

# PeopleSoft v9.1 Asset Management Training Manual

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## 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.

ORACLE

Favorites Main Menu > Set Up Financials/Supply Chain > Business Unit Related > Asset Management > Asset Management Definition

AM Business Unit Definition Business Unit/Book Definition Business Unit/ Book Feature Interface Options

Unit: US001 Description: US001 NEW YORK OPERATIONS Short Description: US001

**Business Unit Definition**

|                     |         |                                |                                     |
|---------------------|---------|--------------------------------|-------------------------------------|
| Location:           | US001   | USA - New York                 | <a href="#">Update Open Periods</a> |
| Last Asset ID Used: | 406     | <a href="#">Reset</a>          | <a href="#">Warehouse Mapping</a>   |
| Default Book:       | CORP    | Corporate                      | <a href="#">VAT Default</a>         |
| 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 |
|--|----------------------|-----|

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](#)

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   Revaluation Method:   
 Impairment Reversal   Rev. Trans. Code:   
 Revaluation Process   Cost Type for Revaluation:   
 Revaluation Write-Off   Cost Type for Reval Write-Off:   
 Revaluation Reversal   Inv. Prop Trans Code:   
 Investment Property   Cost Type For Imp Reversal:

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.

The screenshot shows the Oracle Asset Management interface. At the top, the Oracle logo is visible. Below it is a breadcrumb trail: Favorites | Main Menu > Set Up Financials/Supply Chain > Product Related > Asset Management > Financials > Asset Classes. The main heading is "Asset Classes". Below this, the "SetID:" is "SHARE" and the "Asset Class:" is "BUILDING".

The "Asset Class Detail" window is open, showing the following fields:

- \*Effective Date: 01/01/1900
- \*Status: Active
- Description: BUILDING
- Years of VAT Recoverability: (empty field) with a link to "VAT Default"
- Comment: (empty text area)

At the bottom of the page, there are several navigation buttons: Save, Return to Search, Previous in List, Next in List, Add, and 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.

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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="checkbox"/> Intangible    | <input type="checkbox"/> Investment Property |
| <input type="radio"/> Non Depreciable        | <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.

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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   | <a href="#">Depreciation</a> | <a href="#">Tax</a> | <a href="#">Parent/Child</a> |
| FEDERAL   | Federal     | <a href="#">Depreciation</a> | <a href="#">Tax</a> | <a href="#">Parent/Child</a> |

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](#)

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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.