

PeopleSoft v9.1 Asset Management Training Manual

Contact Information:

SpearMC Consulting, Inc.
1-866-SPEARMC
info@spearmc.com
www.spearmc.com

TABLE OF CONTENTS.....	ERROR! BOOKMARK NOT DEFINED.
<u>PURPOSE</u>	5
<u>CHAPTER 1–ASSET MANAGEMENT OVERVIEW</u>	6
TOPIC 1: ASSET STRUCTURE AND OPTIONS	6
TOPIC 2: USE OF CHARTFIELDS IN ASSET MANAGEMENT	155
TOPIC 3: DATE USAGE AND MEANING IN ASSET MANAGEMENT.....	16
<u>CHAPTER 2–ASSETS</u>	17
TOPIC 1: ADDING AN ASSET USING BASIC ADD	17
TOPIC 2: ADDING AN ASSET USING EXPRESS ADD.....	25
TOPIC 3: ADDING PARENT-CHILD ASSETS	28
TOPIC 4: REVIEW PARENT-CHILD INFORMATION	35
TOPIC 5: RUNNING THE TRANSACTION LOADER PROCESS.....	37
TOPIC 6: SENDING ASSET INFORMATION TO PREAM	42
TOPIC 7: COPYING AN ASSET.....	47
<u>CHAPTER 3 - DEPRECIATION</u>	50
TOPIC 1: UNDERSTANDING THE DEPRECIATION CALCULATION PROCESS.....	50
TOPIC 2: UNDERSTANDING THE DEPRECIATION CALCULATIONS.....	55
TOPIC 3: PROCESSING DEPRECIATION CALCULATIONS	59
TOPIC 4: VIEWING DEPRECIATION	64
TOPIC 5: EXPANDING DEPRECIATION BY PERIOD	67
<u>CHAPTER 4 – PENDING ASSETS</u>	71
TOPIC 1: MODIFYING PENDING ASSET TRANSACTIONS	71
TOPIC 2: UPDATING NON-CAPITALIZED COSTS.....	75
TOPIC 3: UPDATING PARENT-CHILD BASIC INFORMATION	80
TOPIC 4: UPDATING PHYSICAL ATTRIBUTES	86
TOPIC 5: RUNNING WHAT-IF CALCULATIONS.....	89
TOPIC 6: SEARCHING FOR AN ASSET.....	95
TOPIC 7: ADJUSTING ASSET INFORMATION.....	97
TOPIC 8: ADJUSTING PARENT-CHILD ASSETS	101
TOPIC 9: ADJUSTING ACCUMULATED DEPRECIATION	104
<u>CHAPTER 5 –RECATEGORYING ASSETS</u>	107

TOPIC 1: RECATEGORIZING ASSETS	107
TOPIC 2: RECATEGORIZING PARENT-CHILD ASSETS.....	112
TOPIC 3: RUNNING THE INTERUNIT ASSET TRANSFER PROCESS	117
TOPIC 4: RUNNING THE INTERUNIT PARENT-CHILD TRANSFER PROCESS.....	124
<u>CHAPTER 6 – RETIRING ASSETS</u>	133
TOPIC 1: UNDERSTANDING RETIRING ASSETS.....	133
TOPIC 2: RETIRING ASSETS	136
TOPIC 3: RETIRING ASSETS AS A TRADE-IN	141
TOPIC 4: RETIRING ASSETS AUTOMATICALLY.....	149
TOPIC 5: REINSTATING ASSETS.....	155
TOPIC 6: RETIRING PARENT AND CHILD ASSETS.....	158
TOPIC 7: USING THE DISPOSAL WORKSHEET TO RETIRE ASSETS.....	161
TOPIC 8: VIEWING RETIRED ASSETS.....	164
<u>CHAPTER 7 – PEOPLE SOFT APPLICATIONS</u>	167
TOPIC 1: UNDERSTANDING INTEGRATING WITH OTHER PEOPLESOFT APPLICATIONS	167
TOPIC 2: CLOSING DEPRECIATION.....	170
TOPIC 3: CREATING ACCOUNT ENTRIES	176
TOPIC 4: RUNNING THE JOURNAL GENERATOR.....	181
TOPIC 5: REVIEWING ASSET ACCOUNTING ENTRIES	186
<u>CHAPTER 8 – ASSET REVALUATIONS AND OTHER AM TOPICS</u>	190
TOPIC 1: RUNNING ASSETS EN MASSE	190
TOPIC 2: ADDING CAPITAL LEASE ASSETS.....	197
TOPIC 3: ADDING OPERATING LEASE ASSETS	206
TOPIC 4: CAPITAL ACQUISITION PLANNING	215
TOPIC 5: CHECKING OUT ASSETS FOR MAINTENANCE.....	227
TOPIC 6: WARRANTY TEMPLATES.....	232
TOPIC 7: LINKAGES TO CAPITAL ACQUISITION PLANS.....	238
TOPIC 8: LOADING ASSET REPORTING TABLES.....	246
TOPIC 9: CREATING AN ASSET FROM PO RECEIPT	253
<u>CHAPTER 9 – ASSET MANAGEMENT DELTA TOPICS</u>	260
TOPIC 1: SETTING UP AM COMBO-EDITS.....	260
TOPIC 2: AM COMBO-EDIT PROCESSING	263

TOPIC 3: AM COMBO-EDIT ERROR RESOLUTION 266
TOPIC 4: UNDERSTANDING IMPAIRMENTS 269
TOPIC 5: ADDING ASSETS – XLS UPLOAD 278

Purpose

Developed for implementation team members and functional end users, PeopleSoft Asset Management v9.1 training quickly introduces students to the set-up considerations, configuration, and transactional processing components of the AM module. Through scenarios, real-world experiences from implementers, and hands-on activities, students gain an understanding of how to establish process and report on transactions.

All major AM related setup can be accessed either via the Asset Management Center (Figure 0-1) or via direct menu navigation (Figure 0-2).

Chapter 1–Asset Management Overview

Topic 1: Asset Structure and Options

- Business Unit -- An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.

The screenshot shows the Oracle Asset Management interface for defining a Business Unit. The page title is "AM Business Unit Definition" and the breadcrumb trail is "Main Menu > Set Up Financials/Supply Chain > Business Unit Related > Asset Management > Asset Management Definition". The current Business Unit is "US001" with the description "US001 NEW YORK OPERATIONS" and short description "US001".

Business Unit Definition

Location:	US001	USA - New York	Update Open Periods
Last Asset ID Used:	406	Reset	Warehouse Mapping
Default Book:	CORP	Corporate	VAT Default
Fed Book:	FEDERAL	Federal	
AMT Book:	AMT	Alternative Minimum Tax Book	
ACE Book:	ACE	Adjusted Current Earnings Book	
CAP Book:	CORP	Corporate	
Lease Book:	CORP	Corporate	
Suspense Account:	318000	Alt Acct:	

BU Setup Options

<input checked="" type="checkbox"/> Keep all books in synch	<input type="checkbox"/> Default tag # from asset ID	<input checked="" type="checkbox"/> Allow duplicate tag numbers
<input type="checkbox"/> Joint Venture Unit	<input type="checkbox"/> Use JV Participant Bk Profile	<input checked="" type="checkbox"/> Use Parent-Child Defaulting
<input type="checkbox"/> Auto-Retire Fully Depr Assets	<input checked="" type="checkbox"/> Use Add Conv. for all TXNs	<input type="checkbox"/> Use Cap Threshold

InterUnit Transfer Options

<input checked="" type="checkbox"/> Asset Acquisition Info	<input checked="" type="checkbox"/> Asset Attributes Info	<input checked="" type="checkbox"/> Asset License/Register Info
<input checked="" type="checkbox"/> Asset Lease Info	<input checked="" type="checkbox"/> Asset Non Capitalized Cost	<input checked="" type="checkbox"/> Asset Maintenance Info
<input checked="" type="checkbox"/> Asset Comments	<input checked="" type="checkbox"/> Asset Warranty Info	<input checked="" type="checkbox"/> Asset Insurance Info
<input checked="" type="checkbox"/> Asset Inspection Info	<input checked="" type="checkbox"/> Asset Component History	<input checked="" type="checkbox"/> Asset Attribute Groups Info

Open Transaction Options

<input checked="" type="checkbox"/> Auto Increment Open Trans ID	Open Transaction ID:	124
--	----------------------	-----

Buttons: Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Add, Update/Display

AM Business Unit Definition | [Business Unit/Book Definition](#) | [Business Unit/ Book Feature](#) | [Interface Options](#)

Unit: US001 US001 NEW YORK OPERATIONS

Book Find | View All | First | 3 of 6 | Last

Book Name: Corporate Book Type:

Book is Required

Book Options

Currency: US Dollar [Round Type](#)
Rate Type: [Depreciation Close List](#)
Calendar: Monthly
Capitalize Limit: Amount: Limit Code:
Lease Cap Min:

Accounting Entry Options

Create Accounting Entries
GL Business Unit: US001 NEW YORK OPERATIONS
Ledger Group: Ledger: Retirements by Disposal Code
Budget Ledger Group: Budget Ledger:
Account Entry Template ID: Statutory Book: Derogatory Depreciation

Chartfield Edit Option

No Edits Warning Reject w/ edit error

[Comment](#)

[AM Business Unit Definition](#) | [Business Unit/Book Definition](#) | [Business Unit/Book Feature](#) | [Interface Options](#)

Unit: US001 US001 NEW YORK OPERATIONS

Book Find | View All | First | 3 of 6 | Last

Book Name: Corporate

Book Options

Low Value Asset Group Asset Processing
 Store Depr By Period Child Inherits Parent's Life
 On-Line Reporting Inflation Processing
 Stop Depr when NBV < Salvage

Impairment/Revaluation Options

Impairment Process Cost Type For Impairment Loss:
 Impairment Reversal Cost Type for Reval Reversal:
 Revaluation Process Cost Type for Revaluation:
 Revaluation Write-Off Cost Type for Reval Write-Off:
 Revaluation Reversal Cost Type For Imp Reversal:
 Investment Property

Revaluation Method:
Rev. Trans. Code:
Inv. Prop Trans Code:

[AM Business Unit Definition](#) | [Business Unit/Book Definition](#) | [Business Unit/Book Feature](#) | [Interface Options](#)

Unit: US001 US001 NEW YORK OPERATIONS

AP/PO Interface Options

Map ChartField

Voucher Close Transaction Type

- Negative Addition
- No Transaction
- Retirement

Lease Payments

- Lease Interface Processing
- Auto Approve

Payables BU: US001

Warning Action

Error out Capitalization Limit

Billing Interface Options

Billing Interface Processing

BI Unit:

Bill Type:

Bill Source:

Bill By Identifier:

Space Management Allocation

Statistics Code:

Statistical Account:

GIS Integration Enabled

[AM Business Unit Definition](#) | [Business Unit/Book Definition](#) | [Business Unit/ Book Feature](#) | [Interface Options](#)

- o Book -- The Book Name field is used during asset and profile entry to designate book processing. At least one financial book for each business unit to record asset data in the general ledger is required. You may have other federal, state, and foreign tax or financial books as well. Transactions can be tracked in multiple currencies by designating the currency code within each transaction entry.

ORACLE

Favorites Main Menu > Set Up Financials/Supply Chain > Product Related > Asset Management > Financials > Asset Books

Asset Books

SetID: SHARE Book Name: CORP

Description

*Description: Corporate

Country: USA USA

Comment: Corporate

Save Return to Search Previous in List Next in List Add Update/Display Include History Correct History

- o Class -- Use asset class to classify assets for reporting purposes. It can be used in combination with the category code to refine asset classification. For example, an executive desk is categorized as furniture and fixtures for the balance sheet. Within the broad category of furniture and fixtures, you can use an asset class code to specifically identify the asset as a desk.

ORACLE

Favorites | Main Menu > Set Up Financials/Supply Chain > Product Related > Asset Management > Financials > Asset Classes

Asset Classes

SetID: SHARE Asset Class: BUILDING

Asset Class Detail Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active

Description: BUILDING

Years of VAT Recoverability: [VAT Default](#)

Comment:

Save Return to Search Previous in List Next in List Add Update/Display

- Category -- ChartField value that represents the category for a project transaction in Project Costing. A category further defines a source type. For example, if you have a source type of labor, you might have categories for architect labor, carpenter labor, and plumber labor.

ORACLE®

Favorites | Main Menu > Set Up Financials/Supply Chain > Product Related > Asset Management > Financials > Categories

Categories

SetID: SHARE Asset Category: BLDG

Category Definition Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active

*Description: Building [Inflation Information](#)

Depreciable Status	Options
<input checked="" type="radio"/> Depreciable <input type="radio"/> Non Depreciable	<input type="checkbox"/> Intangible <input type="checkbox"/> Investment Property <input type="checkbox"/> Leased Assets <input type="checkbox"/> Property Interest

- o Profiles -- An asset profile is a template that contains standard depreciation criteria for an asset type and its corresponding asset books. The information established in an asset profile can be used as default values when you're adding assets to the system. Profiles associated with indexes enable replacement cost calculations. Profiles are recommended when you have a large number of assets of the same type. Defining default values minimizes data entry, ensures consistency, and enhances accuracy levels.

Set up asset profiles to match most, if not all, of the major asset categories that you track on your books. These can range from the standard categories such as Land, Furniture & Fixtures, Machinery & Equipment, and Expensed Items, to more detailed categories that you may want to track, such as Computers, Software, Phones, and Fax Machines.

ORACLE

Favorites | Main Menu > Set Up Financials/Supply Chain > Product Related > Asset Management > Profiles > Asset Profiles

Definition | Depreciation | Tax | Child Asset Inheritance

Profile

SetID: SHARE Profile ID: BLDG Description: Building

Asset Description: Building

Asset Class: BUILDING BUILDING

*Asset Type: Property

Asset Subtype:

Acquisition Code: Purchased

Taggable Asset R and D Plant Asset R and D Start Date:

Capitalized Asset Use NBV for R and D Use As Tool

Index Name:

SubIndex Name:

Threshold ID:

Book				
Book Name	Description	Depreciation	Tax	Parent/Child
CORP	Corporate	Depreciation	Tax	Parent/Child
FEDERAL	Federal	Depreciation	Tax	Parent/Child

Save | Return to Search | Previous in List | Next in List | Add | Update/Display | Include History | Correct History

Definition | [Depreciation](#) | [Tax](#) | [Child Asset Inheritance](#)

Definition Depreciation Tax Child Asset Inheritance

SetID: SHARE Profile ID: BLDG Building

Book Find | View All First 1 of 2 Last

Book Name: CORP Corporate Country: USA

Depreciation Attributes Find | View All First 1 of 1 Last

Effective Date: 01/01/1900 Depreciate When In Service

Category: Building Depr Status: Depreciable

Currency Code: USD US Dollar

Convention: Actual Month Adjust Conv: Actual Month

Retire Conv: Actual Month Retire Option: Calculate Gain/Loss

*Method: Straight Line Calculation Type: Remaining Value

Percent:

Limit Pct: Low Limit: Monthly

Useful Life: 240 DB Pct: Low Value

Schedule: Method ID: Depr Pass Life

UOP ID: Avg Option: No Averaging

End Date: Future Depr Yrs:

Special Depreciation [Special Terms](#)

Depr Limit: Cost Basis Limit: Impairment Process

Salvage % of Cost: Salvage: [Inflation Information](#)

Multi-Shift Code: [Salvage Rounding](#)

Group BU: Group ID:

Save Return to Search Previous in List Next in List Add Update/Display Include History Correct History

Definition | Depreciation | Tax | Child Asset Inheritance

Definition Depreciation Tax Child Asset Inheritance

SetID: SHARE Profile ID: BLDG Building

Book Find | View All First 1 of 2 Last

Book Name: CORP Corporate Country: USA

Tax Find | View All First 1 of 1 Last

Effective Date: 01/01/1900 Corporation Sec.291

Property Type: Personal Business Tax Listed Property

Property Code: 1245 Listed Property Type:

Regulation: Business Use %:

Recovery Life: Depreciation Bonus: None

Recovery SubType: Bonus Percent:

Guideline Class:

Tax Credit Options Customize | Find | First 1 of 1 Last

Qual Inv	Cred Type	Credit Cd	Reduc. Opt
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Return to Search Previous in List Next in List Add Update/Display Include History Correct History

Definition | Depreciation | Tax | Child Asset Inheritance

Definition Depreciation Tax **Child Asset Inheritance**

SetID: SHARE Profile ID: BLDG Building

Child Assets Inherit the Following from the Parent as of Find | View All | First 1 of 1 Last

Effective Date: 06/04/2012

- Asset Profile
- Tag Number
- Description

- Asset Class
- Acquisition Code
- Index

- Custodian Fields
- Location Fields
- License Fields

Book Find | View All | First 1 of 2 Last

Book Name: CORP Corporate Country: USA

Detail Find | View All | First 1 of 1 Last

Effective Date: 06/04/2012

- Convention
- Method
- Salvage Value
- Multi-Shift Code
- Cost Basis Limit
- Depr Limit

Save Return to Search Previous in List Next in List Add Update/Display Include History Correct History

Definition | Depreciation | Tax | Child Asset Inheritance

Topic 2: Use of ChartFields in Asset Management

All ChartField values that are activated in PeopleSoft can be available to PeopleSoft Asset Management. ChartFields provide the ability to segment and report on their data in many different ways. At a minimum Business Unit and Account must be set up for Asset Management to function, although most companies utilize many more ChartFields such as Operating Unit, Department, Project ID, Product, etc.

Configurable Accounting Entry templates are included in Asset Management, these templates provide a structured way to ensure that all Asset Transaction Types are mapped to a General Ledger account. Typically Accounting Entry Templates are set up to by Category to include the following Transaction Types: Add, Depreciation, Prior-period Depreciation, Retirements, Recategorizations, Transfers and more.

ORACLE

Favorites | Main Menu > Set Up Financials/Supply Chain > Product Related > Asset Management > Accounting > Accounting Entry Templates

Accounting Entry Templates

Accounting Entry Template

SetID: SHARE

Asset Category: BLDG Building

Cost Type:

Transaction Type: ADD Asset Addition

Transaction Code:

Account Entry Template ID: DEFAULT Default value for processing

*Journal Template: ADD Asset Additions

Budget Journal Template ID: ADD Asset Additions

Accounting Entry Type	*Account	Alternate Account	DR/CR
Accumulated Depr	161000		Credit
Contra Asset	674000		Credit
Depr Expense	681100		Debit
Fixed Asset	151000		Debit
Recognized Loss	682100		Credit
Trade In	120000		Credit
Unrecog Gain/Loss	110000		Debit
Expense			Debit

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Topic 3: Date Usage and Meaning in Asset Management

Asset Management uses multiple dates for computing depreciation and determining the accounting entries that will be written to the General Ledger. Usually these dates are not all equal and can occur in the past.

Transaction Date –

The transaction date is the date when the asset is added. It reflects the date when the event has taken place. The transaction date must be earlier or equal to the accounting date. The Transaction Date drives the start date for depreciation and helps to determine if prior-period depreciation will be created.

Accounting Date –

The accounting date reflects when the asset was booked or sent to accounting in the system. Typically the accounting date is the current date (today).

In-Service Date –

The In-Service date is the date that the asset is placed in service on the asset books. This date can be different on different books depending on the method that is used to compute depreciation.

Acquisition Date –

The Acquisition date is the date that the asset was actually acquired; this is the date that ownership started. This date can be different than the in-service date as it typically corresponds to a purchase date and not the date that drives depreciation.