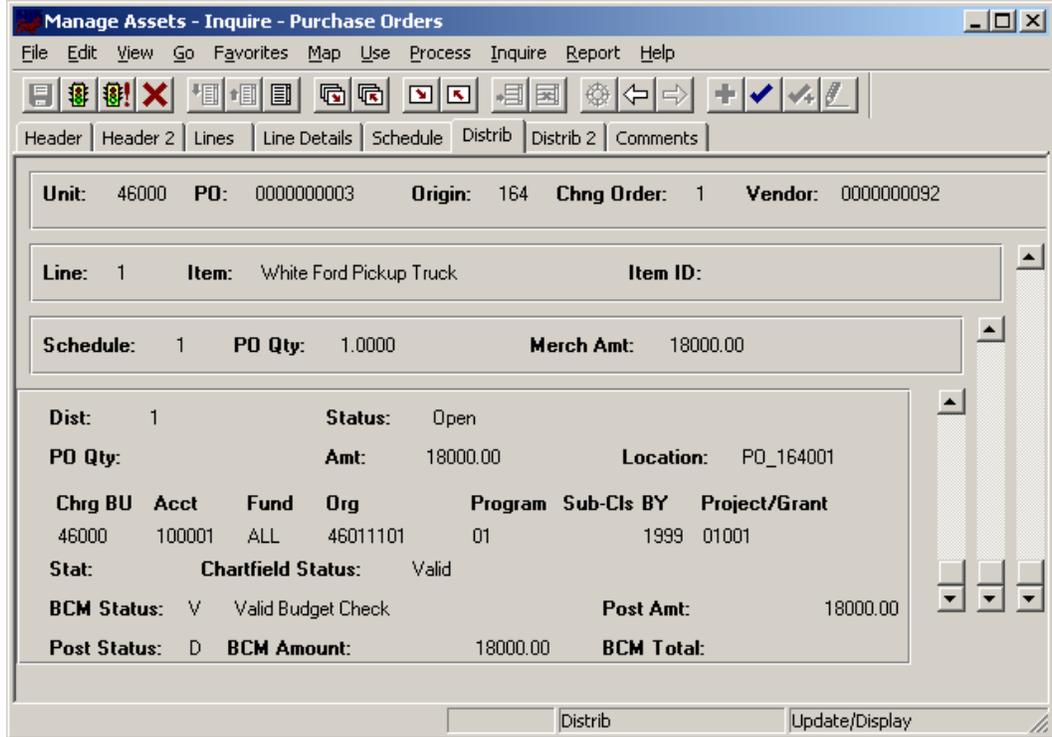
Expected Results:

An understanding of the information on the panels

Exercise 3 (continued)

Step 10

View the fields on the Distrib panel.



Click the tab for the Distrib 2 panel.

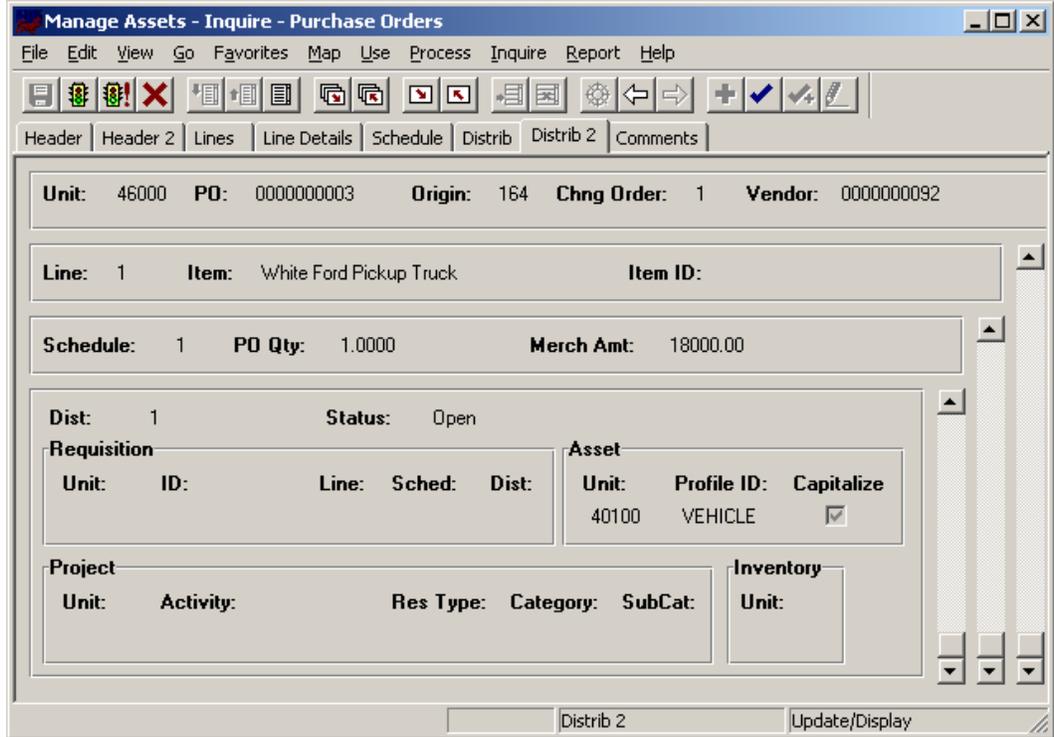
Expected Results:

An understanding of the information on the panels

Exercise 3 (continued)

Step 11

View the fields on the Distrib 2 panel.

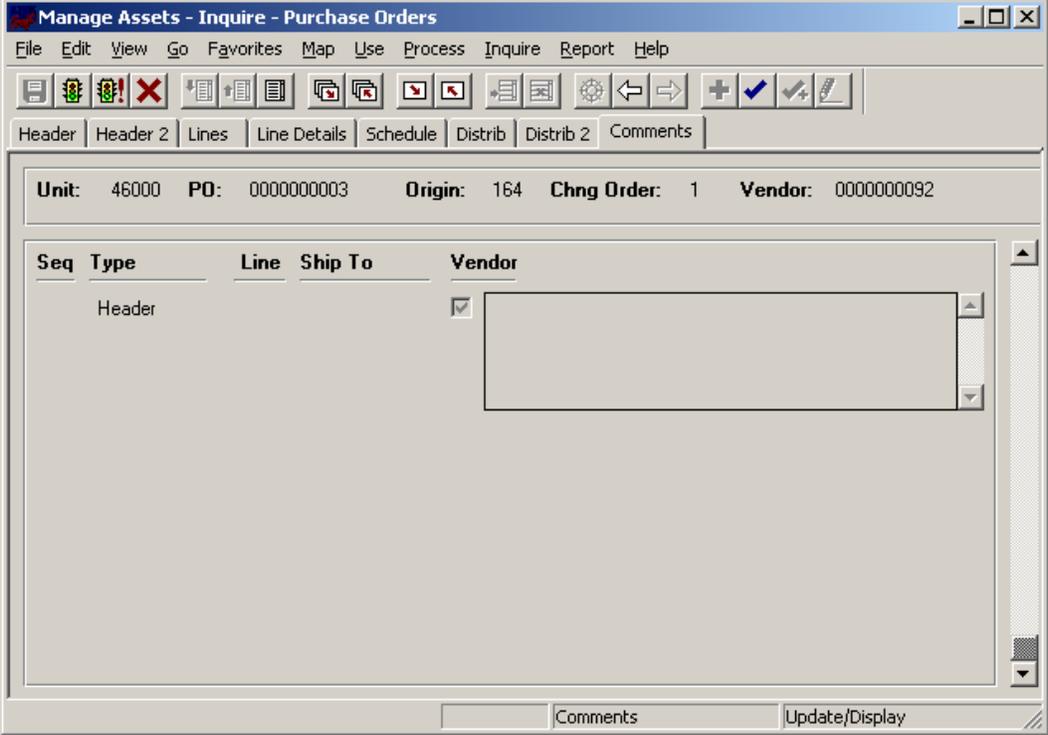


Click the tab for the Comments panel.

Expected Results:

An understanding of the information on the panels

Exercise 3 (continued)

<p>Step 12</p>	<p>View the fields on the Comments panel.</p> 
<p>Expected Results:</p>	<p>An understanding of the information on the panels</p>

<p>Step 13</p>	<p>Click:  to close this panel group.</p>
<p>Expected Results:</p>	<p>The panel group closes and you return to the Manage Assets window.</p>

Exercise completed.

Exercise 4 – Inquire about Receiving Information

Scenario: Use the Receiver Lines panel to view voucher information.

online Library: *Inquiring About Receiving Information*

Step 1	Toggle to PeopleSoft. Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

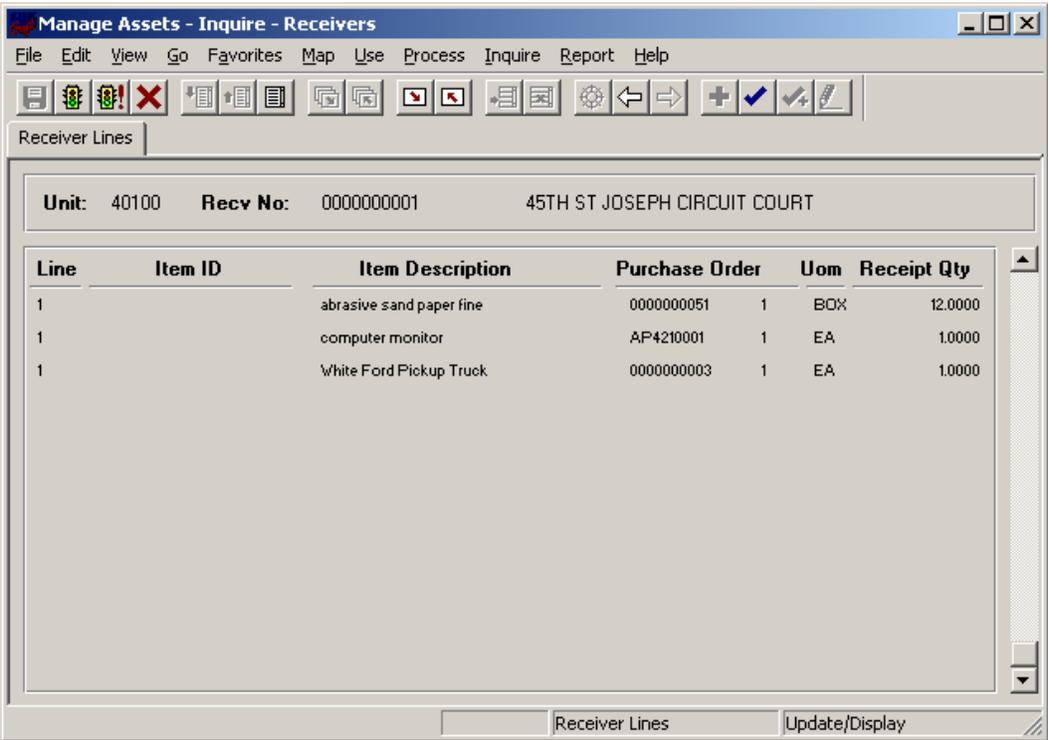
Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window displays.

Step 3	Select: Inquire → Receiving
Expected Results:	A dialog box displays.

Step 4	Enter or select the following: Business Unit: 40100 Receiver ID Number: 0000000001 Click: OK
Expected Results:	A search results window opens, showing the line you specify.

Exercise 4 (continued)

Step 5	Select the receiver line.
Expected Results:	The Receiving Lines panel displays, showing the detail for the receiver you specify.

Step 6	View the fields on this panel.																								
	 <table border="1"> <thead> <tr> <th>Line</th> <th>Item ID</th> <th>Item Description</th> <th>Purchase Order</th> <th>Uom</th> <th>Receipt Qty</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>abrasive sand paper fine</td> <td>0000000051</td> <td>1 BOX</td> <td>12.0000</td> </tr> <tr> <td>1</td> <td></td> <td>computer monitor</td> <td>AP4210001</td> <td>1 EA</td> <td>1.0000</td> </tr> <tr> <td>1</td> <td></td> <td>White Ford Pickup Truck</td> <td>0000000003</td> <td>1 EA</td> <td>1.0000</td> </tr> </tbody> </table>	Line	Item ID	Item Description	Purchase Order	Uom	Receipt Qty	1		abrasive sand paper fine	0000000051	1 BOX	12.0000	1		computer monitor	AP4210001	1 EA	1.0000	1		White Ford Pickup Truck	0000000003	1 EA	1.0000
Line	Item ID	Item Description	Purchase Order	Uom	Receipt Qty																				
1		abrasive sand paper fine	0000000051	1 BOX	12.0000																				
1		computer monitor	AP4210001	1 EA	1.0000																				
1		White Ford Pickup Truck	0000000003	1 EA	1.0000																				
Expected Results:	An understanding of the information on this inquiry panel																								

Step 7	Click:  to close this panel.
Expected Results:	The panel closes and you return to the Manage Assets window.

Exercise completed.

Exercise 5 - Inquire about News Panel

Scenario: Use the News panel to view changes to procedures and address problem areas.

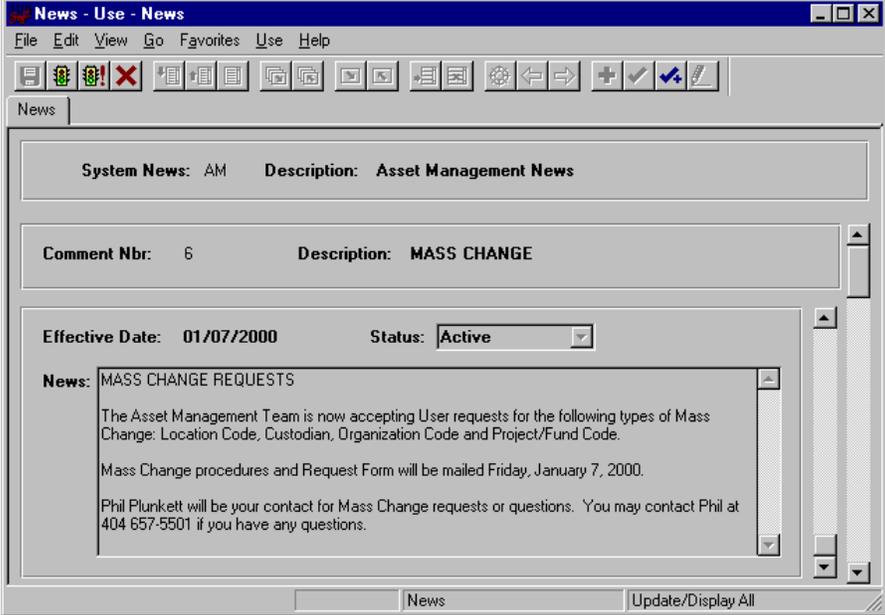
Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → News
Expected Results:	News panel displays.

Step 3	Select: Use → News
Expected Results:	A dialog box displays.

Step 4	Enter the following:
<i>Remind students to refer to Data Sheet for the Asset ID.</i>	System News: AM
Expected Results:	News panel displays.

Exercise 5 (continued)

<p>Step 5</p> <p><i>Remind students to refer to Data Sheet for the Asset ID.</i></p>	<p>View the panel to see which news panels have been posted.</p>  <p>Note: The purpose of the News panels is to allow us to address pertinent information on a more current basis. News panels will be used to notify users of changes to procedures, to clarify procedures, and to address problems. News panels will be posted periodically.</p>
<p>Expected Results:</p>	<p>An understanding of the fields on this panel.</p>

<p>Step 6</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Click:  to close this panel.</p>
<p>Expected Results:</p>	<p>The News panel closes.</p>

Exercise completed.

D. Summary and Review

<p>Activity</p>  <p>LECTURE</p>	<p>Materials</p>  <p>GUIDE</p>  <p>REVIEW</p>	<p><i>Duration</i></p> <p><i>Instructor Led: 15 min.</i></p> <p><i>Participant Hands-on: 45 min.</i></p>
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<p>Step 1</p> <p><i>Small Group Discussion</i></p> <p><i>or</i></p> <p><i>Pair Teaming w/Discussion</i></p>	<p>Answer the following questions:</p> <ol style="list-style-type: none"> 1. If a Voucher ID is associated with an asset, how do you look up that information beginning with the Review Assets option? 2. If you know a Receiver ID that's associated with an asset, how do you inquire to find out more information about the receipt? 3. Describe the Asset Cost History Inquiry panels. <p>Hint: Answers can be found in the online Library.</p>
<p>Expected Results:</p>	<p>An understanding of the key concepts for Inquiring about Assets</p>

Inquiry



Congratulations! You have just completed the Inquiry section. This section contained the tools needed to present all the concepts and procedures involved in inquiring about assets.

Goal You should have the skills and knowledge necessary to view asset-related information *Answer:* 1. Select Inquire, Review Assets, Acquisition Detail 2.

1. Select an asset at the search window.
2. Click the Payables Info pushbutton.
3. View the information on the Payables Detail

Participant Objectives

You should be able to...

1. Review asset cost history
2. Review voucher inquiry panels
3. Review purchase order inquiry panels
4. Review receiving inquiry panels
5. Review the news panel

Answer: 1. Select Inquire, Receivers.
2. Select the Receiver at the search window.

Answer:

The General Information panel provides information about the asset's status and acquisition, and indicates whether this is a parent or child asset.

The Attributes panel provides physical information about the asset's color, height, width, etc.

The Location panel provides information about where the asset is.

The Custodian panel provides information about who has or has had custody of the asset.

The License/Register panel provides license and/or registration information for the asset.

The Acquisition Detail 1 panel provides financial information about the acquisition of the asset.

The Acquisition Detail 2 panel enables you to access Purchase Order, Receiving, and Payables information related to the asset.



Phoenix End-User Training

SECTION 5: AUTOMATED INTERFACE TRANSACTIONS

INSTRUCTOR AND PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ASSET MANAGEMENT
NOVEMBER 2004

Automated Interface Transactions



Welcome to the Automated Interface Transactions section! This section contains the tools needed to *(deliver)* learn all the concepts and procedures involved in working with automated interface transactions between Phoenix Accounts Payable/Purchasing and Asset Management.

Goal To have the skills and knowledge necessary to view and update Asset Management information generated automatically from within Phoenix Accounts Payable and Purchasing.

Participant Objectives At the end of this module you will be able to...

1. Describe the interface process that loads asset data from the Purchasing and Accounts Payable applications
2. Define the terms “consolidate” and “unitize” assets
3. Navigate to and describe the information on the Voucher, Purchase Order, and Receiving panels in order to review asset-related information

Prerequisites Completion of the following modules:

1. Introduction to PeopleSoft
2. Fundamentals of Asset Management
3. Manual Transactions

Outline Automated Interface Transactions

- A. Introduction
- B. Concepts
- C. Exercises
- D. Review Questions

Section Contents



AUTOMATED INTERFACE TRANSACTIONS

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B. BUSINESS PROCESS	3
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Exercise 2 – Consolidate Asset Load Lines.....	16
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E. SUMMARY AND REVIEW	41

Automated Interface Transactions

A. Introduction

<p>Activity</p>  <p>LECTURE</p>	<p>Materials</p>  <p>GUIDE</p>  <p>FLIPCHART</p>  <p>LIBRARY</p>
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Introduce the overall goal and objectives.

<p>Step 1</p> <p><i>Lecture</i></p>	<p>Goal: To have the skills and knowledge necessary to view and update Asset Management information generated automatically from within Phoenix Accounts Payable and Purchasing.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Describe the interface process that loads asset data from the Purchasing and Accounts Payable applications. Describe on-line transactions within Asset Management 2. Approve lines in the loader tables 3. Consolidate assets as appropriate 4. Unitize assets as appropriate 5. Describe the process and results of the Transaction Loader panel
<p>Expected Results:</p>	<p>The goal and objectives are introduced.</p>

Introduce materials.

<p>Step 2</p> <p><i>Lecture</i></p>	<p>Materials:</p> <p style="text-align: center;">Participant Guide, flipchart, online Library, PeopleSoft</p>
<p>Expected Results:</p>	<p>The materials are introduced.</p>

Introduction (continued)

1. Access the online Library on the PC with the participants.

Step 3	<p>From the Table of Contents window in the online Library, expand down the following path:</p> <p style="text-align: center;"><i>PHOENIX PROGRAM ASSET MANAGEMENT PROCESSES</i> <i>Working with Automated Interface Transactions</i> <i>Introduction</i></p>
Expected Results:	The <i>Working with Automated Interface Transactions</i> section displays.

Have participants view all topics available in the online Library. These topics are accessible in various ways. Demonstrate using the Section Introduction pop-up links and Table of Contents.

Step 4	<p>Note the topics available under Describe Concepts:</p> <p style="padding-left: 40px;">The Purchasing/Payables Interface Asset Load Line Consolidation Asset Load Line Unitization Transaction Loader</p> <p>Note: Not all topics listed in the online Library will be covered in class. Successfully completing this module of selected topics will provide you the skills and knowledge necessary to work with the Asset Management system.</p>
Expected Results:	An understanding of the concept information in the online Library for <i>Working with Automated Interface Transactions</i> .

B. Business Process

Activity	Materials			
 <p data-bbox="212 407 302 432">LECTURE</p>	 <p data-bbox="418 407 477 432">GUIDE</p>	 <p data-bbox="548 407 647 432">FLIPCHART</p>	 <p data-bbox="699 407 781 432">LIBRARY</p>	

Step 1	Discuss the relevant business processes.
<i>Lecture</i>	AM002 Payables/Purchasing Interface to Asset Management
Expected Results:	The new business processes are identified and understood.

C. Concepts

<p>Activity</p>  <p>LECTURE</p>	<p>Materials</p>    <p>GUIDE FLIPCHART LIBRARY</p>
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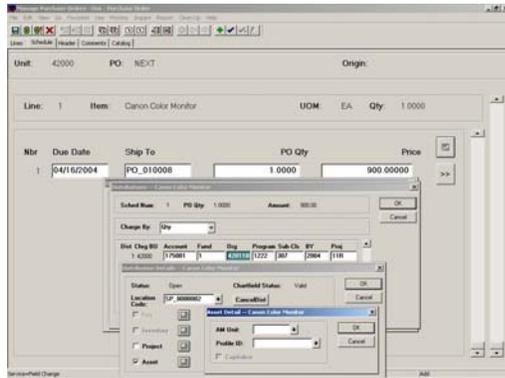
Before participants perform the procedures to successfully complete the objectives, they must have a good understanding of the underlying concepts. This will serve as an advanced organizer for the section.

<p>Step 1</p> <p><i>Lecture</i></p>	<p>The main underlying concepts for using the asset management interfaces are listed below:</p> <p style="padding-left: 40px;">The Purchasing/Payables Interface Asset Load Line Consolidation Asset Load Line Unitization Transaction Loader</p>
<p>Expected Results:</p>	<p>An understanding of this functionality's underlying concepts</p>

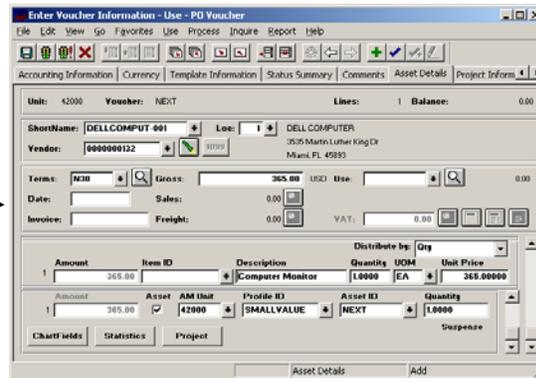
Concepts (continued)

PAYABLES/PURCHASING INTERFACE

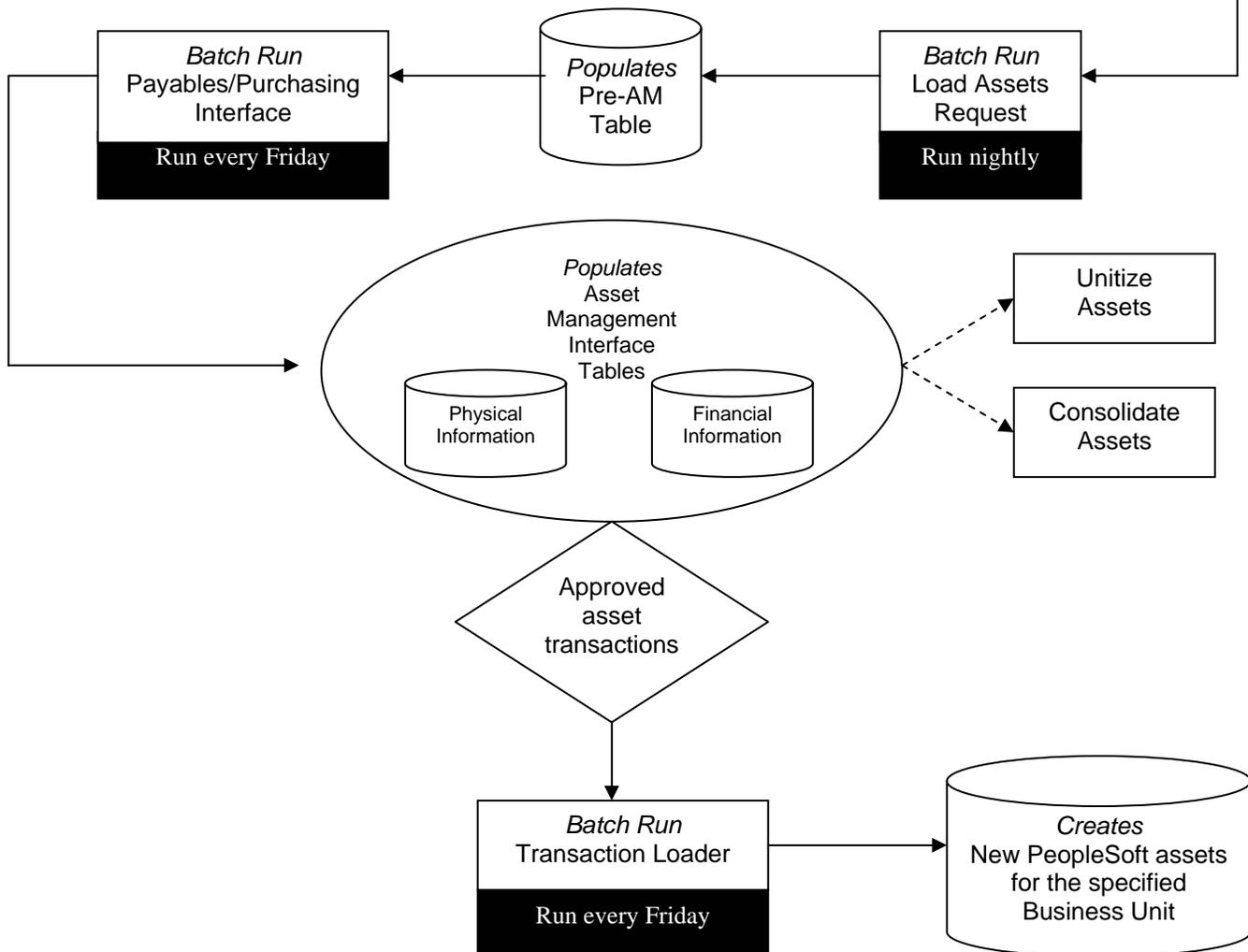
Asset Information can originate from either Purchasing or Payables.



PURCHASE ORDER



VOUCHER



Concepts (continued)

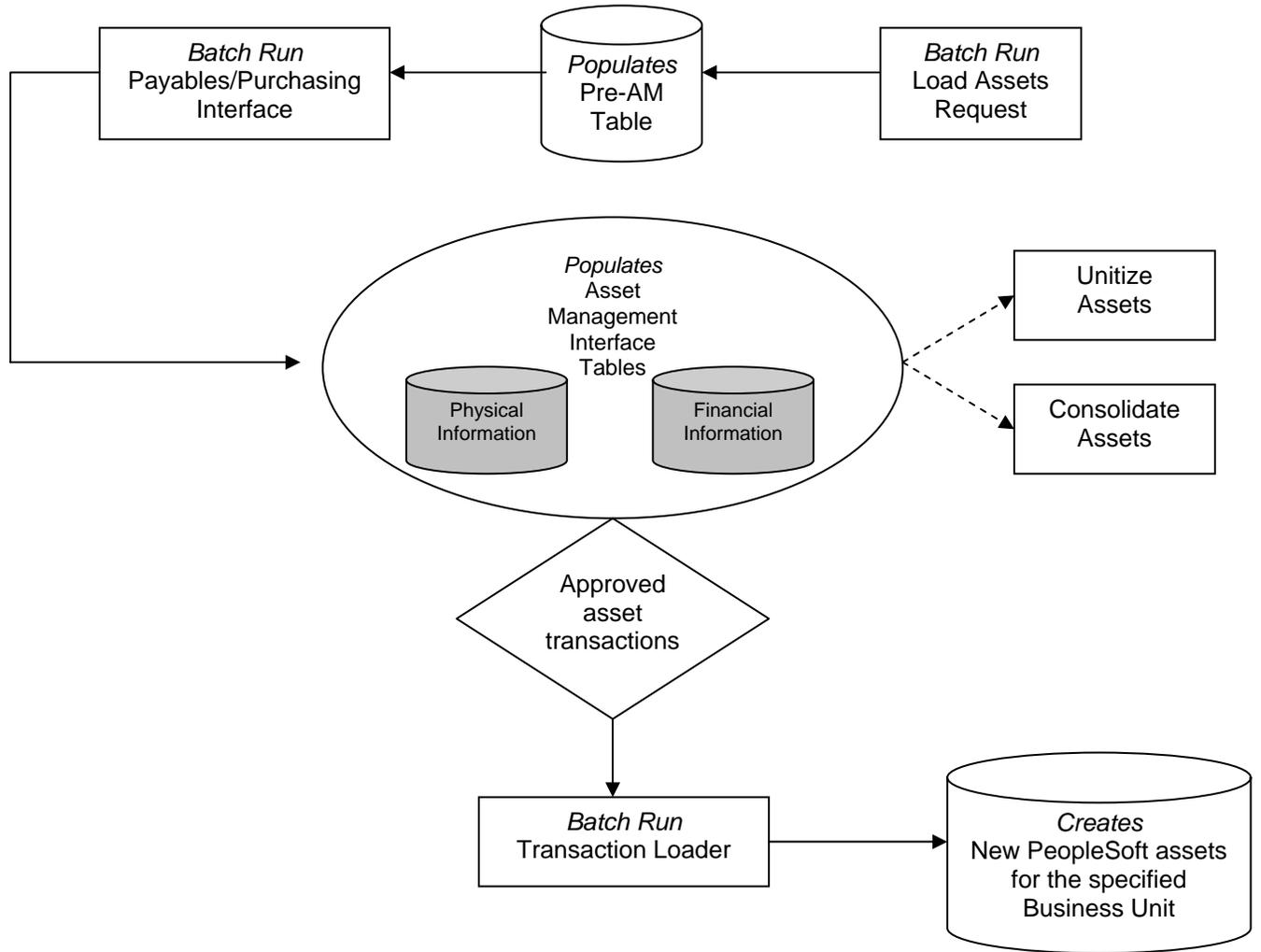
<p>Step 2</p> <p><i>Lecture</i></p>	<p>From the Table of Contents window in the online Library, expand down the following path:</p> <p style="text-align: center;"><i>PHOENIX PROGRAM ASSET MANAGEMENT PROCESSES</i></p> <p style="text-align: center;"><i>Working with Automated Interface Transactions</i></p> <p style="text-align: center;"><i>Concepts</i></p> <p style="text-align: center;"><i>The Purchasing/Payables Interface</i></p> <p style="text-align: center;"><i>Asset Load Line Consolidation</i></p> <p style="text-align: center;"><i>Asset Load Line Unitization</i></p> <p style="text-align: center;"><i>Transaction Loader</i></p>
<p>Expected Results:</p>	<p>The Concepts section displays in the online Library.</p>

D. Exercises

Activity	Materials			
				

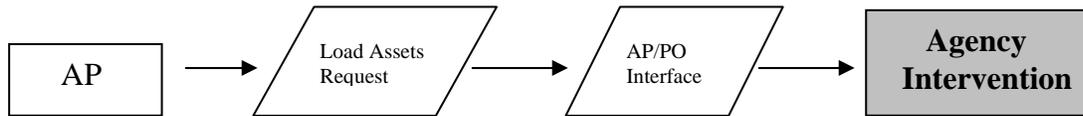
<p><i>Participant Hands-on</i></p> <p><i>Participant Hands-on</i></p>	<p>Exercise 1 - Preview Lines in Loader Tables</p> <p>Exercise 2 - Consolidate Asset Load Lines</p> <p>Exercise 3 - Unitize Asset Load Lines</p> <p>Exercise 4 - Review Voucher Information</p> <p>Exercise 5 - Review Purchase Order Information</p> <p>Exercise 6 - Review Receiver Information</p>
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PAYABLES/PURCHASING INTERFACE



Exercise 1 – Preview Lines in Loader Tables

Once you’ve loaded your asset data into the loader tables, you’ll need to verify that the information in the loader tables is correct, and approve all the load lines that you want to load into PeopleSoft Asset Management. This review and approval process is designed to prevent you from inadvertently loading massive amounts of erroneous data into your system.



Scenario: Pentium laptops were ordered and received. The voucher was entered and the batch Load Assets Request and Payables/Purchasing Interface programs have been run. As a result, the data for these laptops is in the loader tables. In this exercise, you will access these asset load lines and preview them.

online Library: *Previewing Financial Information*
Previewing Physical Information

Step 1	Toggle to PeopleSoft. Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Interface Asset Information
Expected Results:	The Interface Asset Information window displays.

Step 3	Select: Use → Load Preview – Financial
Expected Results:	A dialog box displays.

Exercise 1 (continued)

<p>Step 4</p>	<p>Enter or select the following:</p> <p>Interface ID: XX Line Num: X Business Unit: 40100</p> <p>(Replace the X's with the numbers assigned to you by your instructor.)</p> <div data-bbox="457 606 1349 1161" data-label="Image"> </div> <p>Click: OK</p>
<p>Expected Results:</p>	<p>The Financial Transactions panel displays.</p>

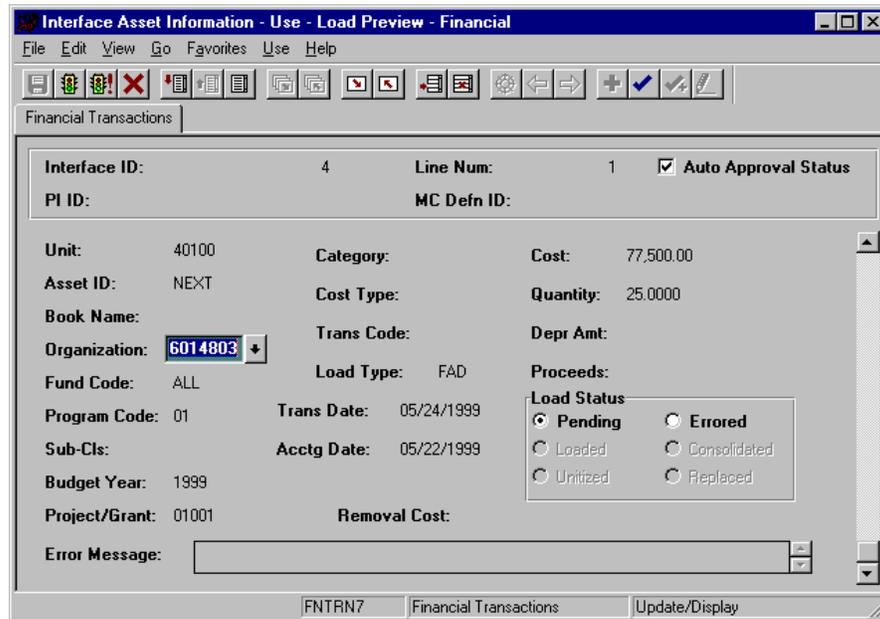
Exercise 1 (continued)

Step 5

*Instructor/
Participant
Hands-On*

View the fields on this panel.

Identify the field that determines whether this asset load line will be used to create a new asset the next time that the Transaction Loader runs.



Expected Results:

An understanding of the fields on this panel

Exercise 1 (continued)

<p>Step 6 <i>Note that the list buttons gray out when you select a line.</i></p>	<p>The following table describes the important fields:</p>					
	<table border="1"> <thead> <tr> <th data-bbox="381 346 901 388">Field</th> <th data-bbox="901 346 1429 388">Usage</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 388 901 682"> <p>Auto Approval Status</p> </td> <td data-bbox="901 388 1429 682"> <p>The Auto Approval Status is used to determine if the asset is approved to be moved the AM tables via Transaction Loader. If the check box is off, Transaction Loader will not pick up this asset, and the asset will not be created.</p> </td> </tr> <tr> <td data-bbox="381 682 901 1060"> <p>Load Status</p> </td> <td data-bbox="901 682 1429 1060"> <p>Pending – Transaction awaiting to be processed Loaded - Transactions loaded Unitized - Transactions unitized (will not be loaded) Errored - Transaction errors Consolidated - Transactions consolidated (will not be loaded) Replaced - Replaced by other interface records</p> </td> </tr> </tbody> </table> <p>Note: The Auto Approval Status will automatically be turned on for new asset adds. When there are cost adjustments, the Auto Approval Status will be turned off. It is the Agencies responsibility to approve the perspective adjustment and turn on the flag to send the adjustment to AM. The adjustment will remain in the interface tables if the flag is not turned on.</p> <p>Note: All Auto Approval flags should be updated by the Friday of each week, and before the last day of each month to ensure that these transactions will be processed in the current period.</p>	Field	Usage	<p>Auto Approval Status</p>	<p>The Auto Approval Status is used to determine if the asset is approved to be moved the AM tables via Transaction Loader. If the check box is off, Transaction Loader will not pick up this asset, and the asset will not be created.</p>	<p>Load Status</p>
Field	Usage					
<p>Auto Approval Status</p>	<p>The Auto Approval Status is used to determine if the asset is approved to be moved the AM tables via Transaction Loader. If the check box is off, Transaction Loader will not pick up this asset, and the asset will not be created.</p>					
<p>Load Status</p>	<p>Pending – Transaction awaiting to be processed Loaded - Transactions loaded Unitized - Transactions unitized (will not be loaded) Errored - Transaction errors Consolidated - Transactions consolidated (will not be loaded) Replaced - Replaced by other interface records</p>					
<p>Expected Results:</p>	<p>Understanding of the fields on the panel.</p>					

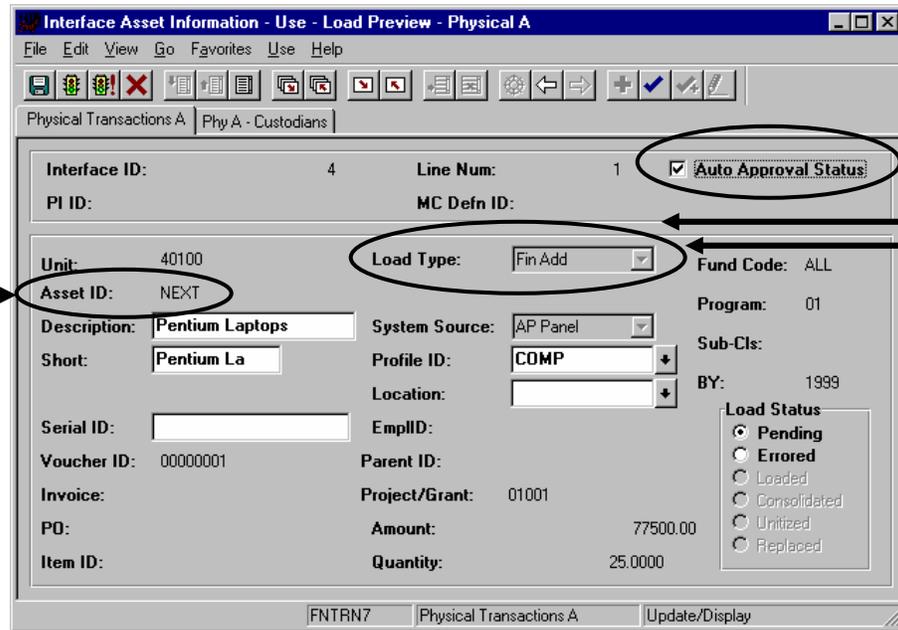
<p>Step 7 <i>Note that the list buttons gray out when you select a line.</i></p>	<p>Click  to view the Load Preview – Physical A panel for this asset load line. Or Select: Use → Load Preview – Physical A</p>
<p>Expected Results:</p>	<p>The Physical Transactions A panel displays.</p>

Exercise 1 (continued)

Step 8

View the fields on this panel.

Identify the field that determines whether this asset load line will be used to create a new asset the next time that the Transaction Loader runs.



You can view or modify some descriptive information about the asset before it is moved to the AM tables.

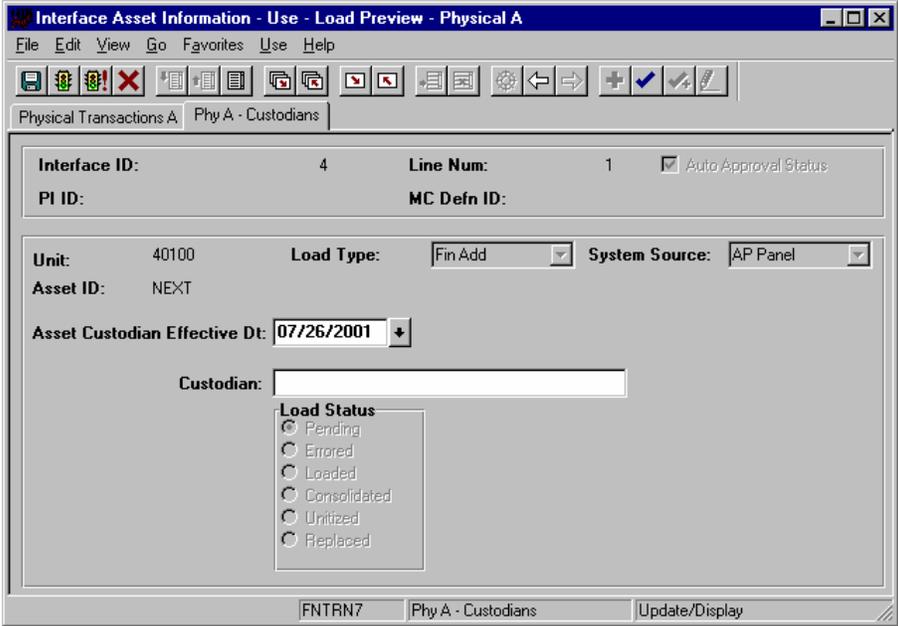
Note: Please be aware of the Load Type. If Load Type is Asset Cost Adjustment, make sure the adjustment is going to the correct asset.

Note: If the Load Type is Asset Cost Adjustment the Auto Approval Status will have a default of N. Verify that the transaction will be correct as an adjustment and that it should not be a new asset ADD (FinAdd).

Expected Results:

An understanding of the fields on this panel

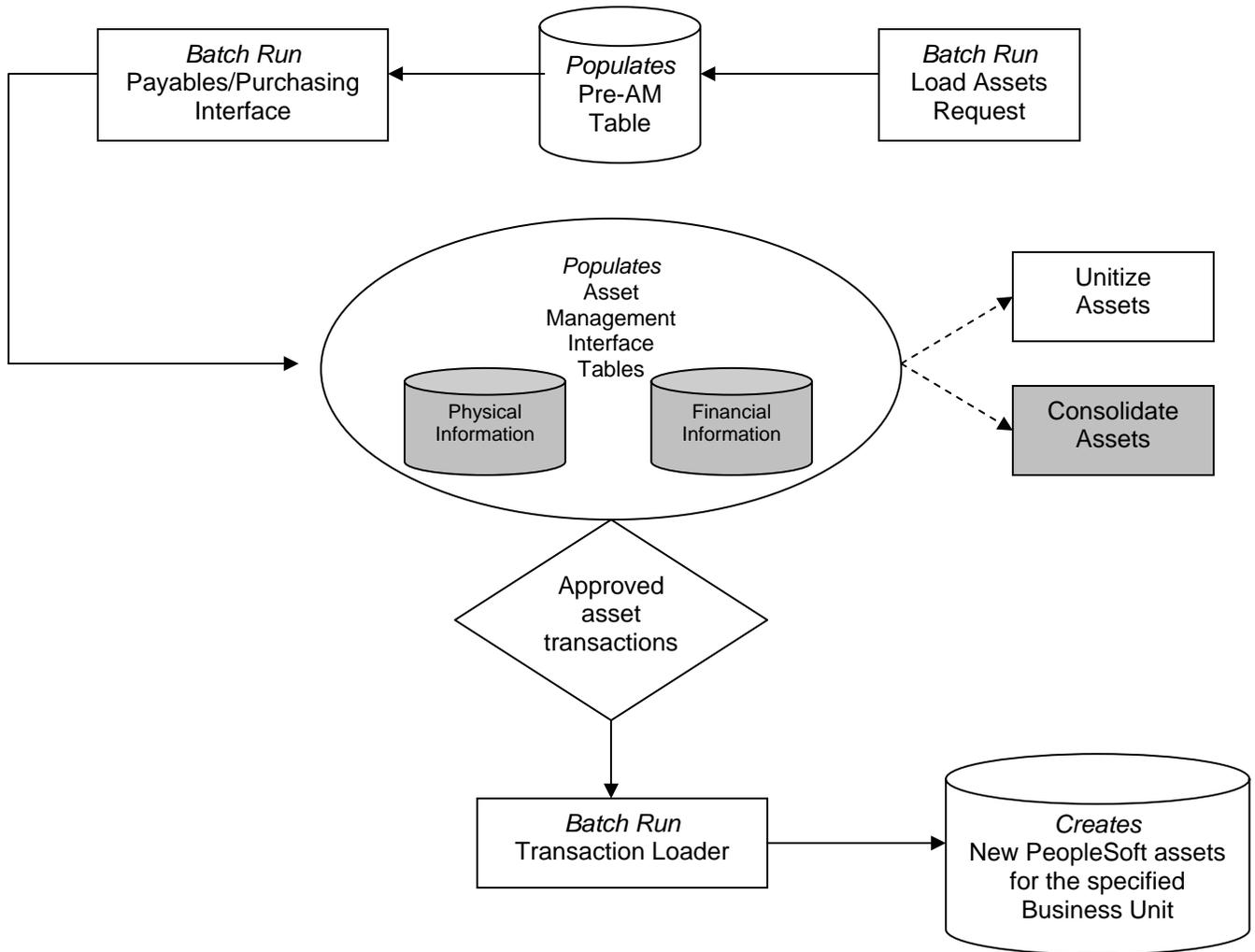
Exercise 1 (continued)

<p>Step 9</p>	<p>Load Preview Phy A Custodians Panel</p> <p>View the fields on this panel</p> <p>You have the ability to enter the Custodian on this panel.</p> 
<p>Expected Results:</p>	<p>An understanding of the fields on this panel.</p>

<p>Step 10</p>	<p>Click:  to close this panel without saving any changes.</p>
<p>Expected Results:</p>	<p>The panel closes and you return to the Interface Asset Information window.</p>

Exercise completed.

PAYABLES/PURCHASING INTERFACE



Exercise 2 – Consolidate Asset Load Lines

Scenario: A computer and a memory card were ordered and have been received. The voucher was entered and the batch Load Assets Request and Payables/Purchasing Interface programs have been run. In this exercise, you will consolidate two asset load lines, one for the computer and one for the memory card, into a single new asset load line.

online Library: *Consolidating Asset Load Lines*

Step 1	Toggle to PeopleSoft. Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go→Manage Assets→ Interface Asset Information
Expected Results:	The Interface Asset Information window displays.

Step 3	Select: Use→Load - Consolidate Assets→ From Assets →Add
Expected Results:	A dialog box displays.

Step 4	Leave the ID set to 0 and click: OK . 
Expected Results:	The FROM Assets panel displays.

Exercise 2 (continued)

Step 5	Beside the Search Field label, click on the  . From the dropdown list, select PO_ID .
Expected Results:	The field displays “PO_ID” as the Search Field.

Step 6 <i>Remind students to refer to their Date Sheet for the Voucher ID.</i>	Beside the Value: label, click on the  to select a voucher ID. PO_ID: 70000010XX (Replace XX with the number assigned to you by your instructor.)
Expected Results:	The Value field displays the PO ID you select.

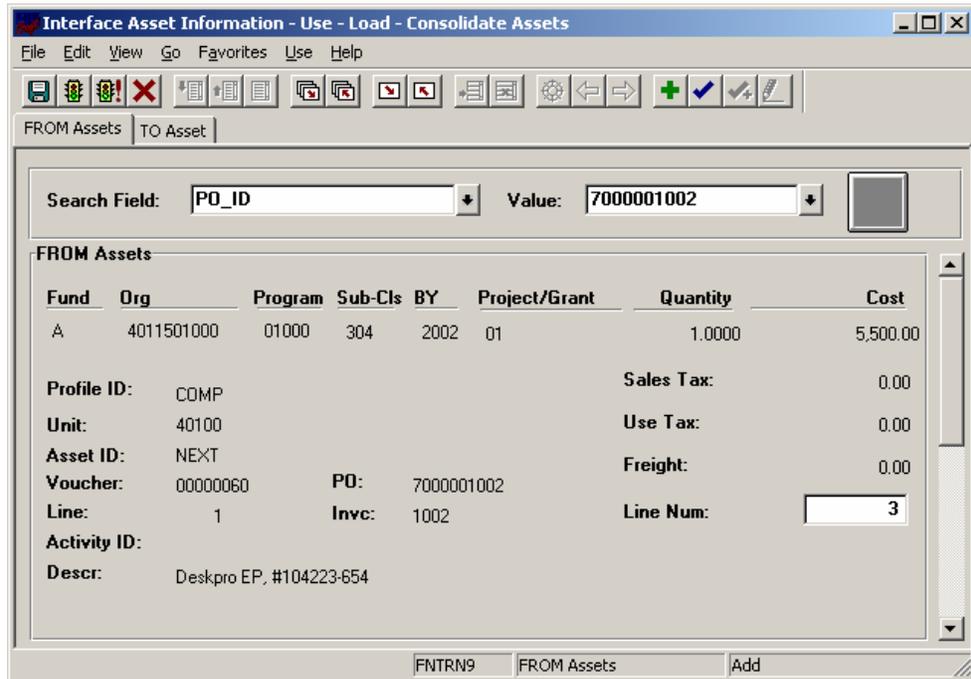
Step 7	Click  to refresh the panel with the data that you have requested.
Expected Results:	The panel shows the asset load line information for the purchase order you specify.

Exercise 2 (continued)

Step 8

Notice that the scroll bar indicates there is only one row for this panel.

Verify that the PO ID assigned by your instructor appears on the panel:



The PO ID for the selected asset load line appears here on the panel. The purchase order ID in the illustration may not be the same as the one assigned to you. Verify that the system shows the purchase order ID you chose before continuing with the exercise.

Note: Use scroll bar to view all asset load lines.

Expected Results:

The panel accurately reflects the selected data.

Exercise 2 (continued)

<p>Step 9</p> <p><i>Remind students to get the Voucher ID from their Data Sheet.</i></p>	<p>When separate purchase orders are generated you may need to pull the second purchase order down.</p> <p>Beside the label Value: click on the  to select a second purchase order ID.</p> <p>Press: <Tab> to move out of the field and activate the flashlight button.</p>
<p>Expected Results:</p>	<p>The second purchase order ID is selected for the Value: field.</p>

<p>Step 10</p>	<p> Click  to refresh the panel with the data based on the second voucher ID.</p>
<p>Expected Results:</p>	<p>The panel refreshes with the asset load line information for the second purchase order.</p>

<p>Step 11</p>	<p>Use the scroll bar to view all asset load lines.</p> <p>Note: To delete load line items that should not participate in the consolidation, scroll to the line number and click Delete Row  or press F8. A dialog box will display. Click Yes to delete.</p>
<p>Expected Results:</p>	<p>Understanding the retrieval of data.</p>

<p>Step 12</p>	<p>Click on the  tab.</p>
<p>Expected Results:</p>	<p>You move to the TO Asset panel.</p>

Exercise 2 (continued)

Step 13	<p>On this panel, you specify the information about the asset that you're creating by consolidating multiple asset load lines.</p> <p>Enter the following on the To Asset panel</p> <p>Profile ID: COMP Business Unit 40100</p>
Expected Results:	As soon as you select the profile for the new asset, information from the asset load lines populates the TO Asset panel.

Exercise 2 (continued)

Step 14

View the updated panel fields. Note the following:

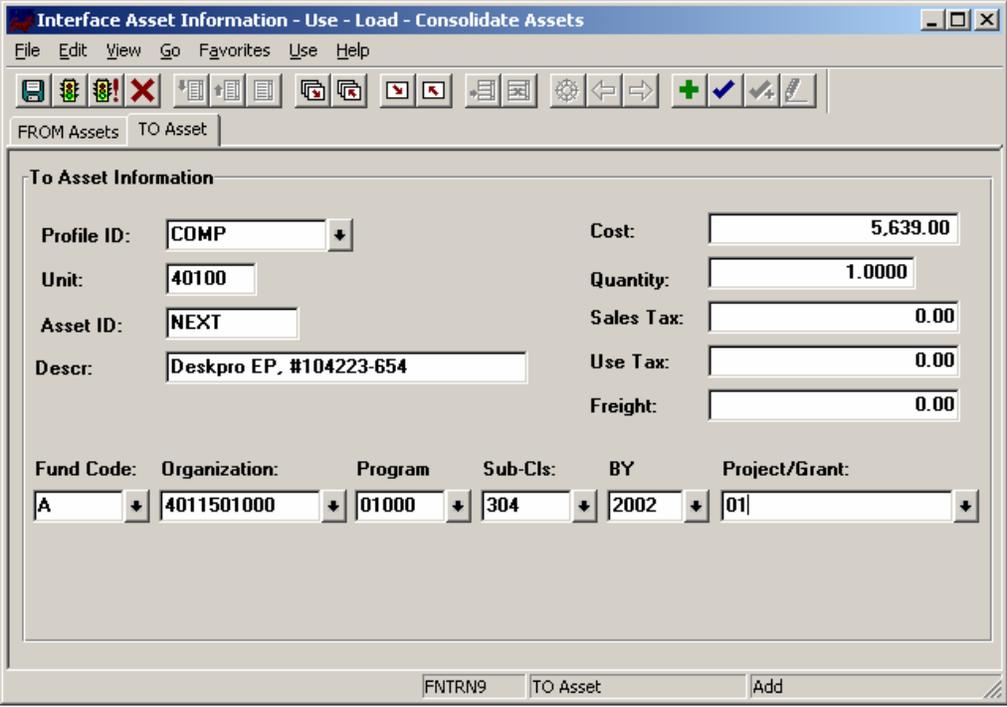
1. The ChartFields reflect the information from the purchase order
2. The Quantity field reflects the *sum* of the quantities from the two asset load lines.
3. The Cost field reflects the *sum* of the cost from the two asset load lines.
4. The description defaults from the first line you select.

Expected Results:

An understanding of the fields that default from the asset load lines.

Exercise 2 (continued)

<p>Step 15</p>	<p>Update the fields to reflect the following:</p> <p>Profile ID: COMP</p> <p>Click in Unit field. The panel will populate at this time.</p> <p>Quantity: 1</p> <p>Note: You should never consolidate and create an asset with a Quantity greater than 1.</p>
<p>Expected Results:</p>	<p>Correct data entry</p>

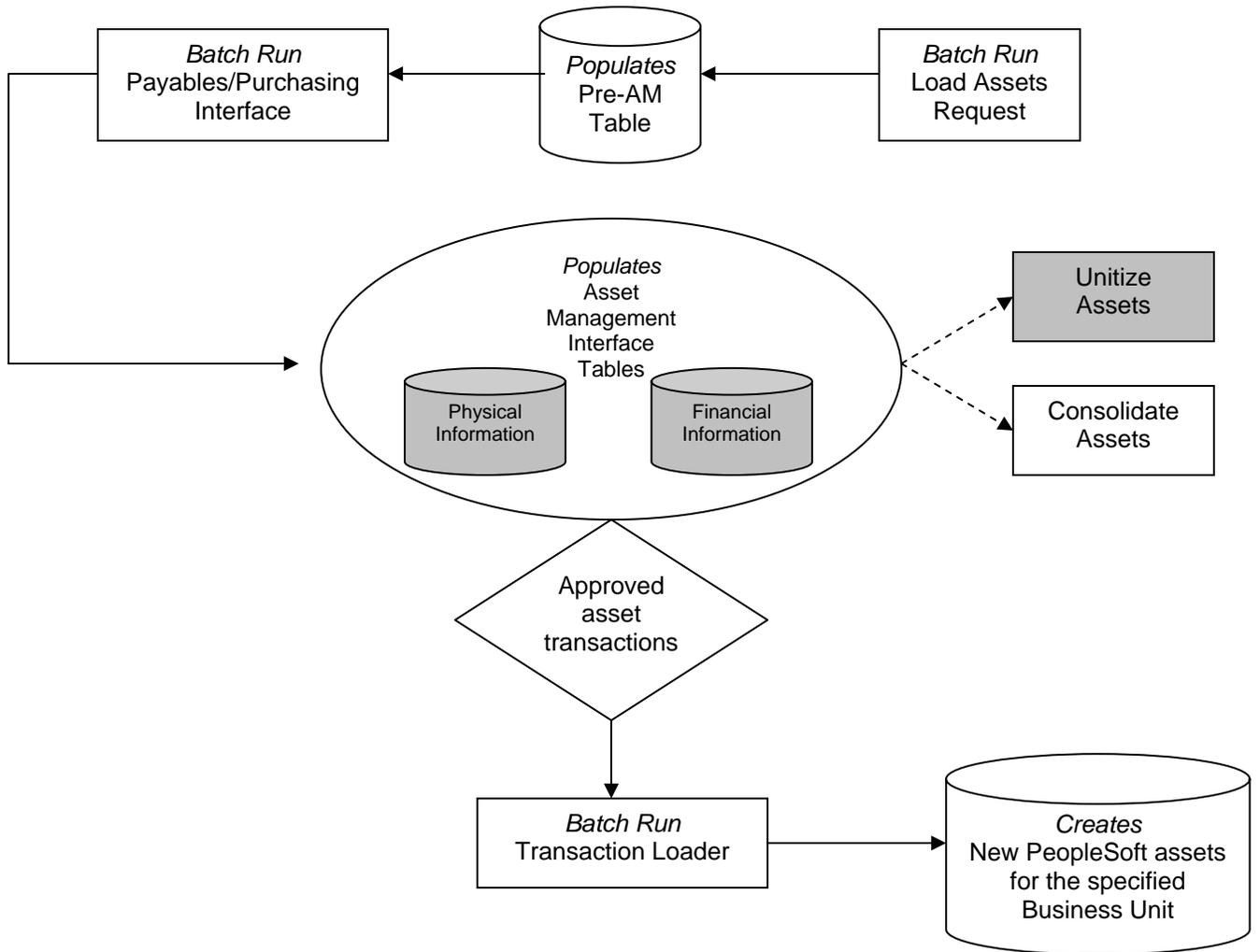
<p>Step 16</p>	<p>Compare your panel to this one to verify the accuracy of your data entry:</p> 
<p>Expected Results:</p>	<p>Correct data entry</p>

Exercise 2 (continued)

<p>Step 17</p>	<p>Click:  to save.</p> <div data-bbox="576 399 1234 651" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; background-color: #000080; color: white; margin: 0;">Panel Processor X</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;">  Warning -- The 'To' quantity is not equal to the sum of the 'From' quantities. Is this okay? (8005,52) </div> <div style="text-align: center; margin: 5px 0;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Explain"/> </div> </div>
<p>Expected Results:</p>	<p>A message tells you, “Warning -- The 'To' quantity is not equal to the sum of the 'From' quantities. Is this okay? (8005,52).”</p>
<p>Step 18</p>	<p>Click: OK to accept the message. Since you have intentionally consolidated multiple quantities from the two vouchers, this message does not indicate a problem.</p>
<p>Expected Results:</p>	<p>Your consolidated asset load line is saved.</p>

Exercise completed.

PAYABLES/PURCHASING INTERFACE



Exercise 3 – Unitize Asset Load Lines

Scenario: Ten Pentium laptops were ordered on a single voucher line. The voucher was entered and the batch Load Assets Request and Payables/Purchasing Interface programs have been run. In this exercise, you will unitize an asset load line so that they will become ten separate new assets.

online Library: *Unitizing Asset Load Lines*

Step 1	Toggle to PeopleSoft. Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Interface Asset Information
Expected Results:	The Interface Asset Information window displays.

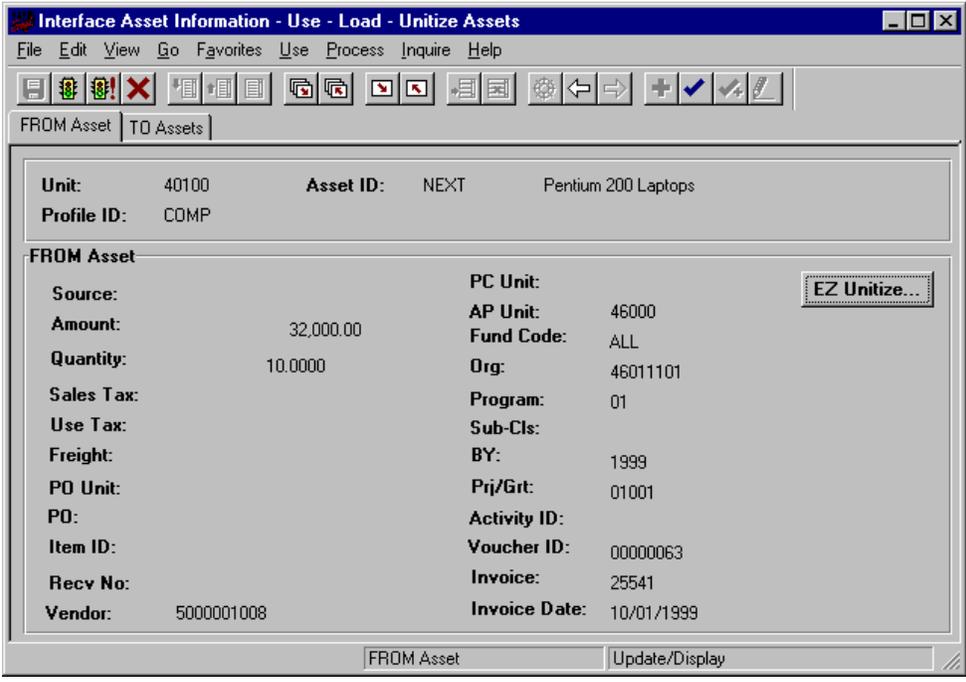
Step 3	Select: Use → Load - Unitize Assets → From Asset
Expected Results:	A dialog box displays.

Exercise 3 (continued)

<p>Step 4</p> <p><i>Remind students to get the interface information from their Data Sheet.</i></p>	<p>Enter the following on the Update/Display Load – Unitize Assets search window:</p> <p>Interface ID: XX Interface Line Number: XX Business Unit: 40100</p> <p>(Replace the XX’s with the numbers assigned by your instructor.)</p> <div data-bbox="451 606 1360 1117" style="border: 1px solid gray; padding: 5px;"> </div> <p>Click: OK.</p>
<p>Expected Results:</p>	<p>A search list opens with the line you specify.</p>

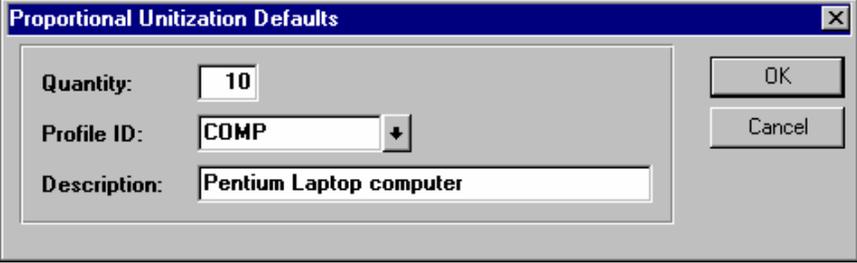
<p>Step 5</p> <p><i>Instructor/ Participant Hands-On</i></p>	<p>Double-click on the line to select it.</p>
<p>Expected Results:</p>	<p>The FROM Asset panel displays with the selected asset load line.</p>

Exercise 3 (continued)

<p>Step 6</p>	<p>View the fields on this panel. Note the information in the Amount and Quantity fields.</p>  <p>Expected Results: An understanding of the fields you can view for the asset load line.</p>
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<p>Step 7</p>	<p>Click:  to unitize this asset load line proportionally.</p> <p>Expected Results: The Proportional Unitization Defaults window opens.</p>
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Exercise 3 (continued)

Step 8	<p>Enter the following in the fields:</p> <p>Quantity: 10 Profile ID: COMP Description: Pentium laptop computer</p>  <p>Click: OK</p>
Expected Results:	The window closes and the TO Asset panel displays with ten separate, newly created asset load lines.

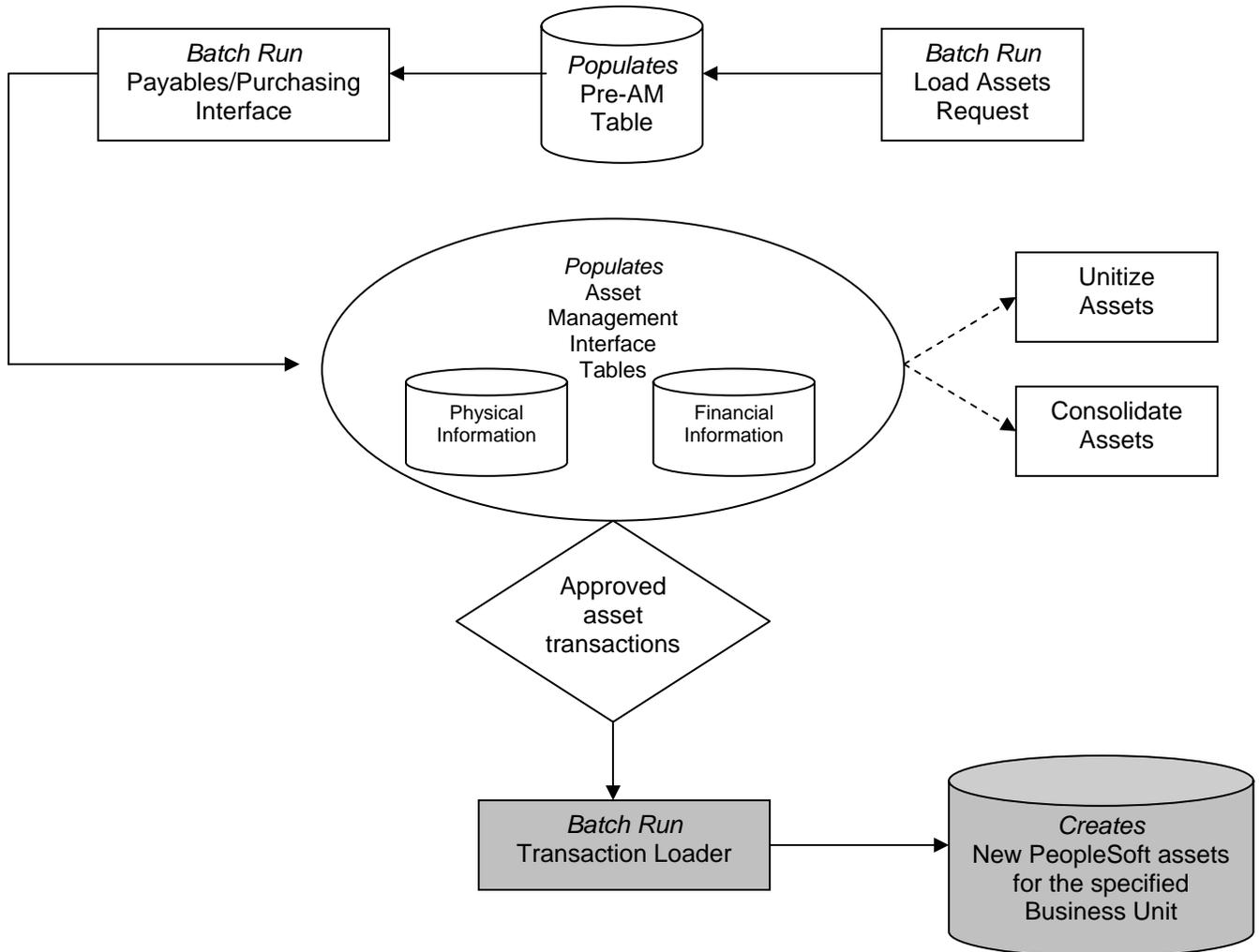
Exercise 3 (continued)

<p>Step 9</p>	<p>View the information on this panel. Use the scroll bar to scroll through the new asset load lines created by unitizing a single asset load line into ten separate assets.</p> <div data-bbox="418 457 1386 1134" style="border: 1px solid gray; padding: 5px;"> </div>
<p>Expected Results:</p>	<p>An understanding of how you can unitize a single asset load line into two or more assets</p>

<p>Step 10</p>	<p>Click:  to save.</p>
<p>Expected Results:</p>	<p>The asset load line has been unitized and ten new assets can be created the next time that the Transaction Loader runs.</p>

Exercise completed.

PAYABLES/PURCHASING INTERFACE



Once Transaction Loader has been run in the batch process, the assets will be created and can be accessed via the PeopleSoft Asset Management panels for any updating.

Exercise 4 – Review Voucher Information

Scenario: The Steinway piano’s asset information is associated with a voucher. In this exercise, you will look up voucher information.

online Library: *Reviewing Voucher Information*

Step 1	Toggle to PeopleSoft. Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window displays.

Step 3	Select: Use → Asset Basic Information → Acquisition Detail 2 → Update/Display
Expected Results:	A dialog box displays.

Step 4	Enter the following on the Update/Display Asset Basic Information search window: Business Unit: 40100 Asset Identification: 00000132 Click: OK .
Expected Results:	The Acquisition Detail 2 panel opens with the information for the asset you specify.

Exercise 4 (continued)

Step 5	Click: 
Expected Results:	The Payables Detail window opens, showing information for the asset..

Step 6	View the fields on this window.
Expected Results:	An understanding of the voucher information for this asset

Step 7	To see more information about the voucher for this asset, click 
Expected Results:	An inquiry search window opens, with the voucher information defaulted into the search fields.

Step 8	<p>The business unit on this search window indicates the AP business unit. Verify the following information on the search window. If your system shows different information, enter the following in these fields:</p> <p>SetID: STATE Vendor ID: 0000000089 Business Unit: 46000 Voucher ID: 00000064</p> <p>When you have verified or changed these fields, click: OK.</p>
Expected Results:	The Voucher Inquiry panel opens, showing you the voucher and payment information.

Exercise 4 (continued)

Step 9	View the fields on the Voucher panel.
Expected Results:	An understanding of the information on the panel

Step 10	Click  to close the Manage Assets – Inquire – Vouchers window.
Expected Results:	The window closes and you return to the previous Manage Assets window.

Exercise completed.

Exercise 5 – Review Purchase Order Information

Scenario: A pickup truck was ordered on a purchase order. In this exercise, you will look up purchase order information for this asset.

online Library: *Reviewing Purchase Order Information*

Step 1	Toggle to PeopleSoft. Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window displays.

Step 3	Select: Use → Asset Basic Information → Acquisition Detail 2 → Update/Display
Expected Results:	A dialog box displays.

Step 4	Enter the following on the Update/Display Asset Basic Information search window: Business Unit: 40100 Asset Identification: 00000065 Click: OK .
Expected Results:	The Acquisition Detail 2 panel opens with the information for the asset you specify.

Exercise 5 (continued)

Step 5	Click: PO/Recv Info...
Expected Results:	The Purchasing/Receiving Detail window opens..

Step 6	View the fields on this window. In the training database, these fields are not populated but in your system, information entered to create an asset in the Purchasing system may appear on the asset's Acquisition Detail 2 panel.
Expected Results:	An understanding of the purchasing information

Step 7	To see more information about purchase orders, click ? beside the PO Business Unit Field
Expected Results:	An inquiry search window opens.

Step 8	Enter the following information in the search fields: Business Unit: 46000 Purchase Order: 0000000003 Click: OK
Expected Results:	The Purchase Order Inquiry panels open, showing information for the specified purchase order.

Exercise 5 (continued)

Step 9	View the fields on the Header, Lines, Line Detail, and Comments panels.
Expected Results:	An understanding of the information on the panels

Step 10	Click  to close the Manage Assets – Inquire – Purchase Orders window.
Expected Results:	The window closes and you return to the previous Manage Assets window.

Exercise completed.

Exercise 6 – Review Receiving Information

Scenario: The pickup truck from the previous exercise was received before it became an asset. In this exercise, you will look up receipt information for this asset.

online Library: *Reviewing Receiving Information*

Step 1	Toggle to PeopleSoft. Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window displays.

Step 3	Select: Use → Asset Basic Information → Acquisition Detail 2 → Update/Display
Expected Results:	A dialog box displays.

Step 4	Enter the following on the Update/Display Asset Basic Information search window: Business Unit: 40100 Asset Identification: 00000065 Click: OK .
Expected Results:	The Acquisition Detail 2 panel opens with the information for the asset you specify.

Exercise 6 (continued)

Step 5	Click: 
Expected Results:	The Purchasing/Receiving Detail window opens..

Step 6	View the fields on this window. In the training database, these fields are not populated but in your system, information entered to create an asset in the Purchasing system may appear on the asset's Acquisition Detail 2 panel.
Expected Results:	An understanding of the purchasing information

Step 7	To see more information about receiving: Select Go → Manage Assets → Inquire → Receivers .
Expected Results:	An inquiry search window opens.

Step 8	Enter the following information in the search fields: Receiving Business Unit: 46000 ReceiverID Number: 0000000001 Click: OK
Expected Results:	A search results window opens, showing the line you specify.

Exercise 6 (continued)

Step 9	Select the receiver line.
Expected Results:	The Receiver Lines panel displays, showing the detail for the receiver you specify.

Step 10	View the fields on this panel.
Expected Results:	An understanding of the information on this panel

Step 11	Click  to close the Manage Assets – Inquire – Receivers window.
Expected Results:	The window closes and you return to the previous Manage Assets window.

Exercise completed.

E. Summary and Review

<p>Activity</p>  <p>LECTURE</p>	<p>Materials</p>  <p>GUIDE</p>  <p>REVIEW</p>	<p><i>Duration</i></p> <p><i>Instructor Led: 15 min.</i></p> <p><i>Participant Hands-on: 45 min.</i></p>
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<p>Step 1</p> <p><i>Small Group Discussion</i></p> <p><i>or</i></p> <p><i>Pair Teaming w/Discussion</i></p>	<p>Answer the following questions:</p> <ol style="list-style-type: none"> 1. Describe the Asset Management Automated Interface Transactions process. 2. Define “unitization” and give an example of when your agency would use this feature. 3. Define “consolidation” and give an example of when your agency would use this feature. 4. True or false: as soon as asset information is entered in Payables, an asset is created in Asset Management. 5. Describe the process for not approving an asset load line. <p>Hint: Answers can be found in the online Library.</p>
<p>Expected Results:</p>	<p>An understanding of the key concepts for Asset Management Automated Interface Transactions</p>

Answer: “Unitization” is when you break a single asset load line into multiple assets.

Answer: “Consolidation” is when you combine multiple asset load lines into a single asset.

Answer: False. The interface processes have to run with approved load lines before assets are created in Asset Management

Answer: 1. Deselect the Auto Approval checkbox, or select errored.
 2. Save the change.
 3. Both Physical A and Financial panel are deselected.

BATCH PROCESSING AND AGENCY INTERVENTION

Process	Process Frequency
Load Assets Request	Daily
Payables Purchasing Interface	Every Friday
Transaction Loader	Every Friday
Depreciation Calculation	Daily
Depreciation Close	Once a month on last day of the month
Accounting Entry Creation	Daily

MAY						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
		Agencies update Auto Approvals				Trans Load AP/PO Intf
	Depr Calc AE Creation Load Asset					
8	9	10	11	12	13	14
		Agencies update Auto Approvals				Trans Load AP/PO Intf
	Depr Calc AE Creation Load Asset					
15	16	17	18	19	20	21
		Agencies update Auto Approvals				Trans Load AP/PO Intf
	Depr Calc AE Creation Load Asset					
22	23	24	25	26	27	28
		Agencies update Auto Approvals				Trans Load AP/PO Intf
	Depr Calc AE Creation Load Asset					
29	30	31				
		Agencies update Auto Approvals				
	Depr Calc AE Creation Load Asset	Depr Calc AE Creation Load Asset				
		Depr Close				

Automated Interface Transactions

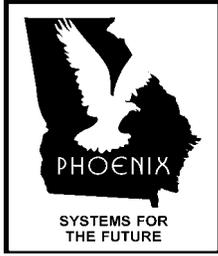


Congratulations! You have just completed the Automated Interface Transactions section. This section contained the tools needed to present all the concepts and procedures involved in working with automated interface transactions between Phoenix Accounts Payable/Purchasing and Asset Management.

Goal You should have the skills and knowledge necessary to view and update Asset Management information generated automatically from within Phoenix Accounts Payable and Purchasing.

Participant Objectives You should be able to:

1. Describe the interface process that loads asset data from the Purchasing and Accounts Payable applications
2. Define the terms “consolidate” and “unitize” assets
3. Navigate to and describe the information on the Voucher, Purchase Order, and Receiving panels in order to review asset-related information



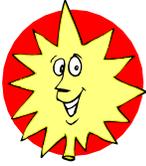
Phoenix End-User Training

SECTION 6: REPORTS

INSTRUCTOR AND PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ASSET MANAGEMENT
NOVEMBER 2004

Reports



Welcome to the Reports section! This section contains the tools needed to *(deliver)* learn all the concepts and procedures involved in running reports in Asset Management.

Goal To have the skills and knowledge necessary to access and run asset management reports

Participant Objectives At the end of this module you will be able to...

1. Access and Run the Agency Inventory Report
2. Access and Run the Acquisition Cost Totals Report
3. Access and Run the Transactions Processed Report
4. Access and Run the Agency Detail/Summary Recon
5. Access and Run the Agency Reconciliation Summary
6. Access and Run the G/L Inventory Report
7. Access and Run the G/L Recon Detail/Summary Report
8. Access and Run the G/L Recon Summary Report
9. Access and Run the Agency Replacement Cost Report
10. Access and Run the Trial Balance Reporting
11. Access and Run the G/L Module Activity Report
12. Access Document Direct
13. Export data from Document Direct to an Excel spreadsheet

Prerequisites Completion of the following modules:

1. Introduction to PeopleSoft
2. Fundamentals of Asset Management
3. Manual Transactions in Asset Management

Outline Asset Management Reports

- A. Introduction
- B. Concepts
- C. Exercises
- D. Review Questions

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Asset Management Reports

A. Introduction

Activity  LECTURE	Materials    GUIDE FLIPCHART LIBRARY		
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Introduce the overall goal and objectives.

Step 1 <i>Lecture</i>	<p>Goal: To have the skills and knowledge necessary to access and run some of the Asset Management reports</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Access and Run the Agency Inventory Report 2. Access and Run the Acquisition Cost Totals Report 3. Access and Run the Transactions Processed Report 4. Access and Run the Agency Detail/Summary Recon 5. Access and Run the Agency Reconciliation Summary 6. Access and Run the G/L Inventory Report 7. Access and Run the G/L Recon Detail/Summary Report 8. Access and Run the G/L Recon Summary Report 9. Access and Run the Agency Replacement Cost Report 10. Access and Run the Trial Balance Reporting 11. Access and Run the G/L Module Activity Report 12. Access Document Direct 13. Export data from Document Direct to an Excel spreadsheet
Expected Results:	The goal and objectives are introduced.

Introduce materials.

Step 2 <i>Lecture</i>	<p>Materials:</p> <p style="text-align: center;">Participant Guide, flipchart, online Library, Phoenix</p>
Expected Results:	The materials are introduced.

Introduction (continued)

<p>Step 3</p> <p><i>Instructor/ Participant Demo</i></p>	<p>From the Table of Contents window in the online Library, expand down the following path:</p> <p style="text-align: center;"><i>PHOENIX PROGRAM ASSET MANAGEMENT PROCESSES</i> <i>Processes, Reports, and Queries</i> <i>Concepts</i> <i>Process Scheduler, Understanding</i></p>
<p>Expected Results:</p>	<p>The selected section displays.</p>

Have participants view all topics available in the online Library. These topics are accessible in various ways. Demonstrate using the Section Introduction pop-up links and Table of Contents.

<p>Step 4</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Note the following topics available under Describe Concepts:</p> <p style="text-align: center;"><i>Process Scheduler, Understanding</i> <i>Reports, Understanding</i> <i>Run Controls, Understanding</i></p> <p>Note: Not all topics listed in the online Library will be covered in class. Successfully completing this module of selected topics will provide you the skills and knowledge necessary to work with the Asset Management system.</p>
<p>Expected Results:</p>	<p>An understanding of the concept information in the online Library for using Process Scheduler to run report.</p>

B. Concepts

<p>Activity</p>  <p>LECTURE</p>	<p>Materials</p>  <p>GUIDE</p>  <p>FLIPCHART</p>  <p>LIBRARY</p>
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Before participants perform the procedures to successfully complete the objectives, they must have a good understanding of the underlying concepts. This will serve as an advanced organizer for the section.

<p>Step 1</p> <p><i>Lecture</i></p>	<p>The main underlying concepts for using the asset management reports are listed below:</p> <p style="padding-left: 40px;">Process Scheduler Reports Run Controls</p>
<p>Expected Results:</p>	<p>An understanding of this functionality's underlying concepts.</p>

<p>Step 2</p> <p><i>Lecture</i></p>	<p>From the Table of Contents window in the online Library, expand down the following path:</p> <p style="text-align: center;"><i>PHOENIX PROGRAM ASSET MANAGEMENT PROCESSES</i> <i>Processes, Reports, and Queries</i> <i>Concepts</i> <i>Process Scheduler, Understanding</i> <i>Reports, Understanding</i> <i>Run Controls, Understanding</i></p>
<p>Expected Results:</p>	<p>The Concepts section displays in the online Library.</p>

Concepts (continued)

<p>Step 3</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Read and discuss the following brief introductions for the main underlying concepts.</p> <p>Note: If you do not have access to run G/L Reports , contact your Phoenix security administrator to obtain access to the security class MARPTORD</p> <ul style="list-style-type: none"> • Asset Management reports with “Agency” as part of the report name are for internal reconciliation of Asset Management Activity. These reports track and reconcile activity for the Transaction Dates specified on the Report Panel. • Asset Management reports with “General Ledger” as part of the report name are for the external reconciliation of Asset Management Activity i.e., reconciling to the General Ledger. These reports track and reconcile Asset Management activity between the Accounting Periods specified on the Report Panel. • Agency Reports include all activity entered into the Asset Management data base, whether posted to the General Ledger or not. These reports include assets assigned SMALLVALUE and WEAPONSVL profiles. Agency Reports are based on Transaction Date. • General Ledger reports include only activity entered into the Asset Management database that has been posted to the General Ledger. These reports do not include assets assigned SMALLVALUE and WEAPONSVL profiles. General Ledger reports are based on Accounting Period/Fiscal Year. • There are two versions of the Trial Balance, “GAAP” and “Budget Basis”. The primary difference is the GAAP does not include encumbrances in the beginning balance or in the transactions column. The Budget Basis version does. The Budget Basis version may be more useful when trying to balance expenses to a Budget Comparison Report while the GAAP version may be needed if you want to report expenses separately from encumbrances. However neither version includes pre-encumbrances (requisitions) in the balances.
<p>Expected Results:</p>	<p>An understanding of reports.</p>

Concepts (continued)

<p>Step 4</p> <p><i>Lecture</i></p>	<ul style="list-style-type: none"> • Document Direct: A graphical interface. The tool used to retrieve the stored information from InfoPac. The data can be displayed or printed at the user's discretion. Another option is sending the data to Excel for customized displays. • InfoPac: Report distribution system. Stores, sorts, and directs the data to the appropriate user. • Crystal Reports: On-line reports from Phoenix. These reports are displayed on your monitor and the output can be exported directly to Excel. • The Crystal Reports option provides a powerful report writing tool because it allows you to customize the format of any query result. You can use pre-defined design layouts as well as customize your own design layouts. • SQR Reports: Are typically overnight, batch processed reports. Some SQR reports run nightly, "Dalies"; others must be specifically requested. These reports are stored in InfoPac and can be accessed from five days to six months after the initial report request. The length of time depends on the report itself and the agency making the request. Dalies are not requested by the user or if a report has "aged off" the system it will be necessary to call the help desk for retrieval.
<p>Expected Results:</p>	<p>An understanding of reports.</p>

C. Exercises

Activity	Materials
	  

<p><i>Instructor/ Participant Demo</i></p> <p><i>Participant Hands-on</i></p> <p><i>Participant Hands-on</i></p>	<p>Exercise 1 - Access the Agency Inventory Report</p> <p>Exercise 2 - Access the Acquisition Cost Totals Report</p> <p>Exercise 3 - Access the Transactions Processed Report</p> <p>Exercise 4 - Access and Run the Agency Detail/Summary Recon</p> <p>Exercise 5 - Access and Run the Agency Reconciliation Summary</p> <p>Exercise 6 - Access and Run the G/L Inventory Report</p> <p>Exercise 7 - Access and Run the G/L Recon Detail/Summary Report</p> <p>Exercise 8 - Access and Run the G/L Recon Summary Report</p> <p>Exercise 9 - Access and Run the Agency Replacement Cost Report</p> <p>Exercise 10 - Access the Trial Balance Reporting</p> <p>Exercise 11 - Access and Run the G/L Module Activity Report</p> <p>Exercise 12 - Access Document Direct</p> <p>Exercise 13 - Export data from Document Direct to an Excel spreadsheet</p>
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Exercise 1 – Access the Agency Inventory Report

Scenario: Your supervisor has asked you to run a current Agency Inventory Report

online Library: *Processes/Reports, Running*

Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
<i>Instructor/ Participant Demo</i>	
Expected Results:	The Manage Assets window opens.

Step 3	Select: Report → Agency Inventory Report → Add
Expected Results:	A dialog box displays, asking you for a run control.

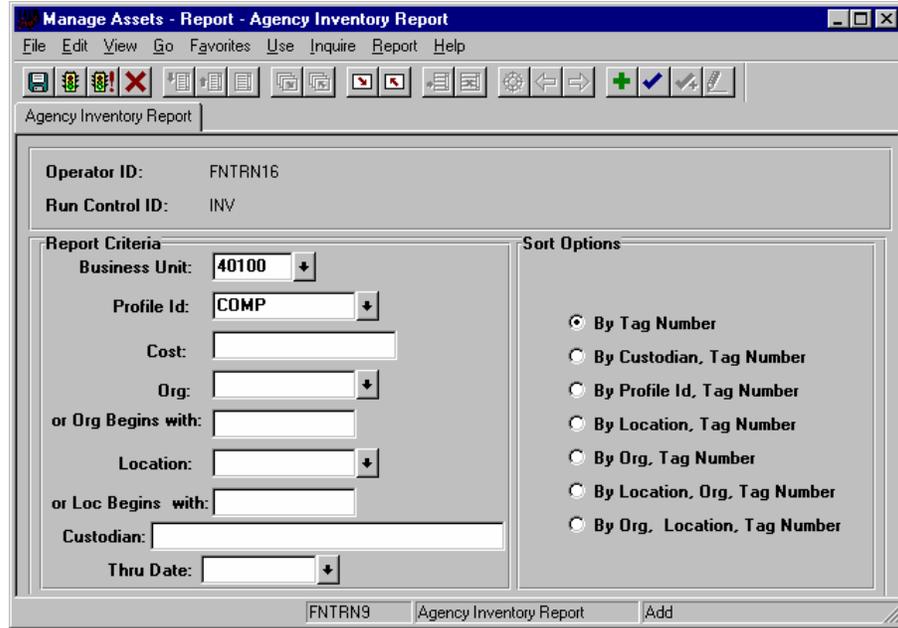
Step 4	Enter the following: Run control: AGENCYINV Click: OK
Expected Results:	The Agency Inventory Report panel opens

Exercise 1 (continued)

Step 5

On the Agency Inventory Report panel, enter the following:

Business Unit: **40100**
 Profile ID: **COMP**
 Sort Options: **By Org, Location, Tag Number**



As shown this report lists in service only, to request all assets for all Asset Statuses (In Service, Stolen, Missing and Disposed) leave status blank.

Note: Choosing any other options will narrow the search.

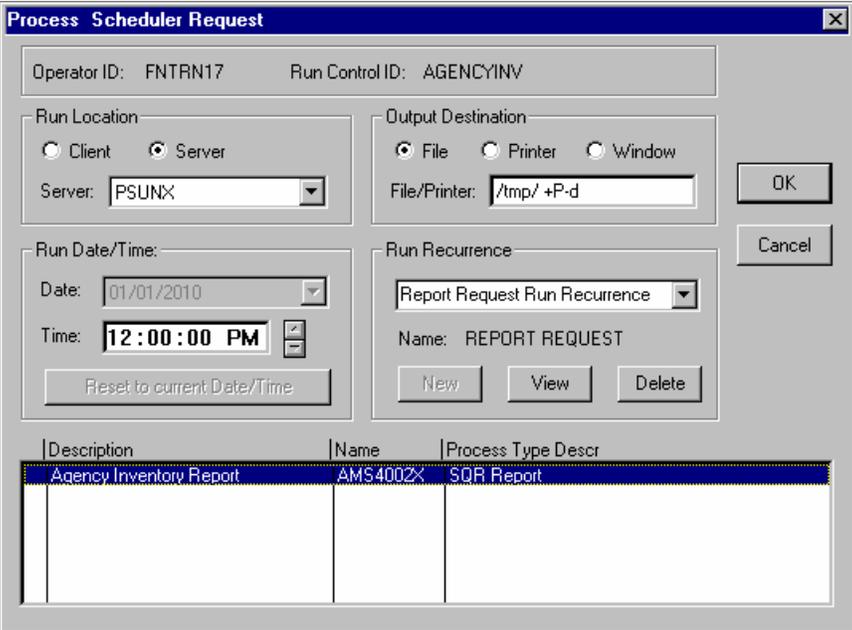
Agency Inventory Report - **AMXXX0402**

Expected Results:

An understanding of the fields used in the report.

Exercise 1 (continued)

Step 6	Click  to run the report.
Expected Results:	The Process Scheduler window opens.

Step 7	<p>View the fields on the Process Scheduler panel.</p> <p>Run Location: SERVER Server: PSUNX Output Destination: File File/Printer: To be assigned at agency level Run Recurrence: Report Request Run Recurrence</p> 
Expected Results:	An understanding of the run output options

Exercise 1 (continued)

<p>Step 8</p>	<p>Click: OK to request report.</p> <p>Note: If reports are requested prior to 12:30 p.m., reports will be run the same night; if requested after 12:30 p.m., reports will run the following night.</p> <p>Note: Any asset record where the serial number exceeds the print space allowed, the serial number field will be blank, a second line will print showing the serial number in full.</p>
<p>Expected Results:</p>	<p>An understanding of when the reports will print.</p>

<p>Step 9</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Click:  to close the report panel.</p>
<p>Expected Results:</p>	<p>The report panel closes and you return to the Manage Assets window.</p>

Exercise completed.

Exercise 2 – Access and Run the Acquisition Cost Totals Report

Scenario: Your supervisor has asked you to run a current Acquisition Cost Totals Report.

online Library: *Processes/Reports, Running*

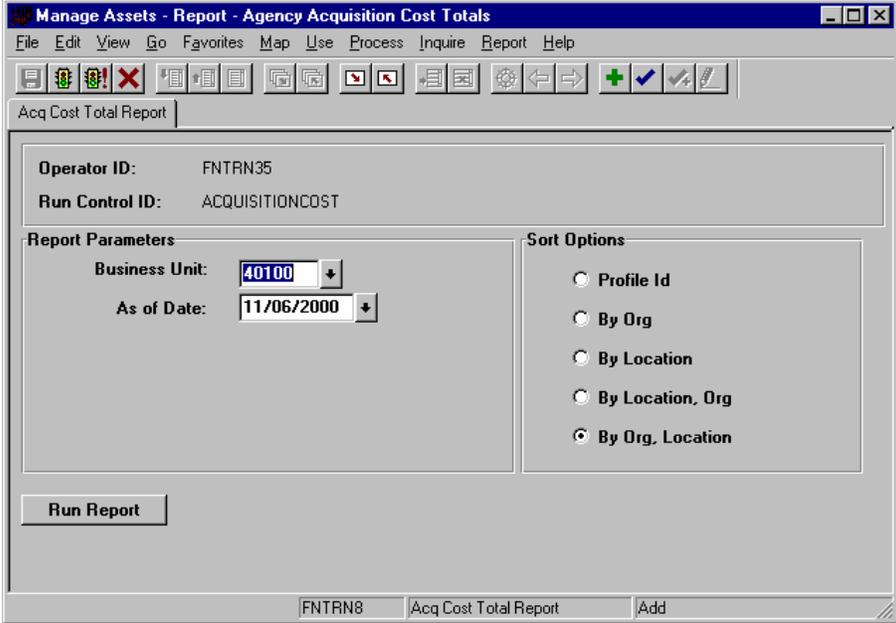
Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window opens.

Step 3	Select: Report → Agency Acquisition Cost Totals → Update/Display
Expected Results:	A dialog box displays, asking you for a run control.

Step 4	Enter the following: Run control: ACQCOST Click: OK
Expected Results:	The Acquisition Cost Totals Report panel opens

Exercise 2 (continued)

<p>Step 5</p>	<p>On the Agency Acquisition Cost Totals Report panel.</p> <p>Enter the following</p> <p>Business Unit: 40100 As of Date: Current Date Sort Options: By Org, Location,</p>  <p>Note: Report will not run unless a sort option has been chosen.</p>
<p>Expected Results:</p>	<p>An understanding of the fields used in the report.</p>

<p>Step 6</p>	<p>Click Run Report button to run the report.</p> <p>Note: This report is different in that you do not go to the process scheduler to request the report.</p>
<p>Expected Results:</p>	<p>The Report is requested.</p>

Exercise completed.

Exercise 3 – Access and Run the Transactions Processed Report

Scenario: Your supervisor has asked you to run a current Transactions Processed Report.

online Library: *Processes/Reports, Running*

Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window opens.

Step 3	Select: Report → Agency Transactions Processed → Update/Display
Expected Results:	A dialog box displays, asking you for a run control.

Step 4	Enter the following: Run control: TRANSACTIONS Click: OK
Expected Results:	The Transactions Processed Report panel opens

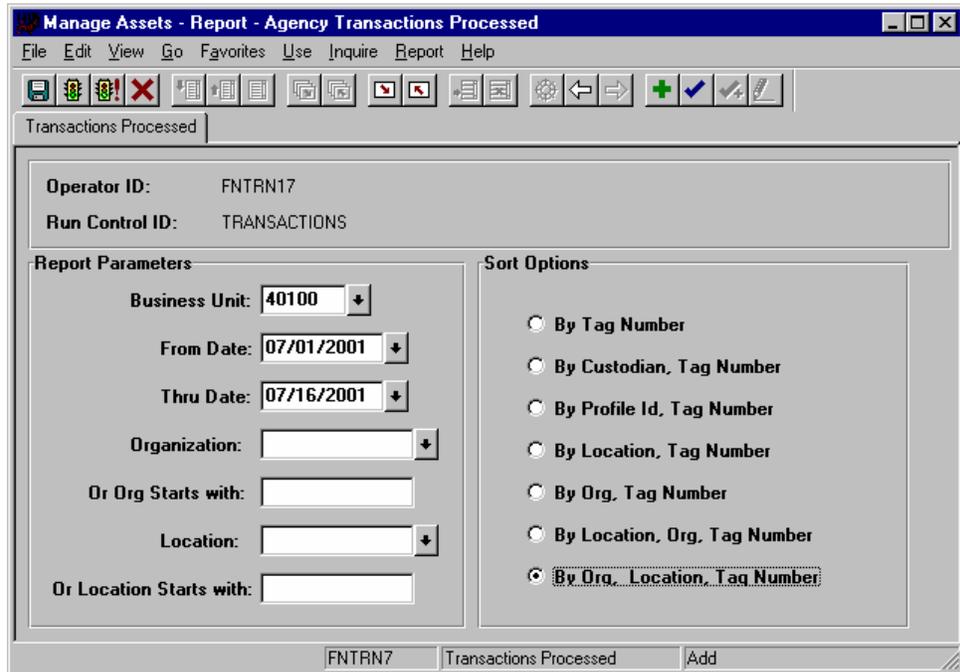
Exercise 3 (continued)

Step 5

On the Agency Transaction Processed Report panel.

Enter the following

Business Unit: **40100**
 From Date: **07/01/2001**
 Thru Date: **Current Date**
 Sort Options: **By Org, Location, Tag Number.**



This report lists detail asset activity for the period reported by Transaction Type (Add, Adjustment, Retirement and Reinstatement). Subtotals are provided after each Transaction Type, and a Grand Total on the last page of the report. The Grand total will equal the net total of all Transaction Types reported on the Detail/Summary Reports.

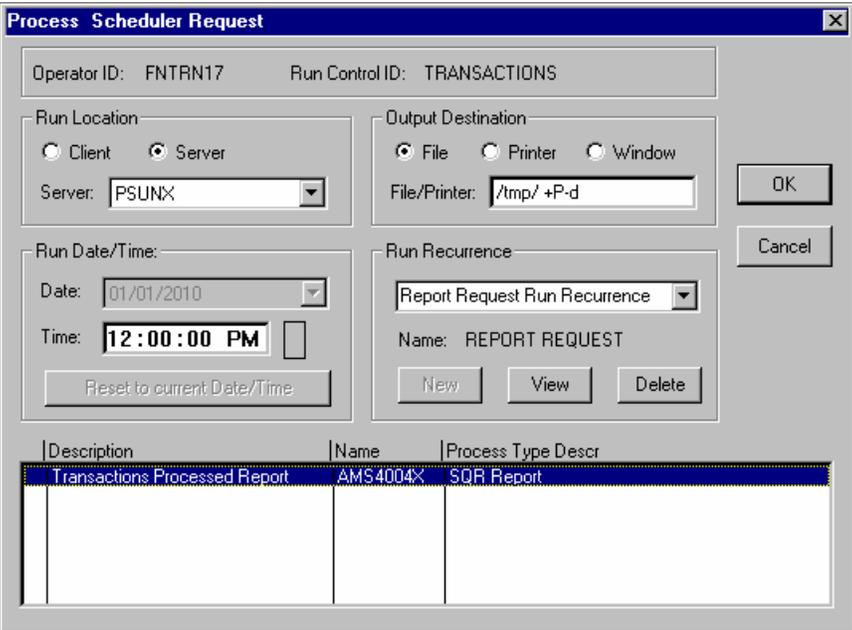
Transaction Processed Report – **AMXXX0404**

Expected Results:

An understanding of the fields used in the report.

Exercise 3 (continued)

Step 6	Click  to run the report.
Expected Results:	The Process Scheduler window opens.

Step 7	<p>View the fields on the Process Scheduler panel.</p> <p>Run Location: SERVER Server: PSUNX Output Destination: File File/Printer: To be assigned at agency level Run Recurrence: Report Request Run Recurrence</p> 
Expected Results:	An understanding of the Process Scheduler options

Exercise 3 (continued)

Step 8	Click: OK to request report. Note: If reports are requested prior to 12:30 p.m., reports will be run the same night; if requested after 12:30 p.m., reports will run the following night.
Expected Results:	An understanding of when the reports will print.

Step 9	Click:  to close the report panel.
Expected Results:	The report panel closes and you return to the Manage Assets window.

Exercise completed.

Exercise 4 – Access and Run the Agency Detail/Summary Recon

Scenario: Your supervisor has asked you to run a current Agency Detail/Summary Reconciliation Report

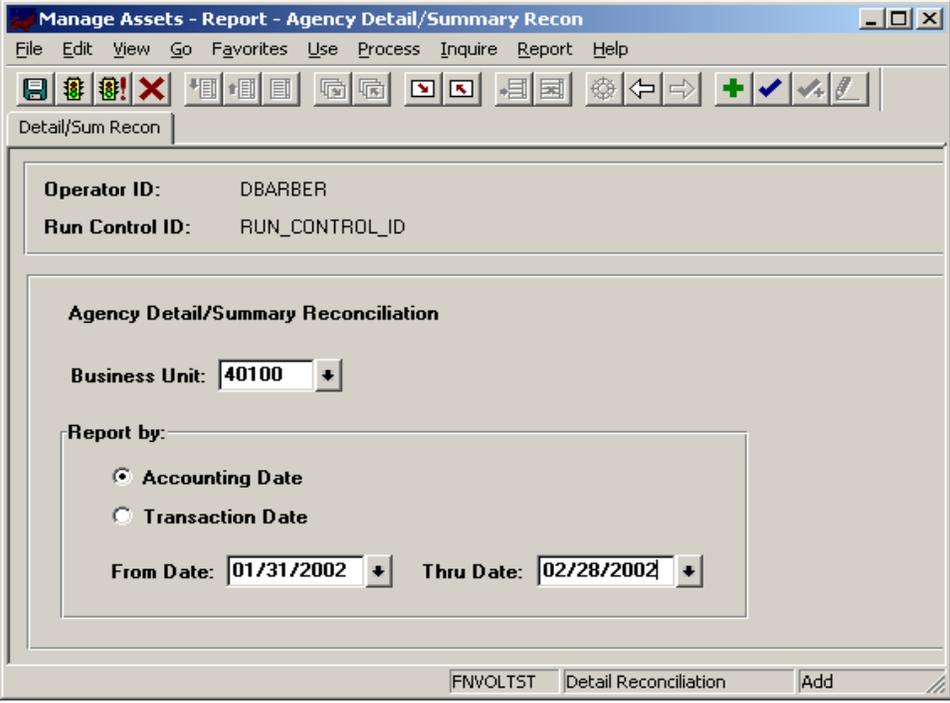
Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
<i>Instructor/ Participant Demo</i>	
Expected Results:	The Manage Assets window opens.

Step 3	Select: Report → Agency Detail/Summary Recon → Add
Expected Results:	A dialog box displays, asking you for a run control.

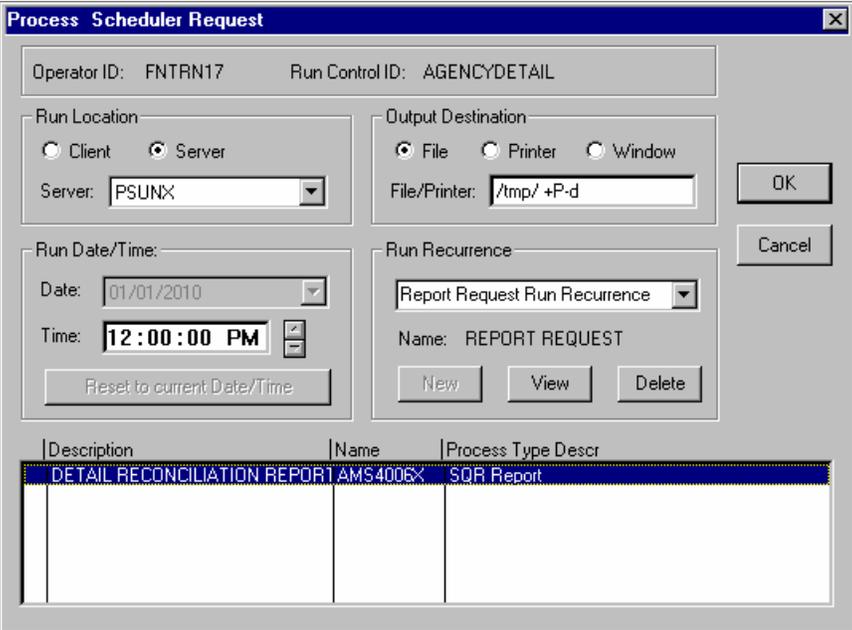
Step 4	Enter the following: Run control: AGYDET Click: OK
Expected Results:	The Agency Detail/Summary Recon Report panel opens

Exercise 4 (continued)

<p>Step 5</p>	<p>On the Agency Detail/Summary Recon Report panel.</p> <p>Enter the following</p> <p>Business Unit: 40100 From Date: 01/31/2002 Thru Date: 02/28/2002</p>  <p>The purpose of the Monthly Balancing of Asset Management Activity is to recap and report all asset activity entered into Asset Management by month. This activity includes Adds – added manually or Interfaced from PO/AP, Adjustments – added manually or Interfaced from PO/AP, Retirements, Reinstatements of retired assets. The last page of the report recaps all activity by Transaction Type.</p> <p>Note: Cost amounts on these reports is defined as Adjusted Cost rather than Original Acquisition Cost. Adjusted Cost is the net amount by asset after any Cost Adjust/Transfer Transactions.</p>
<p>Expected Results:</p>	<p>An understanding of the fields used in the report.</p>

Exercise 4 (continued)

Step 6	Click  to run the report.
Expected Results:	The Process Scheduler window opens.

Step 7	<p>View the fields on the Process Scheduler panel.</p> <p>Run Location: SERVER Server: PSUNX Output Destination: File File/Printer: To be assigned at agency level Run Recurrence: Report Request Run Recurrence</p>  <p>Note: Reports will run overnight.</p>
Expected Results:	An understanding of the run output options

Exercise 4 (continued)

Step 8	Click: OK to request report. Note: If reports are requested prior to 12:30 p.m., reports will be run the same night; if requested after 12:30 p.m., reports will run the following night.
Expected Results:	An understanding of when the reports will print.

Step 9 <i>Instructor/ Participant Demo</i>	Click:  to close the report panel.
Expected Results:	The report panel closes and you return to the Manage Assets window.

Exercise completed.

Exercise 5 – Access and Run the Agency Reconciliation Summary

Scenario: Your supervisor has asked you to run a current Agency Reconciliation Summary Report

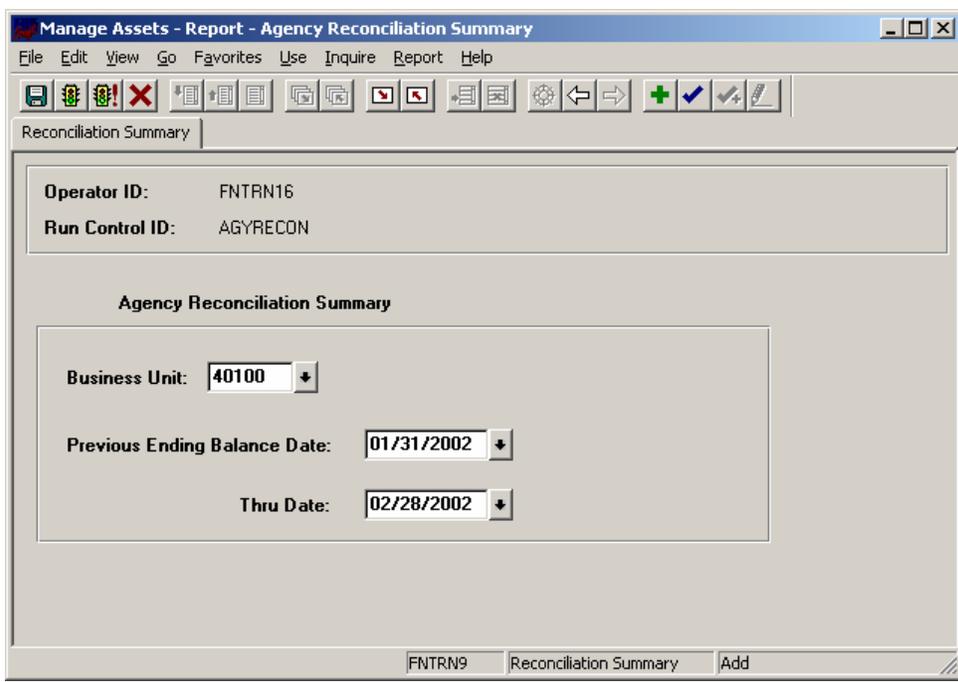
Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
<i>Instructor/ Participant Demo</i>	
Expected Results:	The Manage Assets window opens.

Step 3	Select: Report → Agency Reconciliation Summary → Add
Expected Results:	A dialog box displays, asking you for a run control.

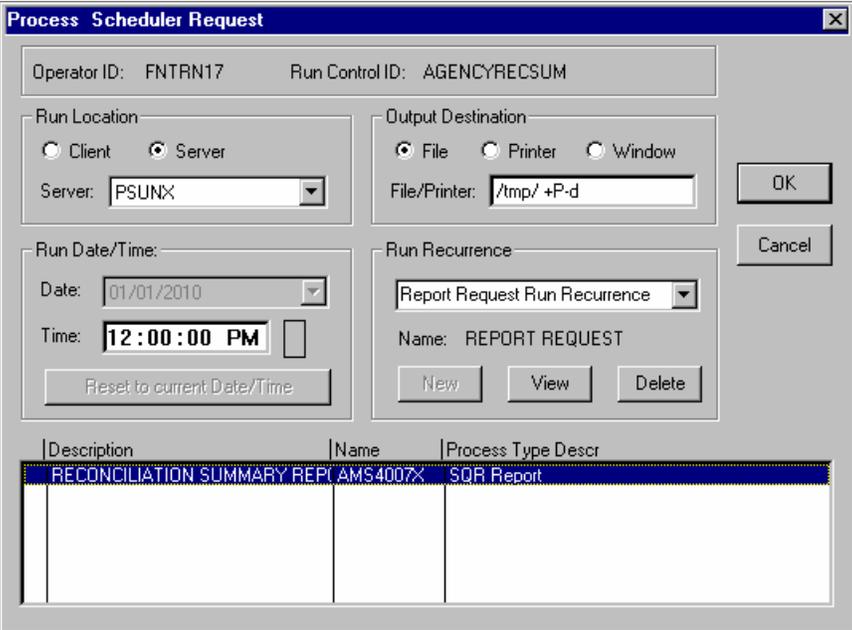
Step 4	Enter the following: Run control: AGYRECON Click: OK
Expected Results:	The Agency Reconciliation Summary Report panel opens

Exercise 5 (continued)

<p>Step 5</p>	<p>On the Agency Reconciliation Summary Report panel, enter the following:</p> <p>Business Unit: 40100 Previous Ending Balance Date: 01/31/2002 Thru Date: 02/28/2002</p>  <p>The Agency Reconciliation Summary Report: This one page report recaps all activity by Transaction Type - it is the same as the last page of the Agency Detail/Summary Reconciliation Report. The Beginning Balance and asset count for ADD,ADJ,RET,REI transactions, and the Ending Balance and asset count for the dates requested.</p> <p>Agency Reconciliation Summary Report - AMXXX0407</p>
<p>Expected Results:</p>	<p>An understanding of the fields used in the report.</p>

Exercise 5 (continued)

Step 6	Click  to run the report.
Expected Results:	The Process Scheduler window opens.

Step 7	<p>View the fields on the Process Scheduler panel.</p> <p>Run Location: SERVER Server: PSUNX Output Destination: File File/Printer: To be assigned at agency level Run Recurrence: Report Request Run Recurrence</p> 
Expected Results:	An understanding of the run output options

Exercise 5 (continued)

Step 8	Click: OK to request report. Note: If reports are requested prior to 12:30 p.m., reports will be run the same night; if requested after 12:30 p.m., reports will run the following night.
Expected Results:	An understanding of when the reports will print.

Step 9 <i>Instructor/ Participant Demo</i>	Click:  to close the report panel.
Expected Results:	The report panel closes and you return to the Manage Assets window.

Exercise completed.

Exercise 6 – Access and Run the G/L Inventory Report

Scenario: Your supervisor has asked you to run a current General Ledger Inventory Report

Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
<i>Instructor/ Participant Demo</i>	
Expected Results:	The Manage Assets window opens.

Step 3	Select: Report → G/L Inventory Report → Add
Expected Results:	A dialog box displays, asking you for a run control.

Step 4	Enter the following: Run control: GLINV Click: OK
Expected Results:	The G/L Inventory Report panel opens

Exercise 6 (continued)

Step 5

On the G/L Inventory Report panel.

Enter the following

Business Unit: **40100**
 Select Book **Govt Book**
 Fiscal year: **2001**
 Thru Accounting Period: **12**
 Sort Options: **By Location, Org, Tag Number**



This report lists all assets by Asset Status (In Service, Stolen, Missing and Disposed) as of the report date. It contains only transactions, which have been posted to the General Ledger.

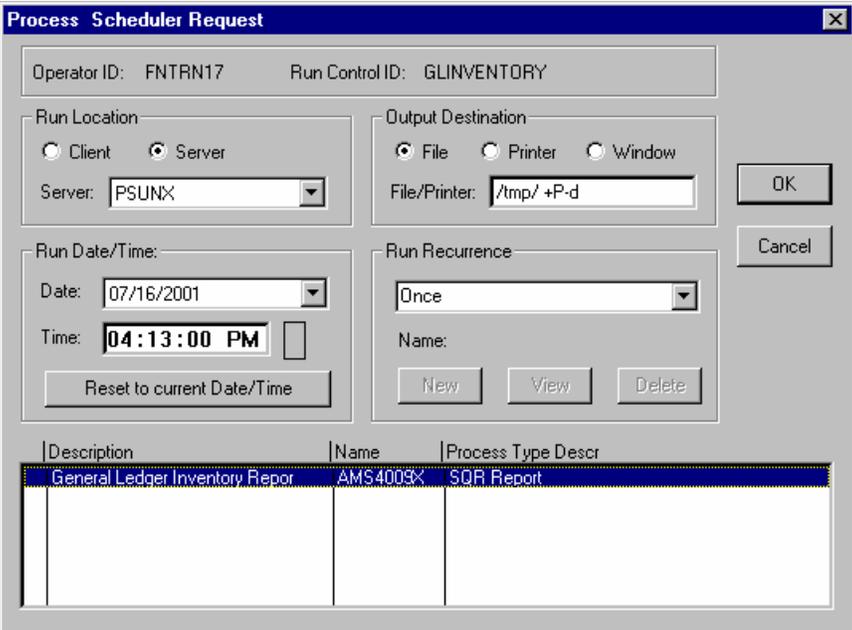
General Ledger Inventory Report - **AMXXX0409**

Expected Results:

An understanding of the fields used in the report.

Exercise 6 (continued)

Step 6	Click  to run the report.
Expected Results:	The Process Scheduler window opens.

Step 7	<p>View the fields on the Process Scheduler panel.</p> <p>Run Location: SERVER Server: PSUNX Output Destination: File File/Printer: To be assigned at agency level Run Recurrence: Once</p> 
Expected Results:	An understanding of the run output options

Exercise 6 (continued)

Step 8	<p>To check the status of a report</p> <p>Select: Go → PeopleTools → Process Monitor</p> <p>Note: After viewing the status, close the process monitor panel. Do not leave open.</p>
Expected Results:	The Process Scheduler window closes

Step 9 <i>Instructor/ Participant Demo</i>	<p>Click:  to close the report panel.</p>
Expected Results:	The report panel closes and you return to the Manage Assets window.

Exercise completed.

Exercise 7 – Access and Run the G/L Recon Detail/Summary Report

Scenario: Your supervisor has asked you to run a current General Ledger Reconciliation Detail/Summary Report

Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
<i>Instructor/ Participant Demo</i>	
Expected Results:	The Manage Assets window opens.

Step 3	Select: Report → G/L Recon Detail/Summary Report → Add
Expected Results:	A dialog box displays, asking you for a run control.

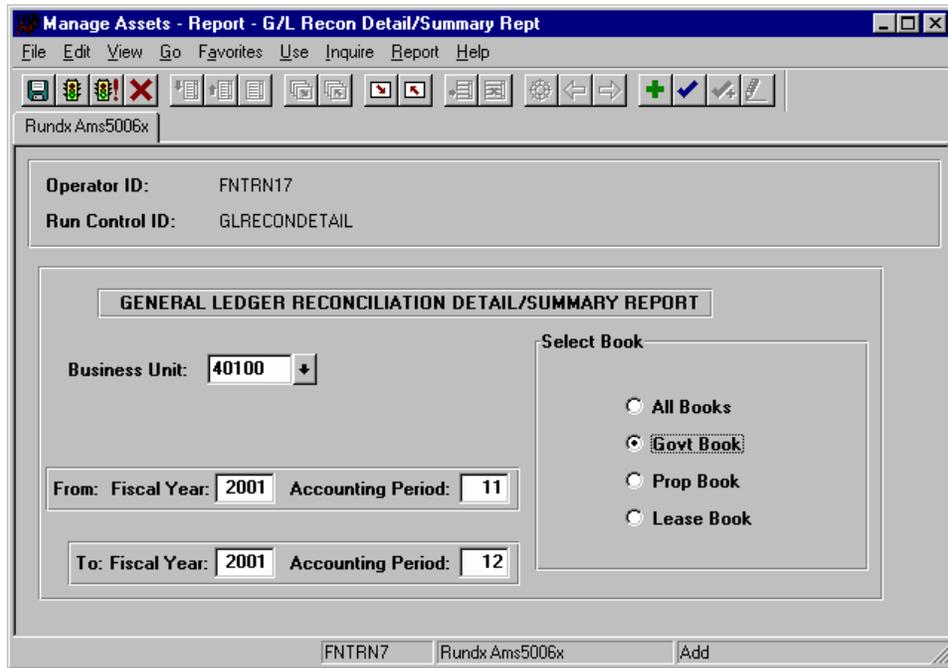
Step 4	Enter the following: Run control: GLDETAIL Click: OK
Expected Results:	The G/L Recon Detail/Summary Report panel opens

Exercise 7 (continued)

Step 5

On the G/L Recon Detail/Summary Report panel, enter the following:

Business Unit: **40100**
 From: Fiscal Year: **2001**
 Accounting Period: **11**
 To Fiscal Year: **2001**
 Accounting Period: **12**
 Select Book: **Govt. Book**



This report lists detail asset activity for the period reported by Transaction Type (Add, Adjustment, Retirement and Reinstatement). The last page of this report recaps all activity by Transaction Type. It contains only transactions, which have been posted to General Ledger.

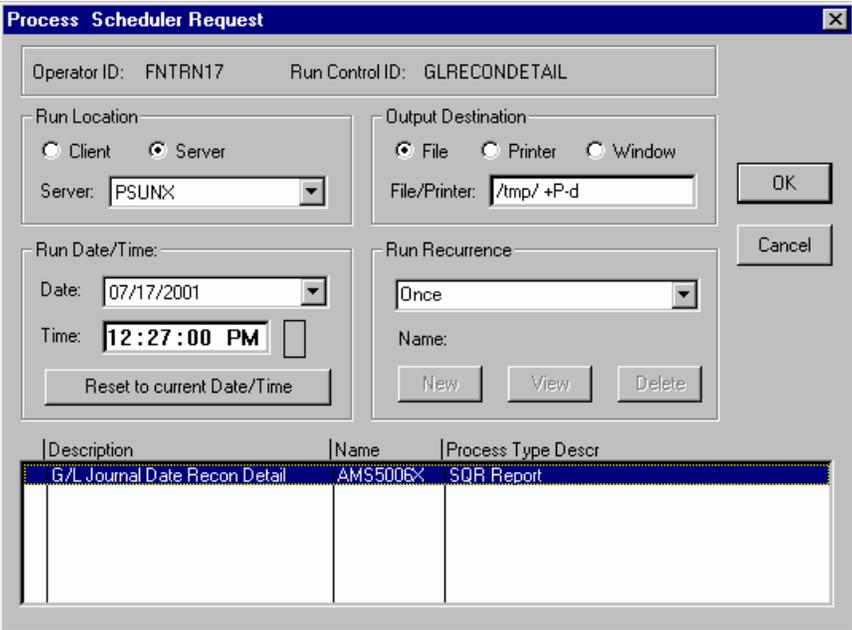
General Ledger Reconciliation Detail/Summary Report **AMXXX0506**

Expected Results:

An understanding of the fields used in the report.

Exercise 7 (continued)

Step 6	Click  to run the report.
Expected Results:	The Process Scheduler window opens.

Step 7	<p>View the fields on the Process Scheduler panel.</p> <p>Run Location: SERVER Server: PSUNX Output Destination: File File/Printer: To be assigned at agency level Run Recurrence: Once</p> 
Expected Results:	An understanding of the run output options

Exercise 7 (continued)

Step 8	<p>To check the status of a report</p> <p>Select: Go → PeopleTools → Process Monitor</p> <p>Note: After viewing the status, close the process monitor panel. Do not leave open.</p>
Expected Results:	The Process Scheduler window closes

Step 9 <i>Instructor/ Participant Demo</i>	<p>Click:  to close the report panel.</p>
Expected Results:	The report panel closes and you return to the Manage Assets window.

Exercise completed.

Exercise 8 – Access and Run the G/L Recon Summary Report

Scenario: Your supervisor has asked you to run a current General Ledger Reconciliation Summary Report

Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
<i>Instructor/ Participant Demo</i>	
Expected Results:	The Manage Assets window opens.

Step 3	Select: Report → G/L Recon Summary Report → Add
Expected Results:	A dialog box displays, asking you for a run control.

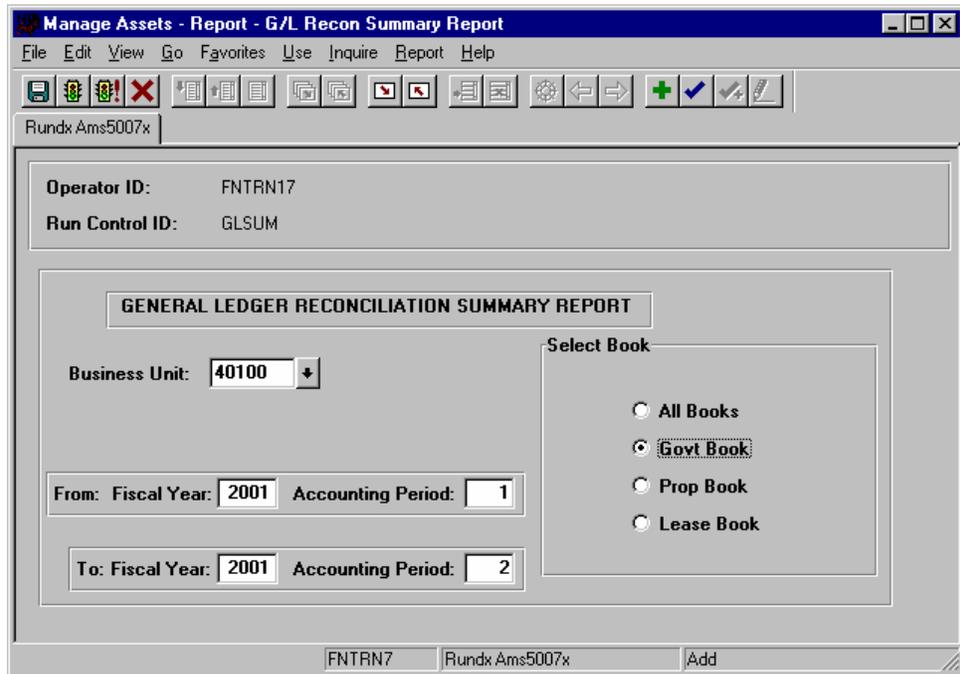
Step 4	Enter the following: Run control: GLSUM Click: OK
Expected Results:	The G/L Recon Summary Report panel opens

Exercise 8 (continued)

Step 5

On the G/L Recon Summary Report panel, enter the following:

Business Unit: **40100**
 From: Fiscal Year: **2001**
 Accounting Period: **1**
 To Fiscal Year: **2001**
 Accounting Period: **2**
 Select Book: **Govt. Book**



This one page report recaps all activity by Transaction Type. This report is the same as the last page of the Agency Detail/Summary Reconciliation Report. It contains only transactions, which have been posted to the General Ledger.

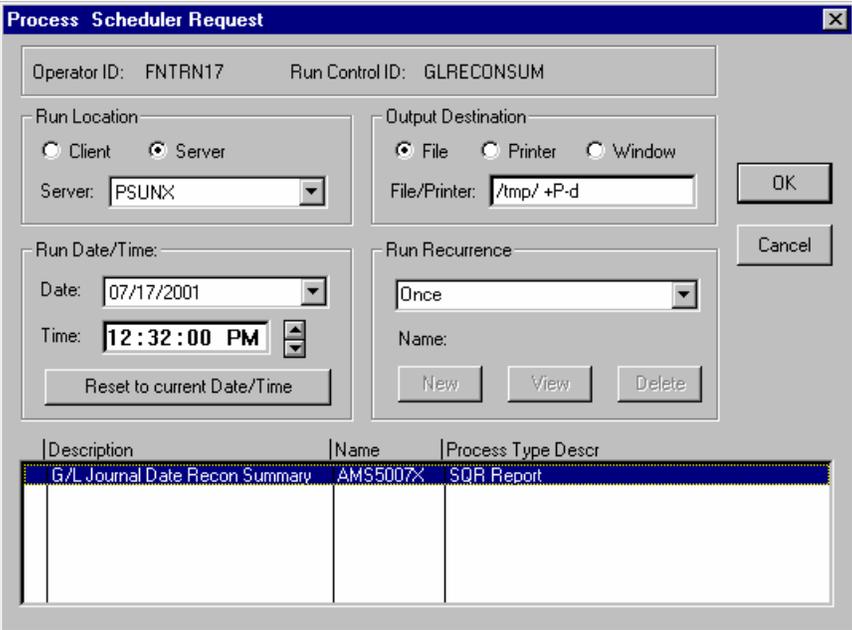
General Ledger Reconciliation Summary Report - **AMXXX0507**

Expected Results:

An understanding of the fields used in the report.

Exercise 8 (continued)

Step 6	Click  to run the report.
Expected Results:	The Process Scheduler window opens.

Step 7	<p>View the fields on the Process Scheduler panel.</p> <p>Run Location: SERVER Server: PSUNX Output Destination: File File/Printer: To be assigned at agency level Run Recurrence: Once</p> 
Expected Results:	An understanding of the run output options

Exercise 8 (continued)

Step 8	<p>To check the status of a report</p> <p>Select: Go → PeopleTools → Process Monitor</p> <p>Note: After viewing the status, close the process monitor panel. Do not leave open.</p>
Expected Results:	The Process Scheduler window closes

<p>Step 9</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Click:  to close the report panel.</p>
Expected Results:	The report panel closes and you return to the Manage Assets window.

Exercise completed.

Exercise 9 – Access the Agency Replacement Cost Report

Scenario: Your supervisor has asked you to run a current Agency Replacement Cost Report Trial Balance Report.

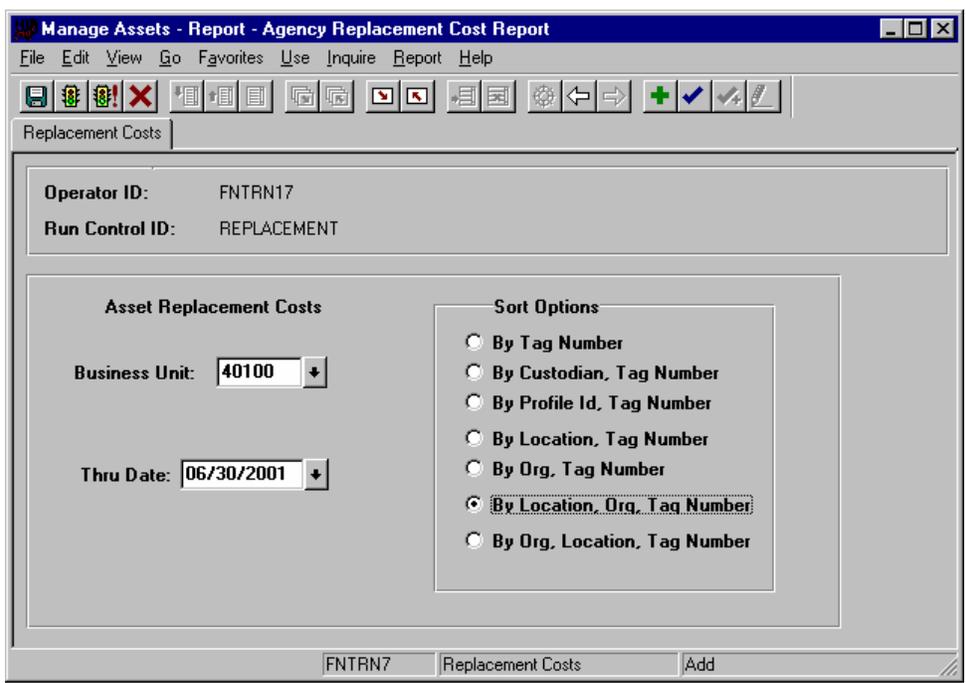
Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Manage Assets → Manage Assets
Expected Results:	The Manage Assets window opens.

Step 3	Select: Report → Agency Replacement Cost Report → Add
Expected Results:	A dialog box displays, asking you for a run control.

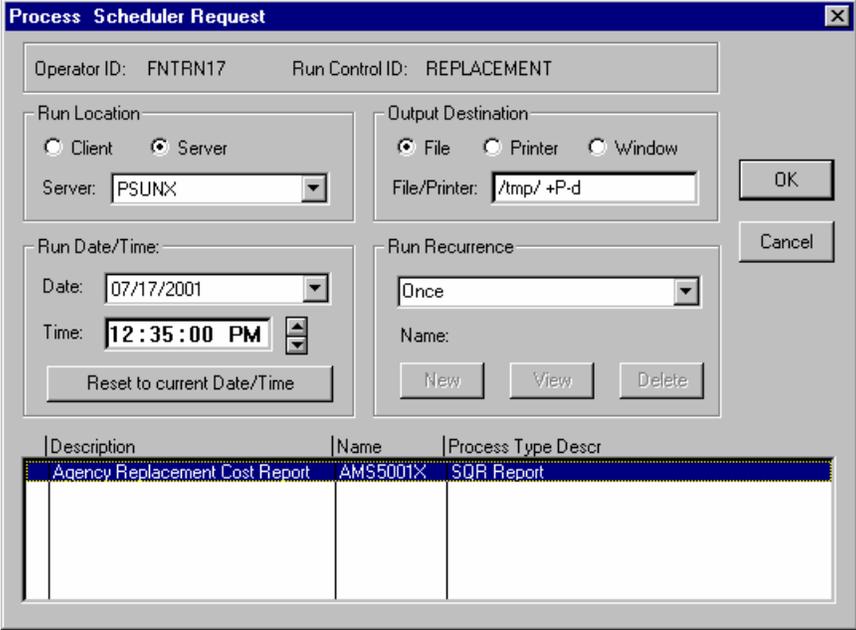
Step 4	Enter the following: Run control: REPLACECOST Click: OK
Expected Results:	The Agency Replacement Cost Report panel opens

Exercise 9 (continued)

<p>Step 5</p>	<p>On the Agency Replacement Cost Report panel.</p> <p>Enter the following</p> <p>Business Unit: 40100</p> <p>Thru Date: 06/30/2001</p> <p>Sort Options: By Location, Org, Tag Number</p>  <p>Agency Replacement Cost Report AMXXX501</p>
<p>Expected Results:</p>	<p>An understanding of the fields used in the report.</p>

<p>Step 6</p>	<p>Click  to run the report.</p>
<p>Expected Results:</p>	<p>The Process Scheduler window opens.</p>

Exercise 9 (continued)

<p>Step 7</p> <p>Expected Results:</p>	<p>View the fields on the Process Scheduler panel.</p> <p>Run Location: SERVER Server: PSUNX Output Destination: File File/Printer: To be assigned at agency level Run Recurrence: Once</p>  <p>Expected Results: An understanding of the run output options</p>
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<p>Step 8</p> <p>Expected Results:</p>	<p>Click: OK to request report.</p> <p>Note: If reports are requested prior to 12:30 p.m., reports will be run the same night; if requested after 12:30 p.m., reports will run the following night.</p> <p>An understanding of when the reports will print.</p>
------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Exercise 9 (continued)

Step 9	<p>To check the status of a report</p> <p>Select: Go → PeopleTools → Process Monitor</p> <p>Note: After viewing the status, close the process monitor panel. Do not leave open.</p>
Expected Results:	The Process Scheduler window closes

Step 10 <i>Instructor/ Participant Demo</i>	<p>Click:  to close the report panel.</p>
Expected Results:	The report panel closes and you return to the Manage Assets window.

Exercise completed.

Exercise 10 – Access and Run the Trial Balance Reporting

Scenario: Your supervisor has asked you to run a current Trial Balance Report.

Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Process Financial Information → Custom G/L Reports
Expected Results:	The Manage Assets window opens.

Step 3	Select: Report → Trial Balance Reporting → Add
Expected Results:	A dialog box displays, asking you for a run control.

Step 4	Enter the following: Run control: TRIALBAL Click: OK
Expected Results:	The Agency Replacement Cost Report panel opens

Exercise 10 (continued)

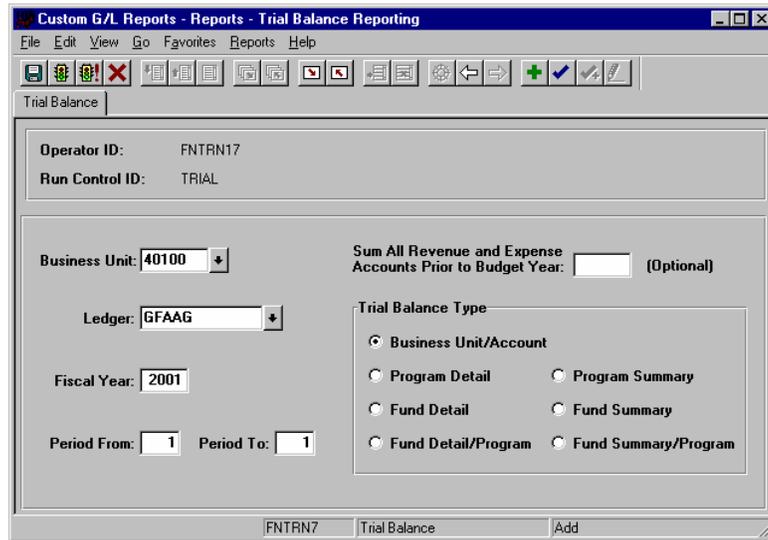
Step 5

On the Trial Balance Reporting panel, specify the information needed,

Enter the following

Business Unit: **40100**
 Ledger: **GFAAG**
 Fiscal Year: **2001**
 Period From: **1**
 Period To: **1**

Note: When requesting the trial balance use the ACTUALS ledger to look at expenses, the GFAAG ledger to look at assets.



Note: You have the ability (for either version) to request that expenses and revenues for only the current budget year be displayed and all prior year expense and revenue be used to compute a prior year surplus. To request this option you will need to enter the budget year in the appropriate box. If you leave the box blank you will get expenses and revenues for all budget years. Simply click the radio button of the trial balance you want. The “Detail” trial balances do not use trees, while the “Summary” trial balances use trees to summarize at a higher level.

Trial Balance By Business Unit – **GLXXX044M**

Expected Results:

An understanding of the fields used in the report.

Exercise 10 (continued)

Step 6 <i>Instructor/ Participant Demo</i>	<p>The figures on the trial balance are the summarized version of the daily activity that occurs on the individual modules. Each night the batch process takes the module's daily activity and posts it to the General Ledger via the journal generation process. All daily activity by module is summarized and assigned a Journal ID number. The cumulative figure for both the debit and credit entries from that journal will update the Trial Balance. Therefore, when viewing the Trial Balance for a specific account the debit and credit figures showing in the transactions columns will be a summarization of several individual transactions entered in the modules.</p> <p>Click:  to save.</p>
Expected Results:	The new information is saved.

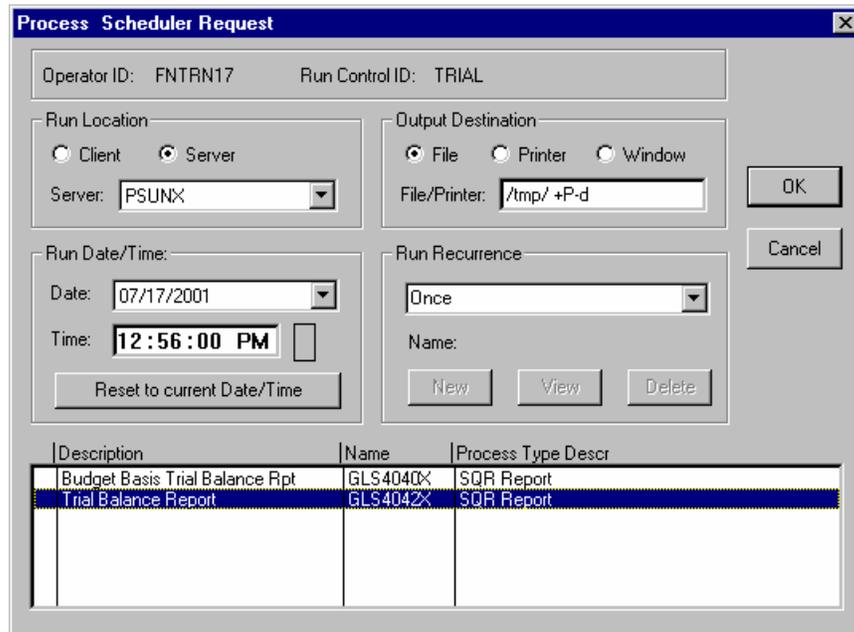
Step 7	Click  to run the report.
Expected Results:	The Process Scheduler window opens.

Exercise 10 (continued)

Step 8

On the Process Scheduler panel, enter the following

Run Location: **SERVER**
 Server: **PSUNX**
 Output Destination: **File**
 File/Printer: **To be assigned at agency level**
 Run Recurrence: **Once**
 Highlight: **Trial Balance Report**



Note: In the Description section of the Process Scheduler, Select GLS4040X for the Budget Basis version or select GLS4042X for the GAAP version.

Expected Results:

An understanding of the run output options

Exercise 10 (continued)

Step 9	To check the status of a report Select: Go → PeopleTools → Process Monitor Note: After viewing the status, close the process monitor panel. Do not leave open.
Expected Results:	The Process Scheduler window closes

Step 10 <i>Instructor/ Participant Demo</i>	Click:  to close the report panel.
Expected Results:	The report panel closes and you return to the Manage Assets window.

Exercise completed

Exercise 11 – Access and Run the G/L Module Activity Report

Scenario: Your supervisor has asked you to run a current General Ledger Module Activity Report.

Step 1	Toggle to PeopleSoft.
<i>Instructor/ Participant Demo</i>	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Process Financial Information → Custom G/L Reports
Expected Results:	The Manage Assets window opens.

Step 3	Select: Report → G/L Module Activity Report → Add.
Expected Results:	A dialog box displays, asking you for a run control.

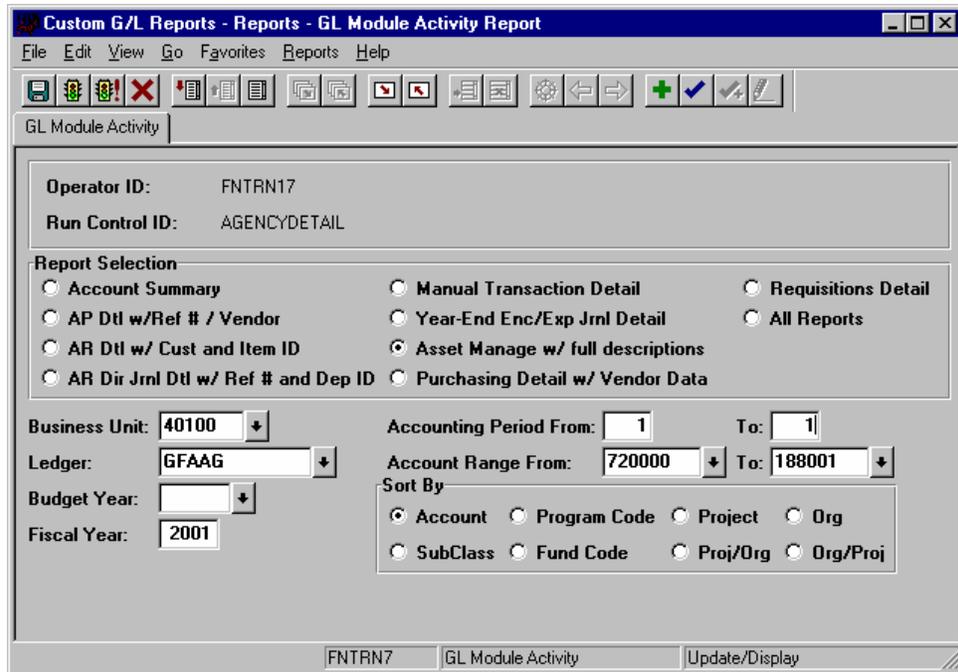
Step 4	Enter the following: Run control: GLMODULE Click: OK
Expected Results:	The Agency Replacement Cost Report panel opens

Exercise 11 (continued)

Step 5

On the G/L Module Activity Report panel, enter the following:

Report Selection: **Asset Management w/full descriptions**
 Business Unit: **40100**
 Ledger: **GFAAG**
 Fiscal Year: **2001**
 Accounting Period From: **1**
 Accounting Period To: **1**
 Account Range From: **171001**
 Account Range To: **188001**



General Ledger Module Activity Report – **GLXXX04FD**

Expected Results:

An understanding of the fields used in the report.

Exercise 11 (continued)

<p>Step 6</p> <p><i>Instructor/ Participant Demo</i></p>	<p>The primary difference between the G/L Module Activity and G/L Activity Detail report has more information from other modules, i.e. vendor names, customer names and check numbers. You can order the specific module report you want or order all reports. We recommend ordering the specific module report needed to decrease processing time. If you are not sure which module reported is needed, request the Account Summary report first. Account Summary will show modules with activity. Then order the specific module report.</p> <p>Reports and their corresponding report ID's are as follows:</p> <table data-bbox="381 682 1096 1018"> <tr> <td>Account Summary</td> <td>GLXXX04FA</td> </tr> <tr> <td>AP Dtl w/Ref # / Vendor</td> <td>GLXXX04FB</td> </tr> <tr> <td>AR Dtl w/Cust and Item #</td> <td>GLXXX04FC</td> </tr> <tr> <td>AR Dir Jrnl Dtl wRef # and Dep ID</td> <td>GLXXX04FI</td> </tr> <tr> <td>Manual Transaction Detail</td> <td>GLXXX04FH</td> </tr> <tr> <td>Year-End Enc/Exp Jrnl Detail</td> <td>GLXXX04FG</td> </tr> <tr> <td>Asset Manage w/full descriptions</td> <td>GLXXX04FD</td> </tr> <tr> <td>Purchasing Detail w/ Vendor Data</td> <td>GLXXX04FE</td> </tr> <tr> <td>Requisitions Detail</td> <td>GLXXX04FF</td> </tr> </table> <p>Click:  to save.</p>	Account Summary	GLXXX04FA	AP Dtl w/Ref # / Vendor	GLXXX04FB	AR Dtl w/Cust and Item #	GLXXX04FC	AR Dir Jrnl Dtl wRef # and Dep ID	GLXXX04FI	Manual Transaction Detail	GLXXX04FH	Year-End Enc/Exp Jrnl Detail	GLXXX04FG	Asset Manage w/full descriptions	GLXXX04FD	Purchasing Detail w/ Vendor Data	GLXXX04FE	Requisitions Detail	GLXXX04FF
Account Summary	GLXXX04FA																		
AP Dtl w/Ref # / Vendor	GLXXX04FB																		
AR Dtl w/Cust and Item #	GLXXX04FC																		
AR Dir Jrnl Dtl wRef # and Dep ID	GLXXX04FI																		
Manual Transaction Detail	GLXXX04FH																		
Year-End Enc/Exp Jrnl Detail	GLXXX04FG																		
Asset Manage w/full descriptions	GLXXX04FD																		
Purchasing Detail w/ Vendor Data	GLXXX04FE																		
Requisitions Detail	GLXXX04FF																		
<p>Expected Results:</p>	<p>The new information is saved.</p>																		

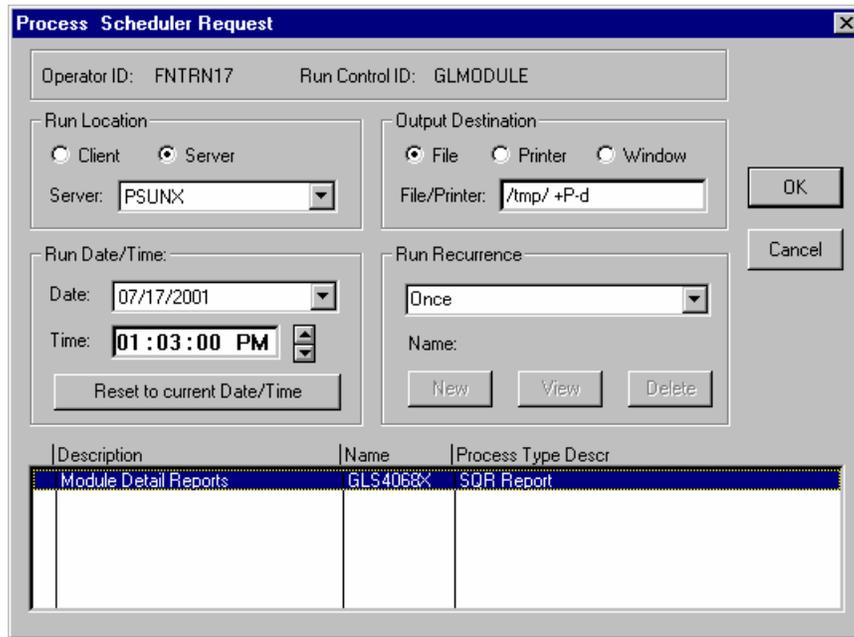
<p>Step 7</p>	<p>Click  to run the report.</p>
<p>Expected Results:</p>	<p>The Process Scheduler window opens.</p>

Exercise 11 (continued)

Step 8

On the Process Scheduler panel, enter the following

Run Location: **SERVER**
 Server: **PSUNX**
 Output Destination: **File**
 File/Printer: **To be assigned at agency level**
 Run Recurrence: **Once**



Note: In the Description section of the Process Scheduler, Select GLS4040X for the Budget Basis version or select GLS4042X for the GAAP version.

Expected Results:

An understanding of the run output options

Exercise 11 (continued)

Step 9	<p>To check the status of a report</p> <p>Select: Go → PeopleTools → Process Monitor</p> <p>Note: After viewing the status, close the process monitor panel. Do not leave open.</p>
Expected Results:	The Process Scheduler window closes

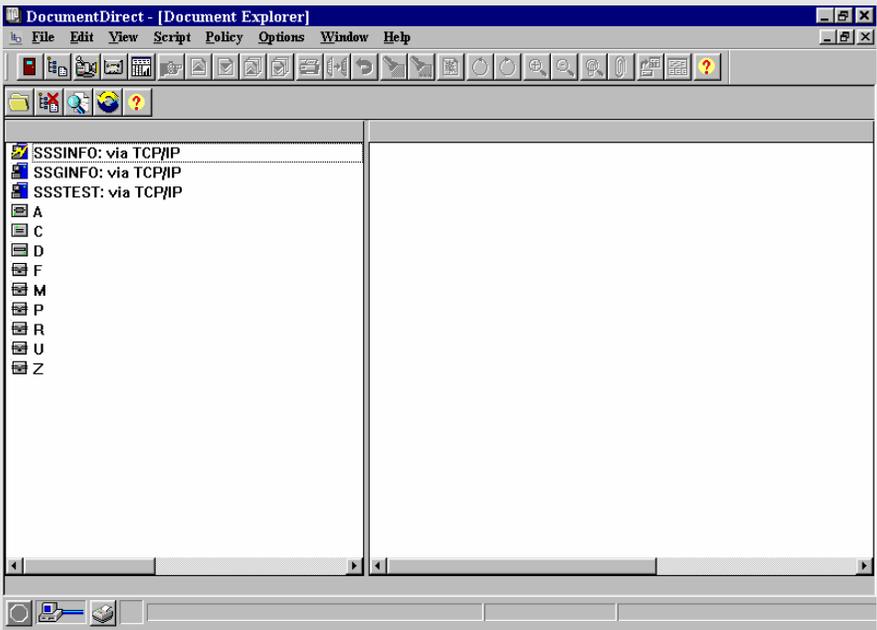
Step 10 <i>Instructor/ Participant Demo</i>	<p>Click:  to close the report panel.</p>
Expected Results:	The report panel closes and you return to the Manage Assets window.

Exercise completed.

Exercise 12 – Access Document Direct

Scenario: You have requested a General Ledger report and would like to view the report in Document Direct

Step 1	Select: Start → Programs → Document Direct → Document Direct
Expected Results:	Document Direct opens.

Step 2	<p>Click: </p> <p><i>Or</i></p> <p>Select: File → Document Explorer</p>
Expected Results:	<p>Document Direct opens.</p>  <p>The screenshot shows a window titled "DocumentDirect - [Document Explorer]". The menu bar includes File, Edit, View, Script, Policy, Options, Window, and Help. The toolbar contains various icons for file operations. The main pane displays a list of folders: SSSINFO: via TCP/IP, SSGINFO: via TCP/IP, SSSTEST: via TCP/IP, A, C, D, F, M, P, R, U, and Z. The status bar at the bottom shows system icons and a taskbar.</p>

Exercise 12 (continued)

Step 3

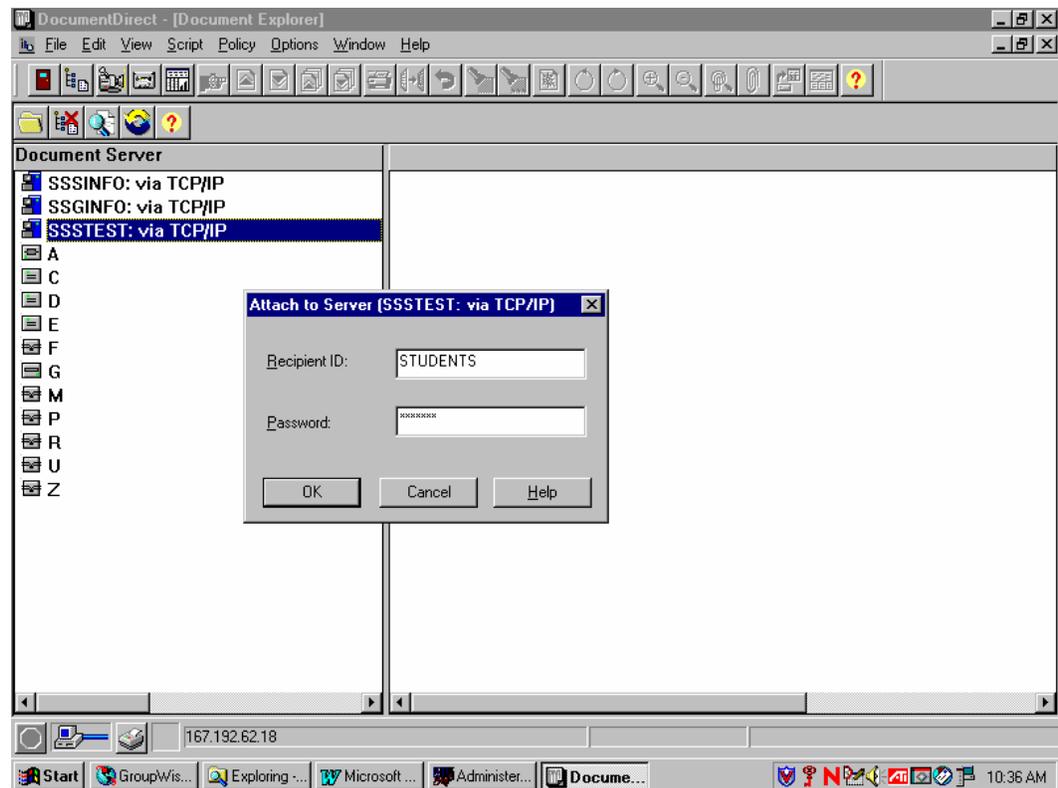
*Instructor/
Participant
Demo*

Double Click: **SSSTEST: Via TCP/IP**

Recipient ID: **STUDENTS**

Password: **INFOPAC**

Click: **OK**



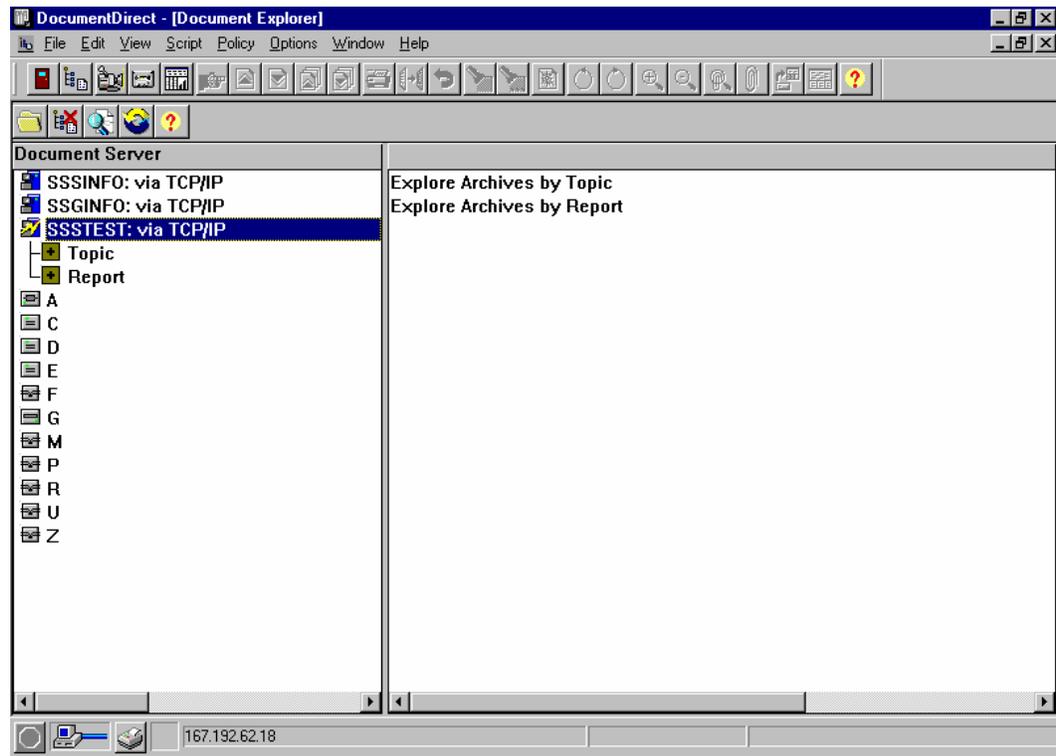
Expected Results:

Document Direct opens.

Exercise 12 (continued)

Step 4

To display a list of reports click on the plus sign beside the Report. The reports are on the left side and the descriptions are on the right.



Note: Maximize your screen to view report names.

Expected Results:

Document Direct opens.

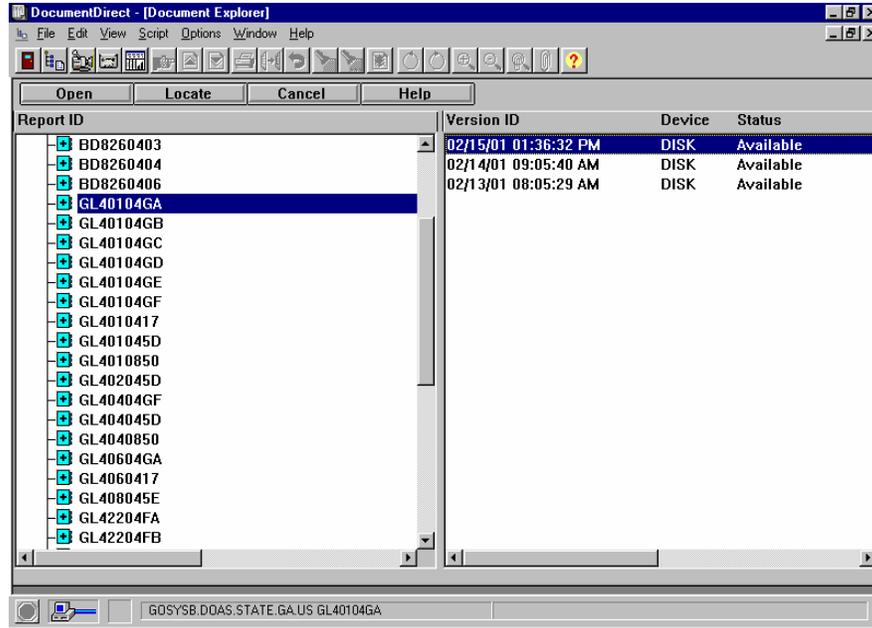
Exercise 12 (continued)

<p>Step 5</p>	<p>Note: There are several different ways to locate a report.</p> <ol style="list-style-type: none"> 1) → Use scroll bar, once the report has been found, double click on report name. 2) → Click:  Locate <div data-bbox="651 522 1156 976" data-label="Image"> </div>
<p>Expected Results:</p>	<p>Document Direct opens.</p>

Exercise 12 (continued)

Step 6

Double Click **GL40104GA** - G/L Combined Detail Report



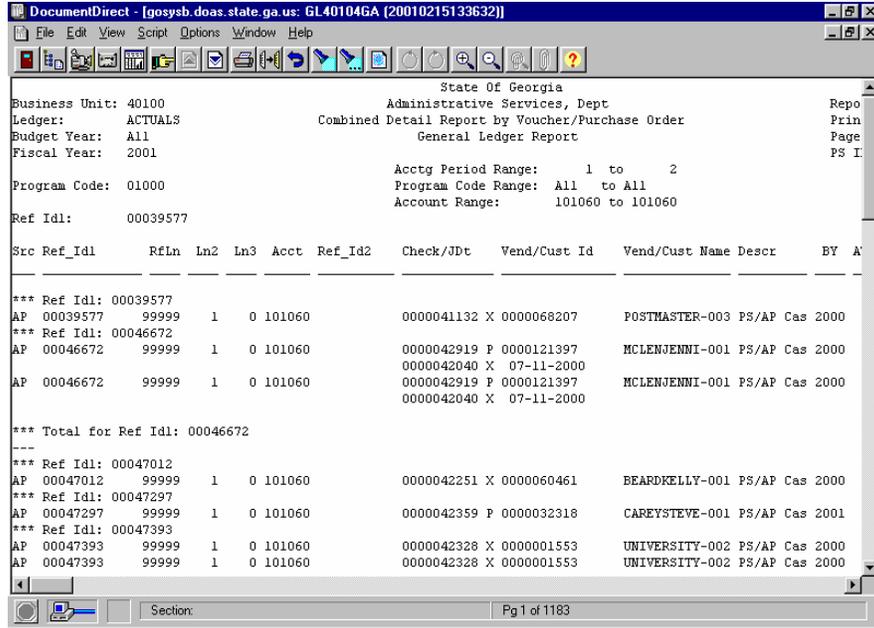
Expected Results:

Reports opens from Document Direct to your monitor.

Exercise 12 (continued)

Step 7

Report is returned to your window

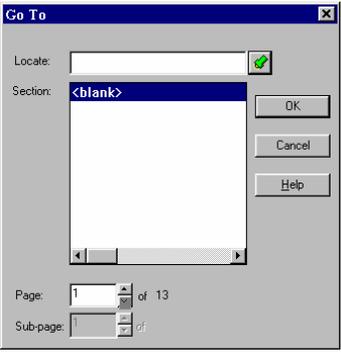


Note: The scroll bar operates this page, page one. To view another page or the next one the following icons will allow you to enter the necessary commands.

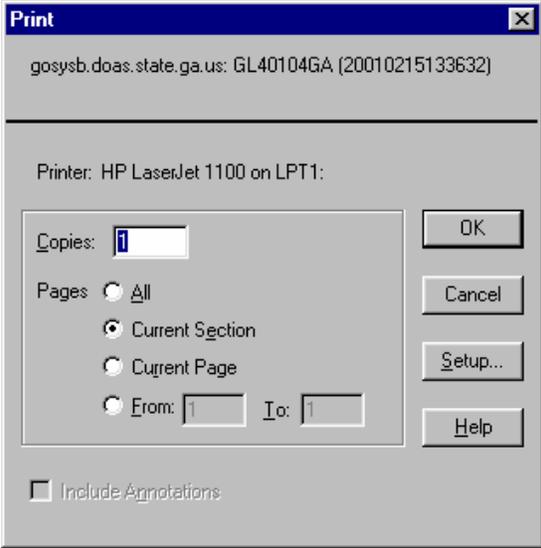
Expected Results:

Report opens.

Exercise 12 (continued)

Step 8	<p>To navigate in the report:</p> <p>Click:  Previous page</p> <p>Click:  Next page</p> <p>Click:  Go To</p>  <p>This will allow you to select a specific page to view.</p>
Expected Results:	Go To listbox opens.

Exercise 12 (continued)

Step 9	<p>To print the report use File Print</p> <p>Depending on the size of the document, you have the option to print the complete report or specific pages.</p> 
Expected Results:	Print dialog box displays.

Exercise completed.

Exercise 13 – Export data from Document Direct to an Excel spreadsheet

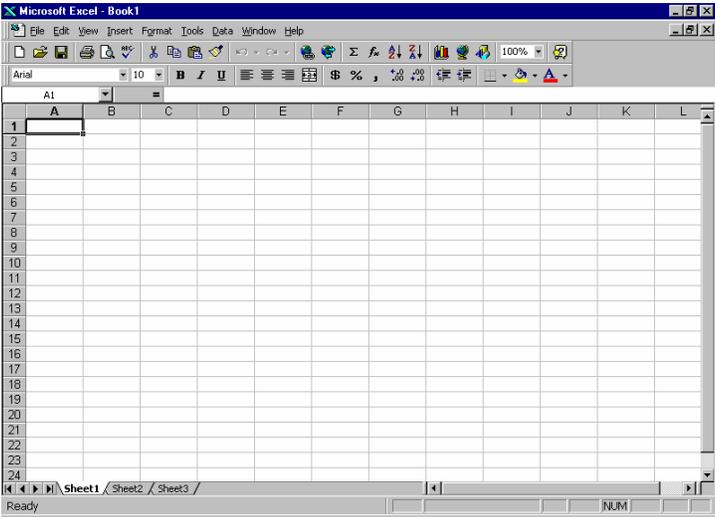
Scenario: After exporting data you will be able to produce a spreadsheet that contains useful information. In this exercise you will use the document direct report used in exercise 12.

<p>Step 1</p> <p><i>Instructor/ Participant Demo</i></p>	<p>There are two ways to move data from a Document Direct report to Excel.</p> <p>1) Copy the Clipboard, then to Excel. 2) Export to ASCII, then to Excel.</p>
<p>Expected Results:</p>	<p>Understanding of copy and export procedures from Document Direct.</p>

<p>Step 2</p> <p><i>Instructor/ Participant Demo</i></p>	<p>With Document Direct report open</p> <p>Copy the Clipboard, then to Excel.</p> <p>Edit, Copy to Clipboard</p> <p><i>Dialog box displays</i></p> <p>Select:  or specific pages if desired</p> <p>Select: </p> <p>Open Excel, Paste the data into the spreadsheet</p> <p>The data is transferred to a single column, it is necessary to complete Text to Column Wizard. Detailed information for this process is taught in the Reports class.</p>
<p>Expected Results:</p>	<p>Copy to Clipboard Dialog box opens.</p>

Exercise 13 (continued)

Step 3	Select: Start → Programs → Microsoft Excel or double click the Excel icon on the desktop.
Expected Results:	The Microsoft Excel window displays.

Step 4	<p>A spreadsheet opens</p> 
Expected Results:	Excel window displays.

Exercise 13 (continued)

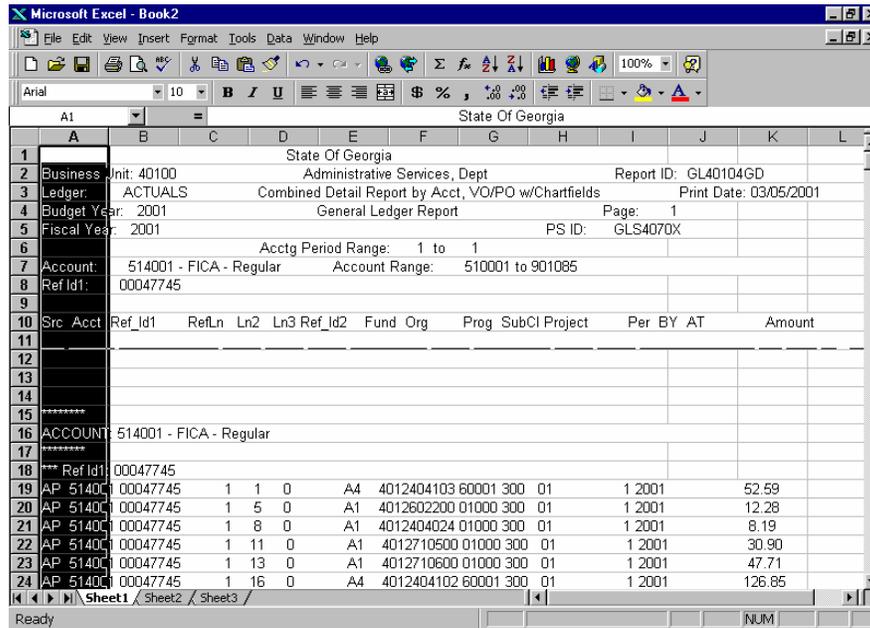
Step 5

To copy the entire file to Excel

Click in cell A1

Select: **Edit, Paste**

Data from Document Direct report is copied Excel, but the spreadsheet lacks formatting and may contain unnecessary data. Modify the spreadsheet so it is easier to read and use.



Expected Results:

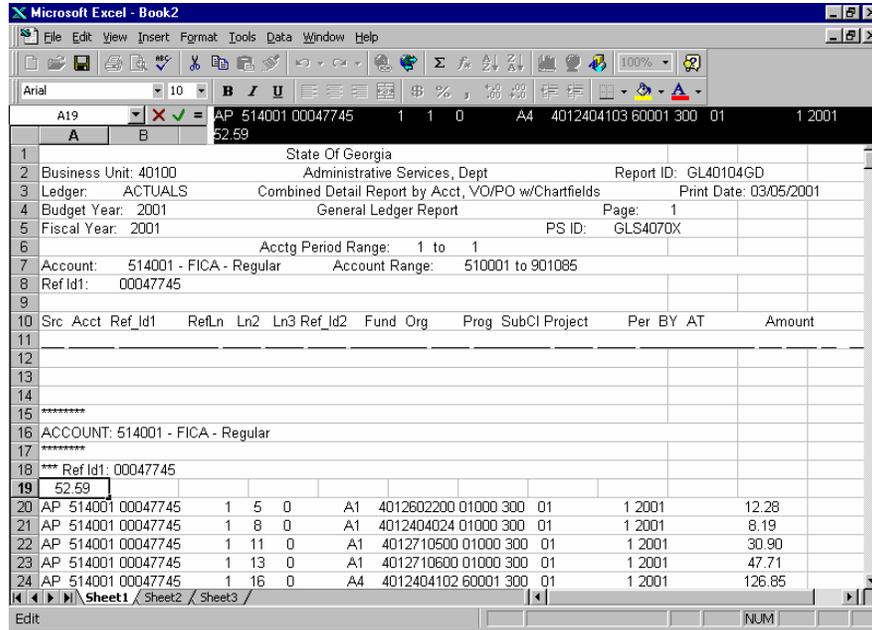
Spreadsheet is populated with report information.

Exercise 13 (continued)

Step 6

*Instructor/
Participant
Demo*

The text information is copied to Excel; all of it is in Column “A.” To turn the information into data it will be necessary to delete everything except the data and column headings.

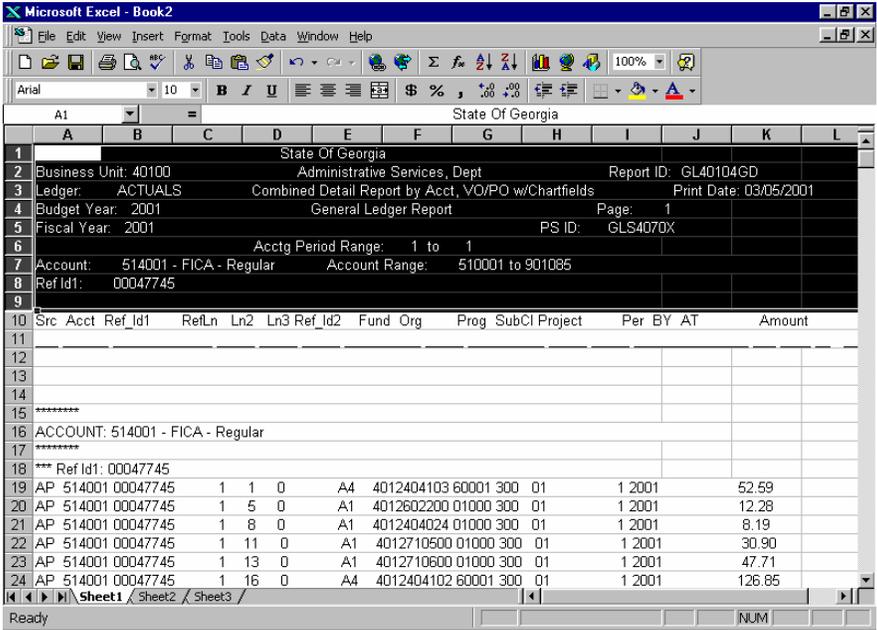


Note: If entire row is not selected a dialog box will prompt for area to delete, select entire row.

Expected Results:

Report title rows are deleted.

Exercise 13 (continued)

<p>Step 7</p> <p><i>Instructor/ Participant Demo</i></p>	<p>To delete page header information</p> <p>Click and drag on row numbers to highlight and delete area above the column headings, rows 1-9.</p>  <p>The screenshot shows a Microsoft Excel window titled 'Microsoft Excel - Book2'. The spreadsheet contains a report for 'State Of Georgia'. Rows 1 through 9 are highlighted in black. Row 10 contains column headers: 'Src Acct Ref_Id1 RefLn Ln3 Ref_Id2 Fund Org Prog SubCl Project Per BY AT Amount'. Rows 11 through 24 contain data rows. The status bar at the bottom shows 'Ready' and 'NUM'.</p>
<p>Expected Results:</p>	<p>The PeopleSoft window displays.</p>

<p>Step 8</p> <p><i>Instructor/ Participant Demo</i></p>	<p>There are remaining rows between the column headings and the data that need to be deleted.</p> <p>Highlight and Delete rows 2 and 5</p>
<p>Expected Results:</p>	<p>The PeopleSoft window displays.</p>

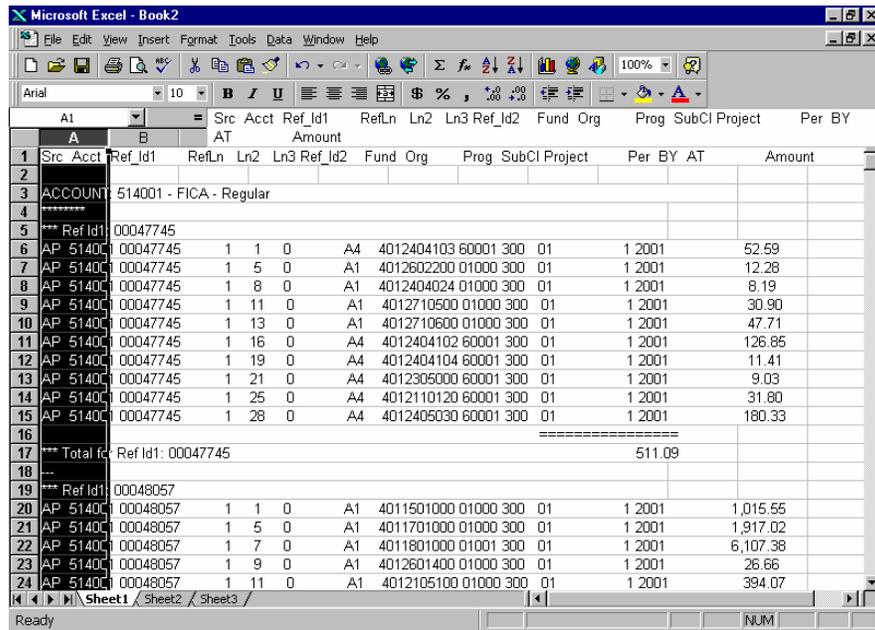
Exercise 13 (continued)

Step 9
Participant Hands-on

All of the information is stored in column “A”. To continue we will need to move the text to individual columns. Again, the “Text to Columns Wizard” tool completes this process.

Click: “A” to highlight entire column.

Select: Data, Text to Columns



Expected Results:

Text to Column Wizard appears.

Exercise 13 (continued)

<p>Step 10</p> <p><i>Instructor/ Participant Demo</i></p>	<p>The Text to Column Wizard is a three step process.</p> <p>Step 1 – Choose the file type that best describes your data</p> <p>Fixed width is the default</p> <p>Click: Next</p> <div data-bbox="527 609 1282 1123" style="border: 1px solid gray; padding: 5px;"> <p>Convert Text to Columns Wizard - Step 1 of 3 [?] [X]</p> <p>The Text Wizard has determined that your data is Fixed Width. If this is correct, choose Next, or choose the Data Type that best describes your data.</p> <p>Original data type:</p> <p>Choose the file type that best describes your data:</p> <p><input type="radio"/> Delimited - Characters such as commas or tabs separate each field.</p> <p><input checked="" type="radio"/> Fixed width - Fields are aligned in columns with spaces between each field.</p> <p>Preview of selected data:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>1</th> <th>Src</th> <th>Acct</th> <th>Ref_Id1</th> <th>RefLn</th> <th>Ln2</th> <th>Ln3</th> <th>Ref_Id2</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>ACCOUNT:</td> <td>514001</td> <td>- FICA - Regular</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>*****</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>*** Ref Id1:</td> <td>00047745</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>AP</td> <td>514001</td> <td>00047745</td> <td>1</td> <td>1</td> <td>0</td> <td></td> <td>A</td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value=" < Back"/> <input type="button" value=" Next >"/> <input type="button" value=" Finish"/> </p> </div>	1	Src	Acct	Ref_Id1	RefLn	Ln2	Ln3	Ref_Id2	F	2									3	ACCOUNT:	514001	- FICA - Regular						4	*****								5	*** Ref Id1:	00047745							6	AP	514001	00047745	1	1	0		A
1	Src	Acct	Ref_Id1	RefLn	Ln2	Ln3	Ref_Id2	F																																															
2																																																							
3	ACCOUNT:	514001	- FICA - Regular																																																				
4	*****																																																						
5	*** Ref Id1:	00047745																																																					
6	AP	514001	00047745	1	1	0		A																																															
<p>Expected Results:</p>	<p>Wizard moves to step 2.</p>																																																						

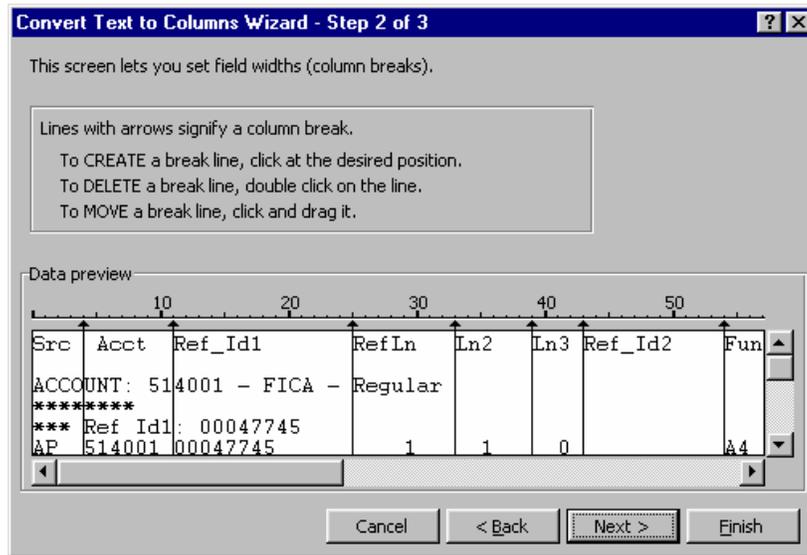
Exercise 13 (continued)

Step 11
*Instructor/
 Participant
 Demo*

Step 2 – Determines the width for each column.
 Excel attempts to place the data into columns. It is necessary to concentrate on the data in the columns, then address the column headers.

Scroll through all columns and make any changes necessary, such as Ref_Id2

Click: **Next**



Expected Results:

Wizard moves to step 3.

Exercise 13 (continued)

Step 12
*Instructor/
Participant
Demo*

Step 3 – Sets the data format

Document Direct is a text file but Excel labels all data as General. We need to identify which columns are text, general, or date formats.

For this report, all columns are formatted as text unless they are dollar amounts. Date information is not used.

The group of columns to be formatted is Src – AT.

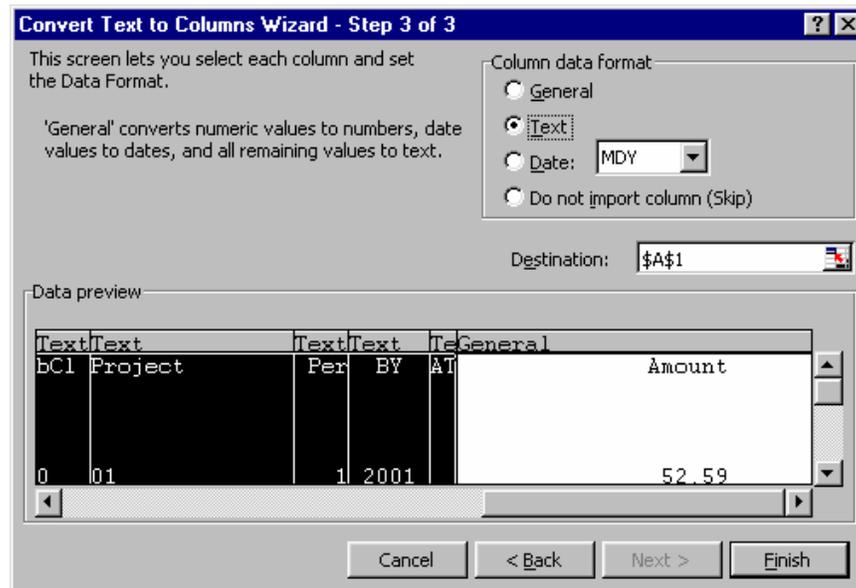
Src is highlighted

Hold: **Shift** and scroll until AT column appears

Click: AT

Select: **T**ext

Click: **F**inish



Note: If Office Assistant opens select No and it will disappear.

Expected Results:

All columns are formatted correctly.

Exercise 13 (continued)

Step 13

There is non-data that needs to be removed. The “Sort” tool will simplify this process. The non-data sorts to the top and bottom of the sheet.

Highlight entire spreadsheet

Data, Sort

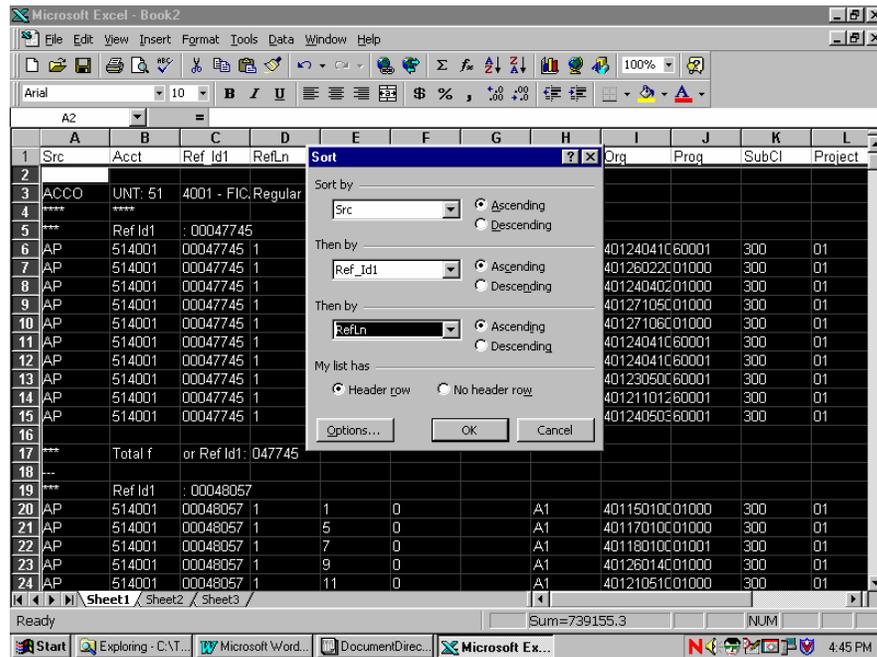
Sort by: Src – Ascending defaults

Then by: Ref_Id1

Then by: Rfln

Note: Header row radio button must be selected

Click: **OK**



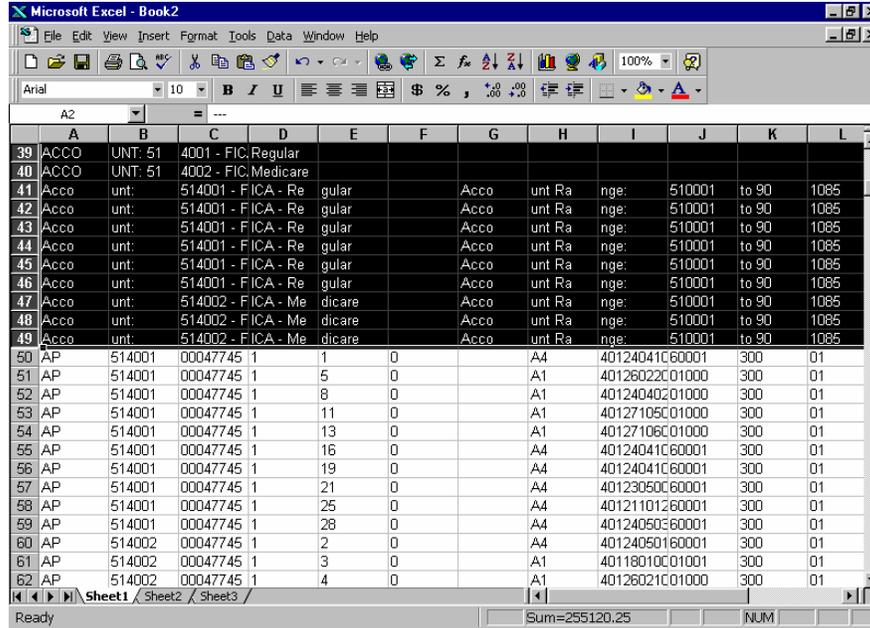
Expected Results:

Non-data is separated from the rest of the spreadsheet.

Exercise 13 (continued)

Step 14

Highlight and delete rows 2 –49



Expected Results:

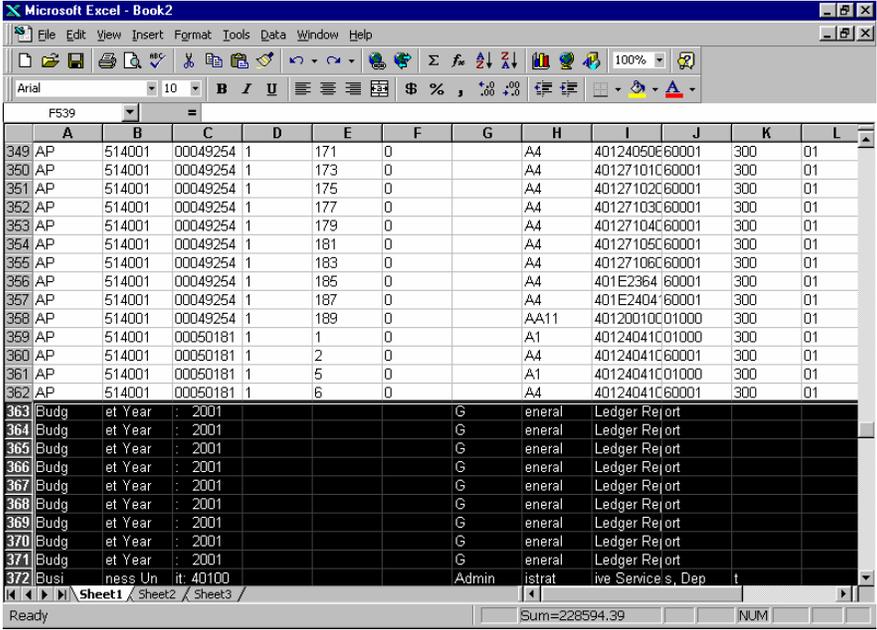
Data shifts into the row below the header information.

Exercise 13 (continued)

Step 15

There are several rows of non-data remaining at the end of the sheet; it is more effective to start at the end of the spreadsheet and scroll *up* until original data is visible.

CTRL + End
 Highlight and delete rows P539 – A363



Note: There are several ways to delete these rows, it is acceptable to start below the last line of data and scroll down to highlight and delete.

Expected Results: Data and headers remain.

Step 16

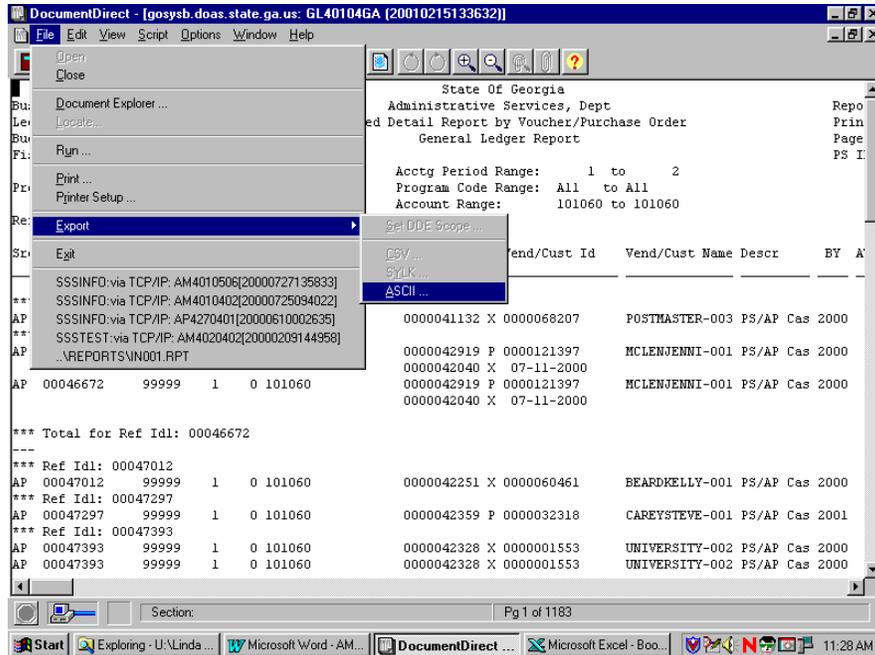
To continue editing the spreadsheet scroll to the top of your page,
 CTRL + Home

Expected Results: There are headers above each column of data.

Exercise 13 (continued)

Step 17

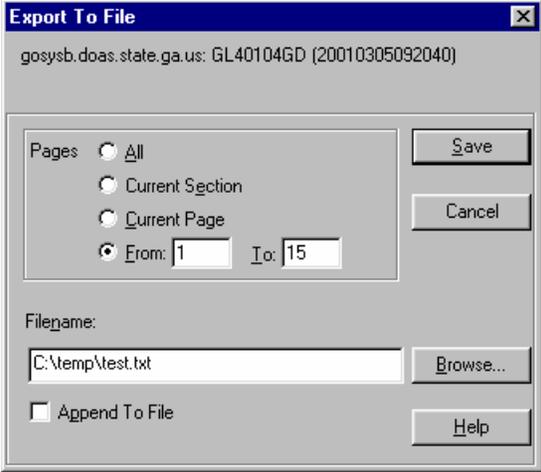
Export to ASCII, then to Excel
 With Document Direct report open
 Select: **File, Export, ASCII**



Expected Results:

Export to File dialog box opens.

Exercise 13 (continued)

<p>Step 18</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Export to File</p> <p><i>Dialog box displays</i></p> <p>Select:  or specific pages if desired</p> <p>Select: </p> <p>Filename: C:\temp\test.txt</p>  <p>Open Excel, Paste the data into the spreadsheet</p> <p>The data is transferred to a single column, it is necessary to complete Text Import Wizard.</p>
<p>Expected Results:</p>	<p>Export to file dialog box opens.</p>

Exercise 13 (continued)

<p>Step 19</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Excel should be open and running at the bottom of your monitor.</p> <p>Click: File, Open</p> <p>Select: C:\temp\test.txt</p> <p>Files of Type: All Files</p> <p>Click: Open</p>
<p>Expected Results:</p>	<p>Text Import Wizard dialog box displays. Report opens.</p>

<p>Step 20</p>	<p>The Text Import Wizard is a three-step process.</p> <p>Step 1 – Choose the file type that best describes your data.</p> <p>Fixed width is the default</p> <p>Click: Next</p> <div data-bbox="472 1094 1333 1682" data-label="Image"> </div>
<p>Expected Results:</p>	<p>Spreadsheet is saved.</p>

Exercise 13 (continued)

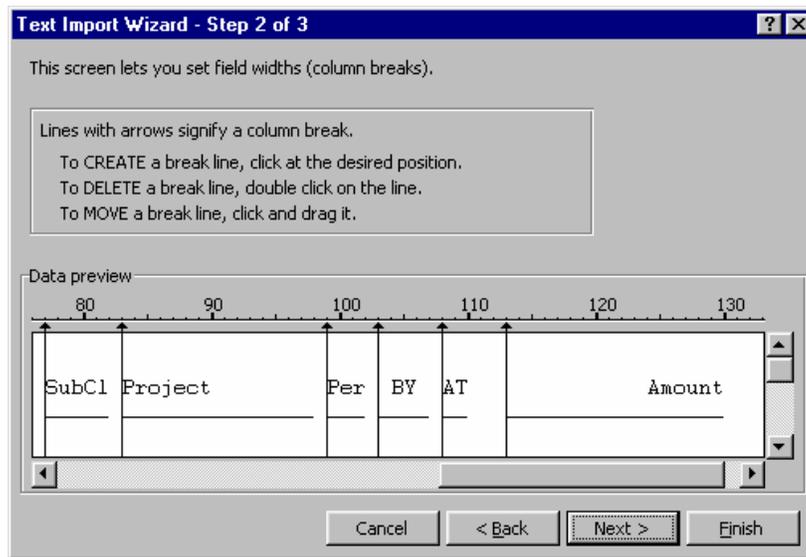
Step 21

*Instructor/
Participant
Demo*

Step 2 – Determines the width for each column.
Excel attempts to place the data into columns. It is necessary to concentrate on the data in the columns, then address the column headers.

Scroll through all columns and make any changes necessary, such as Ref_Id2

Click: **Next**



Expected Results:

Entire report is highlighted or in the copy mode.

Exercise 13 (continued)

Step 22

Step 3 – Sets the data format

Document Direct is a text file but Excel labels all data as General. We need to identify which columns are text, general, or date formats.

For this report, all columns are formatted as text unless they are dollar amounts. Date information is not used.

The group of columns to be formatted is Src – AT.

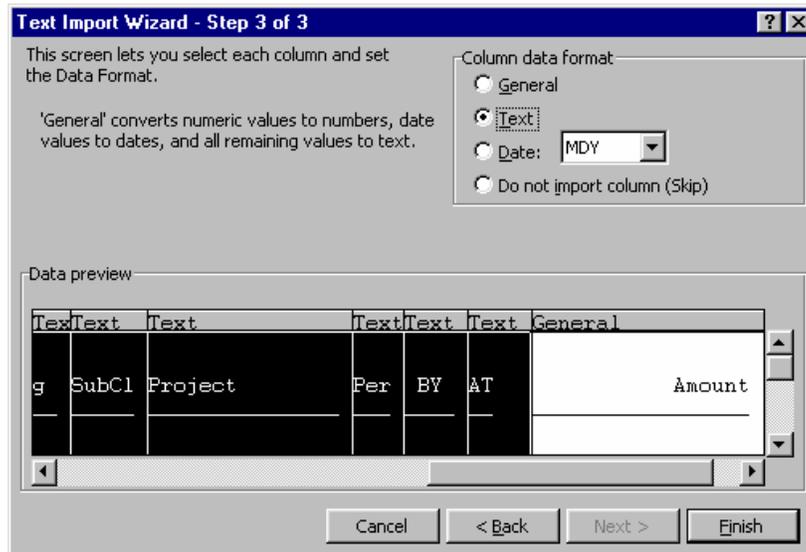
Src is highlighted

Hold: **Shift** and scroll until AT column appears

Click: AT

Select: **T**ext

Click: **F**inish



Expected Results:

Spreadsheet is saved.

Exercise 13 (continued)

Step 23	The steps are the same to clean up the spreadsheet as the previous steps 12- 15. You will need to delete the header page and sort to remove all page header information.
Expected Results:	Spreadsheet is saved.

Step 24	Click:  to save.
Expected Results:	Spreadsheet is saved.

Exercise completed.

D. Summary and Review

<p>Activity</p>  <p>LECTURE</p>	<p>Materials</p>  <p>GUIDE</p>  <p>REVIEW</p>	<p><i>Duration</i></p> <p><i>Instructor Led: 15 min.</i></p> <p><i>Participant Hands-on: 45 min.</i></p>
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<p>Step 1</p> <p><i>Small Group Discussion</i></p> <p><i>or</i></p> <p><i>Pair Teaming w/Discussion</i></p>	<p>Answer the following questions:</p> <ol style="list-style-type: none"> 1. How do you specify that a report should be run to a file rather than to a printer? 2. How do you determine the status of a report request? <p>Hint: Answers can be found in the online Library.</p>
<p>Expected Results:</p>	<p>An understanding of the key concepts for Using Asset Management Reports</p>

Answer: On the Process Scheduler window, select the Printer radio button and specify the printer for the output.

Answer: Look at the Process Monitor to view the status of the report.

Reports



Congratulations! You have just completed the Reports section of the Asset Management module. This section contained the tools needed to present all the concepts and procedures involved in running reports in Asset Management.

Goal You should have the skills and knowledge necessary to access and run asset management reports

Participant Objectives You should be able to...

1. Access and Run the Agency Inventory Report
2. Access and Run the Acquisition Cost Totals Report
3. Access and Run the Transactions Processed Report
4. Access and Run the Agency Detail/Summary Recon
5. Access and Run the Agency Reconciliation Summary
6. Access and Run the G/L Inventory Report
7. Access and Run the G/L Recon Detail/Summary Report
8. Access and Run the G/L Recon Summary Report
9. Access and Run the Agency Replacement Cost Report
10. Access and Run the Trial Balance Reporting
11. Access and Run the G/L Module Activity Report
12. Access Document Direct



Phoenix End-User Training

SECTION 7: QUERIES

INSTRUCTOR AND PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ASSET MANAGEMENT
NOVEMBER 2004

Queries



Welcome to the Asset Management Queries module! This section contains the tools needed to (*deliver*) learn all the concepts and procedures involved in running asset management queries.

Goal To have the skills and knowledge necessary to access and run some asset management queries

Participant Objectives At the end of this module you will be able to...

1. Access and run an asset management query
2. Access and run a query to Excel

Prerequisites Completion of the following modules:

1. Introduction to PeopleSoft

Outline Asset Management Queries

- A. Introduction
- B. Concepts
- C. Exercises
- D. Review Questions

Section Contents



QUERIES

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Exercise 1 – Identify and Run an Asset Management Query	6
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Queries

A. Introduction

<p>Activity</p>  <p>LECTURE</p>	<p>Materials</p>  <p>GUIDE</p>  <p>FLIPCHART</p>  <p>LIBRARY</p>		
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Introduce the overall goal and objectives.

<p>Step 1</p> <p><i>Lecture</i></p>	<p>Goal: To have the skills and knowledge necessary to access and run asset management queries</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Run a query to the monitor 2. Run a query to Excel
<p>Expected Results:</p>	<p>The goal and objectives are introduced.</p>

Introduce materials.

<p>Step 2</p> <p><i>Lecture</i></p>	<p>Materials:</p> <p>Participant Guide, flipchart, online Library, PeopleSoft</p>
<p>Expected Results:</p>	<p>The materials are introduced.</p>

Introduction (continued)

<p>Step 3</p> <p><i>Instructor/ Participant Demo</i></p>	<p>From the Table of Contents window in the online Library, expand down the following path:</p> <p style="text-align: center;"><i>PHOENIX PROGRAM ASSET MANAGEMENT PROCESSES</i> <i>Reports, and Queries</i> <i>Queries, Run</i> <i>Introduction</i> <i>Concepts</i> <i>Reports from the Query Tool, Understanding</i></p>
<p>Expected Results:</p>	<p>The selected section displays.</p>

Have participants view all topics available in the online Library. These topics are accessible in various ways. Demonstrate using the Section Introduction pop-up links and Table of Contents.

<p>Step 4</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Read the topic on understanding how to run reports from the Query tool.</p> <p style="text-align: center;">Note: Not all topics listed in the online Library will be covered in class. Successfully completing this module of selected topics will provide you the skills and knowledge necessary to work with the Asset Management system.</p>
<p>Expected Results:</p>	<p>An understanding of the concept information in the online Library for using the Query tool to run reports.</p>

B. Concepts

<p>Activity</p>  <p>LECTURE</p>	<p>Materials</p>  <p>GUIDE</p>  <p>FLIPCHART</p>  <p>LIBRARY</p>
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Before participants perform the procedures to successfully complete the objectives, they must have a good understanding of the underlying concepts. This will serve as an advanced organizer for the section.

<p>Step 1</p> <p><i>Lecture</i></p>	<p>The main underlying concepts for using the asset management queries are listed below:</p> <p style="padding-left: 40px;">Running a query to the monitor Running a query to Excel</p>
<p>Expected Results:</p>	<p>An understanding of this functionality's underlying concepts.</p>

<p>Step 2</p> <p><i>Lecture</i></p>	<p>From the Table of Contents window in the online Library, expand down the following path:</p> <p style="text-align: center;"><i>PHOENIX PROGRAM ASSET MANAGEMENT PROCESSES</i> <i>Reports, and Queries</i> <i>Queries, Run</i> <i>Introduction</i> <i>Concepts</i> <i>Reports from the Query Tool, Understanding</i></p>
<p>Expected Results:</p>	<p>The section displays in the online Library.</p>

The main concepts should be covered interactively.

Remind the participants that Effective Dating is used extensively throughout the Asset Management modules. Check for understanding, use additional examples or discuss, if necessary, as part of the discussion on concepts.

Concepts (continued)

<p>Step 3</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Read and discuss the following:</p> <ul style="list-style-type: none"> • Queries - Query is a PeopleSoft tool that allows you to extract information from the database. The query results can be viewed online, sent to a Crystal Report for output or to Excel for further manipulation. • Run Only Queries – Run only queries are queries that have been developed by the Phoenix team. Queries can be run by anyone who has security access to the Run-Only Query function. <p>If you do not have access to the Run-Only Query function, a request must be approved by your Agency Security Officer and forwarded to the Phoenix Security Team. Descriptions of available queries can be found on the Phoenix website. www3.state.ga.us/departments/doas/phoenix/</p> <p>Naming Conventions – The queries use the following naming convention:</p> <ul style="list-style-type: none"> • Position 1 = 0 (zero) – PeopleTools Query will sort to the top of the list of public queries. • Positions 2 and 3 = module identifier in CAPS (examples: AM, AP, AR, BD, GL, PC, PO). • Positions 4 through 6 – all numeric (001 through 999) • Position 7 = _ (underscore) • All other positions are used to describe the query. <p>Browse the list of queries beginning with zero and the appropriate module identifier. Select a query based on the description. A list of detailed descriptions can be found on the Phoenix web site.</p> <ul style="list-style-type: none"> • Public Queries – All queries that begin with a zero can be selected and run at any time. Queries that begin with anything other than a zero are Developmental Queries and should not be selected. Typically they are required to run in an overnight process or they can become "run away" queries.
<p>Expected Results:</p>	<p>An understanding of reports.</p>

C. Exercises

Activity	Materials
	  

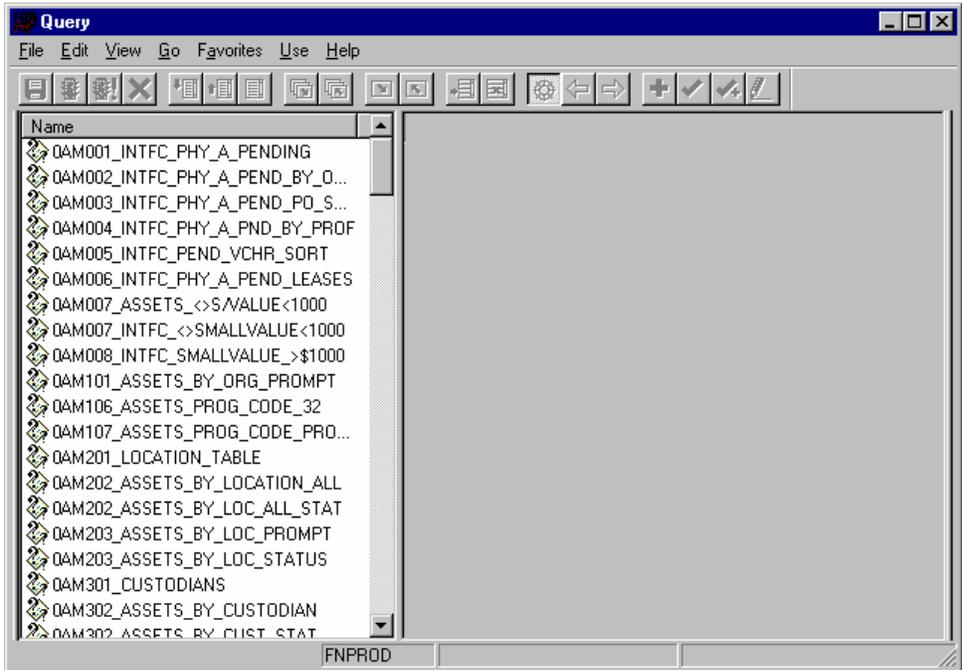
<p><i>Instructor/ Participant Demo</i></p> <p><i>Participant Hands-on</i></p>	<p>Exercise 1 - Access and run an asset management query</p> <p>Exercise 2 - Access and run a query to Excel</p>
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Exercise 1 – Identify and Run an Asset Management Query

Scenario: Your supervisor has asked you for a list of all asset records coming over from the interface files. In this exercise, you will locate and run a query that provides this information.

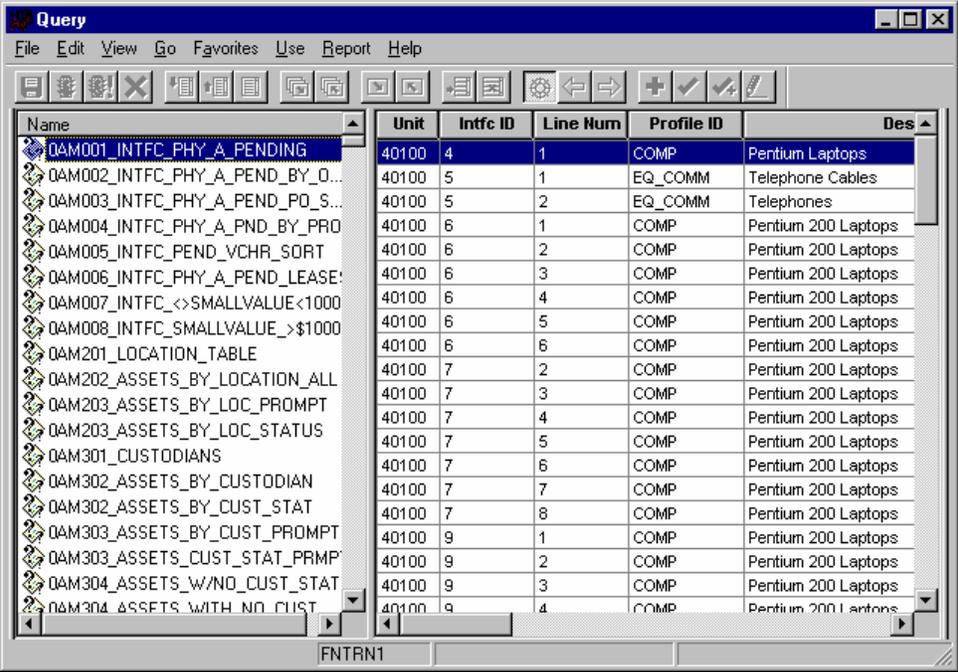
online Library: *Query to Grid Control, Running*

<p>Step 1</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Toggle to PeopleSoft.</p> <p>Logon to PeopleSoft, if necessary.</p>
<p>Expected Results:</p>	<p>The PeopleSoft window displays.</p>

<p>Step 2</p> <p><i>Instructor/ Participant Demo</i></p>	<p>View → Navigator Display → Query</p> 
<p>Expected Results:</p>	<p>A dialog box displays.</p>

Exercise 1 (continued)

<p>Step 3</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Scroll until you see 0AM001_INTFC_PHY_A_PENDING, then double click</p> <p>Enter or select the following:</p> <p>Business Unit: 40100</p> <p>Click: OK</p>
<p>Expected Results:</p>	<p>The selected query results run.</p>

<p>Step 4</p> <p><i>Instructor/ Participant Hands-On</i></p>	<p>The following query information displays to your monitor.</p>  <p>The left-hand panel displays the query names and the right-hand panel shows the results.</p>
<p>Expected Results:</p>	<p>The query runs and the results appear on the monitor.</p>

Exercise 1 (continued)

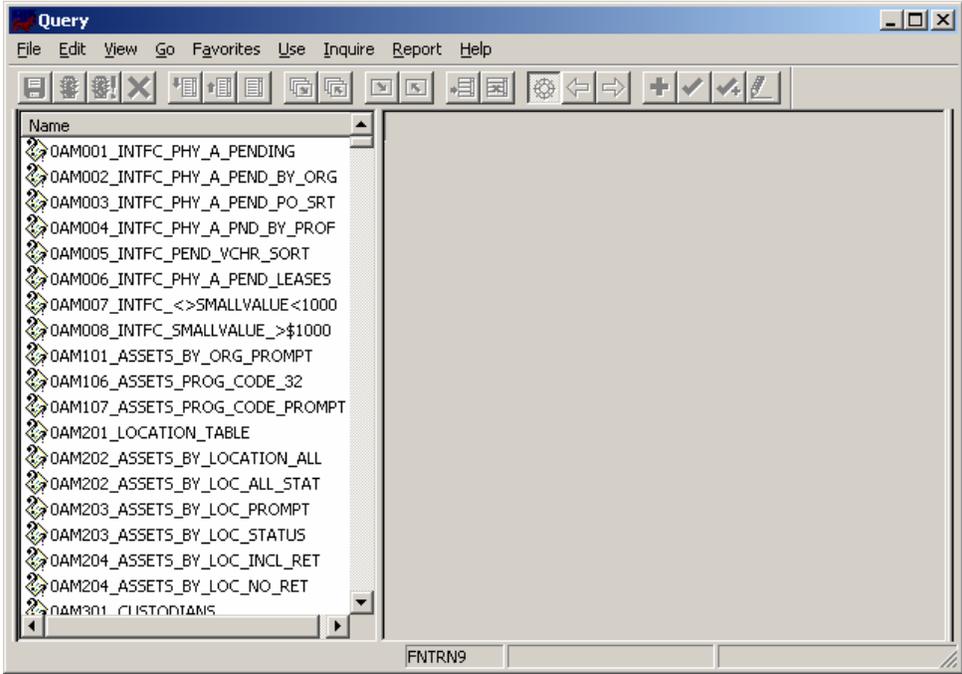
Step 5	From this screen data can be sorted by one column. Click: Profile ID button from the header row. Click: Profile ID button again to return to original sort.
Expected Results:	Modified sort results are displayed.

Exercise completed.

Exercise 2 – Run a Query to an Excel Spreadsheet

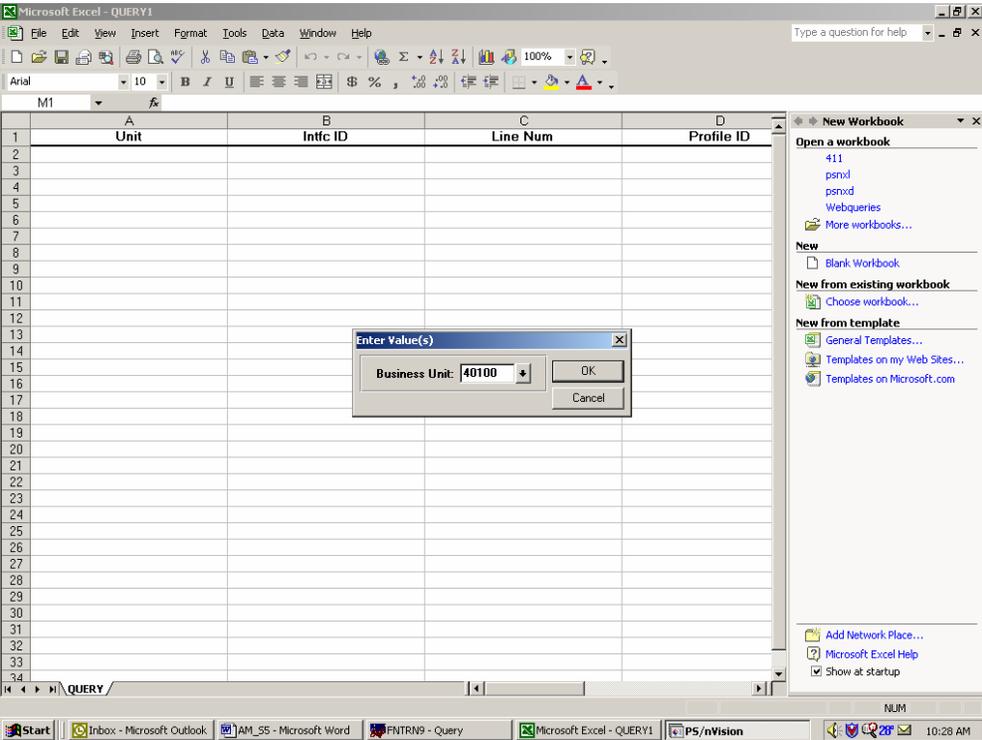
Scenario: The purpose of this exercise is to define the procedure used to move data from the query panel to a spreadsheet.

<p>Step 1</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Toggle to PeopleSoft.</p> <p>Logon to PeopleSoft, if necessary.</p>
<p>Expected Results:</p>	<p>The PeopleSoft window displays.</p>

<p>Step 2</p> <p><i>Instructor/ Participant Demo</i></p>	<p>View → Navigator Display → Query</p> <p>Right click on query, 0AM001_INTFC_PHY_A_PENDING</p> 
<p>Expected Results:</p>	<p>Query window opens.</p>

Exercise 2 (continued)

<p>Step 3</p> <p><i>Participant Hands-on</i></p>	<p>Click: (Left) Run to Excel</p>
<p>Expected Results:</p>	<p>Excel loads and opens on your system.</p>

<p>Step 4</p> <p><i>Instructor/ Participant Demo</i></p>	<p>Enter or select the following:</p> <p>Business Unit: 40100</p> <p>Click: OK</p>  <p>The screenshot shows the Microsoft Excel interface. A dialog box titled 'Enter Value(s)' is open in the center, with a dropdown menu showing '40100' and 'OK' and 'Cancel' buttons. The background spreadsheet has columns labeled 'Unit', 'Intfc ID', 'Line Num', and 'Profile ID'. The taskbar at the bottom shows several open applications including Outlook, Word, and nVision.</p>
<p>Expected Results:</p>	<p>Dialog box displays. In the background an Excel Spreadsheet displays.</p>

Exercise 2 (continued)

Step 5
*Instructor/
Participant
Demo*

Compare your spreadsheet to the panel below:

1	Unit	Intfc ID	Line Num	Profile ID	Descr	Amount	Quantity	Source	Voucher	PO	Load Stat	Approve	Date/Time
2	40100	4	1	COMP	Pentium Laptops	77,500.00	25.00	PAP	00000001		NEW	Y	1999-05-24-08:31:22.000000
3	40100	5	1	EQ_COMM	Telephone Cables	250.00	25.00	PAP	00000005		NEW	Y	1999-05-25-14:25:10.000000
4	40100	5	2	EQ_COMM	Telephones	750.00	1.00	PAP	00000004		NEW	Y	1999-05-25-14:25:10.000000
5	40100	6	1	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000013		NEW	Y	1999-05-28-10:34:49.000000
6	40100	6	2	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000014		NEW	Y	1999-05-28-10:34:49.000000
7	40100	6	3	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000019		NEW	Y	1999-05-28-10:34:49.000000
8	40100	6	4	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000026		NEW	Y	1999-05-28-10:34:49.000000
9	40100	6	5	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000025		NEW	Y	1999-05-28-10:34:49.000000
10	40100	6	6	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000016		NEW	Y	1999-05-28-10:34:49.000000
11	40100	7	2	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000020		NEW	Y	1999-05-28-15:14:14.000000
12	40100	7	3	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000024		NEW	Y	1999-05-28-15:14:14.000000
13	40100	7	4	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000017		NEW	Y	1999-05-28-15:14:14.000000
14	40100	7	5	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000018		NEW	Y	1999-05-28-15:14:14.000000
15	40100	7	6	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000022		NEW	Y	1999-05-28-15:14:14.000000
16	40100	7	7	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000023		NEW	Y	1999-05-28-15:14:14.000000
17	40100	7	8	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000015		NEW	Y	1999-05-28-15:14:14.000000
18	40100	9	1	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000027		NEW	Y	1999-05-28-19:05:35.000000
19	40100	9	2	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000028		NEW	Y	1999-05-28-19:05:35.000000
20	40100	9	3	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000029		NEW	Y	1999-05-28-19:05:35.000000
21	40100	9	4	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000030		NEW	Y	1999-05-28-19:05:35.000000
22	40100	9	5	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000031		NEW	Y	1999-05-28-19:05:35.000000
23	40100	9	6	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000033		NEW	Y	1999-05-28-19:05:35.000000
24	40100	9	7	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000034		NEW	Y	1999-05-28-19:05:35.000000
25	40100	9	8	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000035		NEW	Y	1999-05-28-19:05:35.000000
26	40100	9	9	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000037		NEW	Y	1999-05-28-19:05:35.000000
27	40100	9	10	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000038		NEW	Y	1999-05-28-19:05:35.000000
28	40100	9	11	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000039		NEW	Y	1999-05-28-19:05:35.000000
29	40100	9	12	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000040		NEW	Y	1999-05-28-19:05:35.000000
30	40100	9	13	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000041		NEW	Y	1999-05-28-19:05:35.000000
31	40100	9	14	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000042		NEW	Y	1999-05-28-19:05:35.000000
32	40100	9	15	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000044		NEW	Y	1999-05-28-19:05:35.000000
33	40100	9	16	COMP	Pentium 200 Laptops	32,000.00	10.00	PAP	00000045		NEW	Y	1999-05-28-19:05:35.000000

Expected Results:

Query data displays in the newly created spreadsheet.

Note: If a different query was selected, results will vary.

Step 6
*Instructor/
Participant
Hands-On*

To close current spreadsheet

Select: **File, Exit**

Dialog box appears asking do you want to save the changes

Click: **No**

Expected Results:

Excel closes.

Exercise completed.

D. Summary and Review

<p>Activity</p>  <p>LECTURE</p>	<p>Materials</p>  <p>GUIDE</p>  <p>REVIEW</p>	<p><i>Duration</i></p> <p><i>Instructor Led: 15 min.</i></p> <p><i>Participant Hands-on: 45 min.</i></p>
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<p>Step 1</p> <p><i>Small Group Discussion</i></p> <p><i>or</i></p> <p><i>Pair Teaming w/Discussion</i></p>	<p>Answer the following questions:</p> <ol style="list-style-type: none"> 1. How do you run a query so that the results are returned to your monitor? 2. What is the different between a Public Query and a Developmental Query?
<p>Expected Results:</p>	<p>An understanding of the key concepts for Using Asset Management Queries</p>

Answer: (1) Double click on the query.
 (2) Header
 (3) Public Queries can be run during the day, Developmental queries are run @ nite or by the development team during the day.

Queries



Congratulations! You have just completed the Queries section. This section contained the tools needed to present all the concepts and procedures involved in running queries in Asset Management.

Goal You should have the skills and knowledge necessary to access and run some asset management queries.

Participant Objectives You should be able to...

1. Run a query to the monitor
2. Run a query to Excel
3. Cut and paste a query to Excel

