



MD AOC Project

Introduction to PeopleSoft

PeopleSoft Asset Management (AM) Session

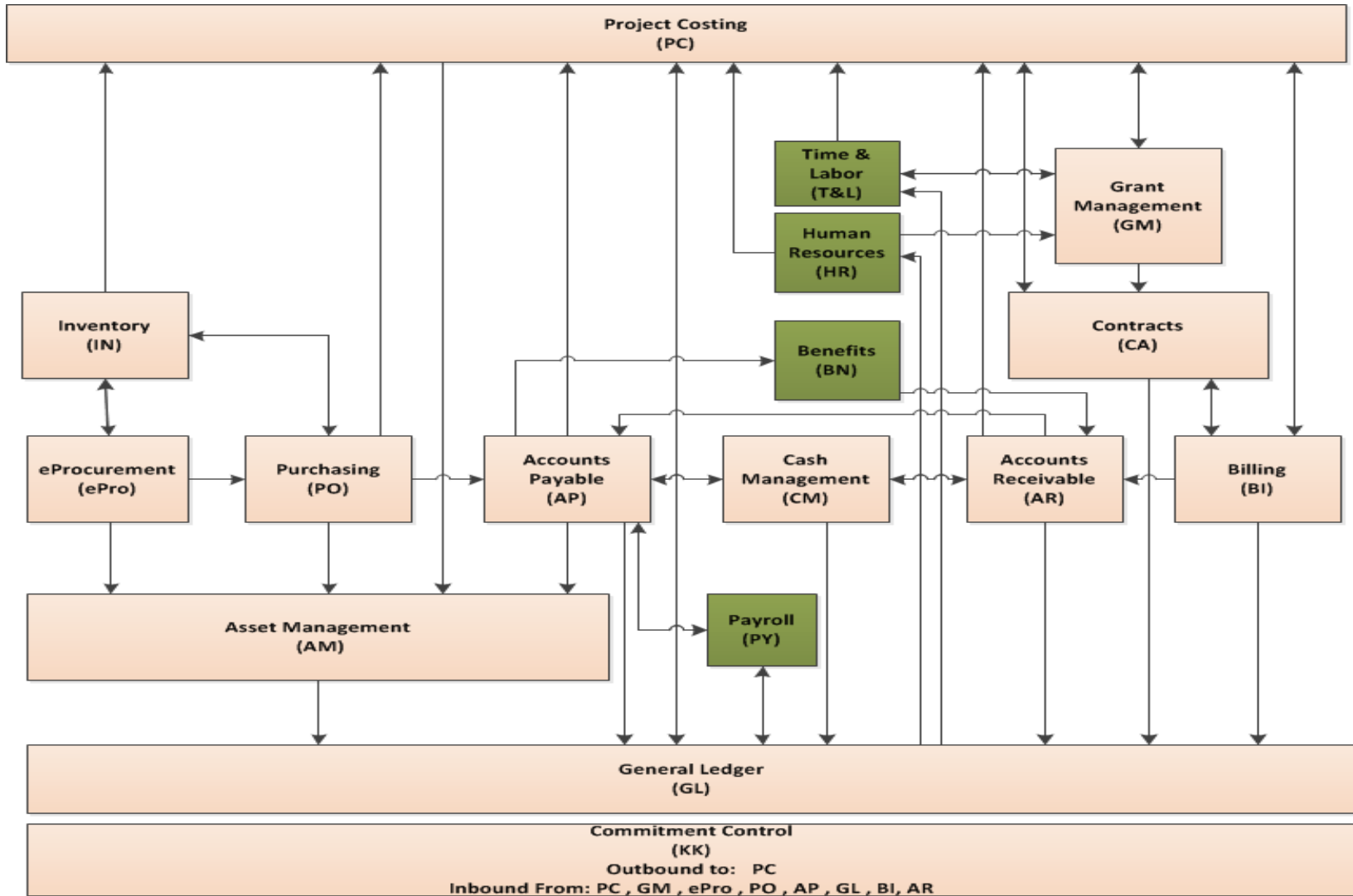


- Introduction
- Session Objectives
- PeopleSoft Overview
- Key Features & Concepts
- Business Processes
- A Look at PeopleSoft 9.1
- Next Steps
- Questions

- **Speaker Introduction (Daryl Dorsey, CPA)**
 - **Over 20 years of Professional Experience in the Public Sector, which includes the Federal, State, and Local Government**
 - **Over 10 yrs of PeopleSoft Financials Experience**
 - **Functional Consultant**
 - **Clients include the US House of Representatives, Ramsey County Government (St. Paul, MN) , State of Minnesota, etc.**
 - **Certified Public Accountant**

- Introduce you to PeopleSoft 9.1 Asset Management
- How we achieve that:
 - Review Key PeopleSoft Features
 - Review Process Flows
 - Look at the Application

PeopleSoft Overview



Legend
 HCM Modules
 FSCM Modules

PeopleSoft Overview

Record to Report (RTR)

General Ledger (GL)

- Subsystem Journals
- Monetary Journals

Commitment Control (KK)

- Pre-Encumbrance (Commitments)
- Encumbrance (Obligations)
- Expenses
- Recognized Revenue
- Budgetary Journals

Procure to Pay (PTP)

eProcurement (ePro)

- Self Service Requisitions
- Self Service Receipts

Purchasing (PO)

- Requisitions
- Purchase Orders
- Receipts
- Items
- Change Orders
- PCards

Accounts Payable (AP)

- Vendors
- Vouchers/Invoices
- Payments

Supply Chain Management (SCM)

Inventory (IN)

- Putaway
- Order Fulfillment
- Inventory Counts

Asset Lifecycle Management (ALM)

Asset Management (AM)

- Assets
- Depreciation
- Retirement

Enterprise Service Automation (ESA)

Grants Management (GM)

- Pre-Award (Proposal, Proposal Project, Budget Activity)
- Post-Award (Contract/Award, Project/Grant Activity)

Contracts (CA)

- Contracts
- Billing Plans
- Prepays/Advances
- Revenue Plans

Project Costing (PC)

- Projects
- Assets

Order to Cash (OTC)

Billing (BI)

- Billing Data
- Invoicing

Accounts Receivable (AR)

- Customers
- Receivables
- Collections
- Payments
- Aging

Cash Management (CM)

- Banking Relationships
- Treasury Accounting
- Reconciliation

Human Capital Management (HCM)

Time and Labor (T&L)

- Time Entered
- Costs
- Team Members
- Status of Grants
- Chart of Accounts

Payroll (PY)

- Garnishment Invoices
- Tax Invoices
- Vendors
- Chart of Accounts
- Benefits Invoices

Human Resources (HR)

- Personal Information

Benefits (BN)

- Vendors
- Accounts Receivables

Key Features

- Adding and Maintaining Assets
- Adjusting, Transferring, and Evaluating Assets
- Maintenance, Repairs, Warranties, and Insurance
- Physical Inventory
- Deprecation
- Accounting Entries
- Retiring Assets

Key Features (continued)

- Mass Change
- Reporting
- Archiving Cost and Depreciation

Asset Management Benefits

- Provides a comprehensive framework to track and record an organization's capital and fixed assets.
- Enterprise-wide integration across PeopleSoft application suite to improve asset visibility, facilitate global compliance and reporting, and lower costs of ownership.
- Organizations can track physical attributes, calculate depreciation, record tax and insurance requirements, and budget for future acquisitions of organizational assets.

Adding and Maintaining Assets

Assets can be added to PeopleSoft Asset Management using several components:

- Basic Add Component
 - Used to enter or update financial assets with financial and physical details.
- Express Add Component
 - Used to create a new asset with only financial data. An asset profile is used for default book and depreciation information.

Key Features & Concepts (continued)

- Asset Profile is a template that contains standard depreciation criteria for an asset type and its corresponding asset books. The information established in asset profiles can be used as default values when assets are added to the system. Profiles are recommended when organizations have a large number of assets of the same type.
- Asset Book is used to record asset data (cost history, depreciation, retirement information). At least one book is required for each business unit. It is a common practice for organizations to have two books, CORP and FED. CORP records financial information and FED records tax information.

Adding Assets (continued)

- Spreadsheet Upload
 - The spreadsheet upload process enables the user to add multiple assets to generate PeopleSoft-formatted data from a predefined Excel asset template.
 - The spreadsheet upload provides a spreadsheet template to organize asset data and upload assets to PeopleSoft Asset Management.
 - This process greatly reduces data-entry requirements to load new assets.

Key Features & Concepts (continued)

Enter Connect Information > Create Template > **Input Data** > Stage & Submit Data

1

2	Interface ID	Interface Line Number	Business Unit	Asset Identification	Asset Book Name	Date/Time Stamp	Operating Unit	Department	Asset Category
3	73	1	US001	NEXT	CORP	2003-02-11 10:59:36	ILLINOIS	10000	AUTO
4	73	1	US001	NEXT	FEDERAL	2003-02-11 10:59:36	ILLINOIS	10000	AUTO
5	73	1	US001	NEXT	AMT	2003-02-11 10:59:36	ILLINOIS	10000	AUTO
6	73	1	US001	NEXT	ACE	2003-02-11 10:59:36	ILLINOIS	10000	AUTO
7	73	2	US001	NEXT	CORP	2003-02-11 10:59:36	ILLINOIS	10000	AUTO
8	73	2	US001	NEXT	FEDERAL	2003-02-11 10:59:36	ILLINOIS	10000	AUTO
9	73	2	US001	NEXT	AMT	2003-02-11 10:59:36	ILLINOIS	10000	AUTO
10	73	2	US001	NEXT	ACE	2003-02-11 10:59:36	ILLINOIS	10000	AUTO
11									

Adding Assets (continued)

- Asset Operational Information Component
 - Used to add nonfinancial assets or update physical details of existing assets.
 - The operational and maintenance fields are available as they are in the Basic Add component but without the financial fields
 - Provides an efficient way of capturing data for physical operators who do not handle financial information
 - Examples of non-financial data include:
 - manufacture,
 - location,
 - custodian,
 - license information, and
 - physical attributes.

Maintaining Assets

- Asset Meters
 - Meters associated with assets are used to monitor asset usage and can trigger maintenance tasks based on the statistical units, such as mileage, measured by the meters.
- Copying Assets
 - PeopleSoft provides the ability to use existing assets to create new assets.

Adjusting, Transferring, and Evaluation of Assets

- Periodically, it is necessary to make changes to asset records to correct errors or add newly received information. You can modify any information that has been entered about assets, including cost, market value, quantity, depreciation rules, location, physical attributes, etc.
- Sometimes adjustment and transfer changes have a financial or tax impact. Changes to physical information about an asset, such as its weight, do not affect cost or depreciation. However, changing quantity, cost, depreciation attributes, or department affect your financial and tax books.

Managing Asset Maintenance, Repairs, Warranties, and Insurance

- Asset Checkout Page
- Asset Service and Repairs
- Asset Inspection
- Asset Warranties
- Asset Insurance

Depreciation

- PeopleSoft Asset Management calculates the annual depreciation based on the asset's life, depreciable cost basis, placed-in-service date, and any depreciation limits that you specify. Users can set up required depreciation attributes on three levels:
 - Business unit books,
 - Setting up asset profiles, or
 - Specify them when assets are added to the system.

Accounting Entries

- Each financial transaction that is entered into PeopleSoft Asset Management can be used to generate balanced accounting entries. These entries in turn can be summarized and written to a journal, which can then be rolled up and posted to the General Ledger system.
 - The Accounting Entry template is the central table used for creating accounting entries to general ledger journals. Each is defined by an accounting entry template ID. When users add an accounting entry template, PeopleSoft Asset Management populates it with standard accounting entry types, based on the asset category, cost type, and transaction type that users specify. Additionally, the template identifies each entry as either a debit or credit.

Accounting Entries (continued)

- The primary source of the accounting entries in Asset Management include:
 - Asset Additions, Adjustment, Retirements
 - Lease Payments
 - Accounting entries that are created from an active integration with other PeopleSoft products such as Billing, Purchasing, and Payables.

Accounting Entries (continued)

- Each time financial asset information is entered or adjusted, PeopleSoft Asset Management creates an open transaction.

This transaction remains open until accounting entries are created or depreciation is calculated for the transaction.

- The process for accounting entry creation generates accounting entries for all financial transactions that are not related to depreciation.

The Depreciation Close process (AM_DPCLOSE) generates accounting entries for depreciation in a particular accounting period.

Retirement

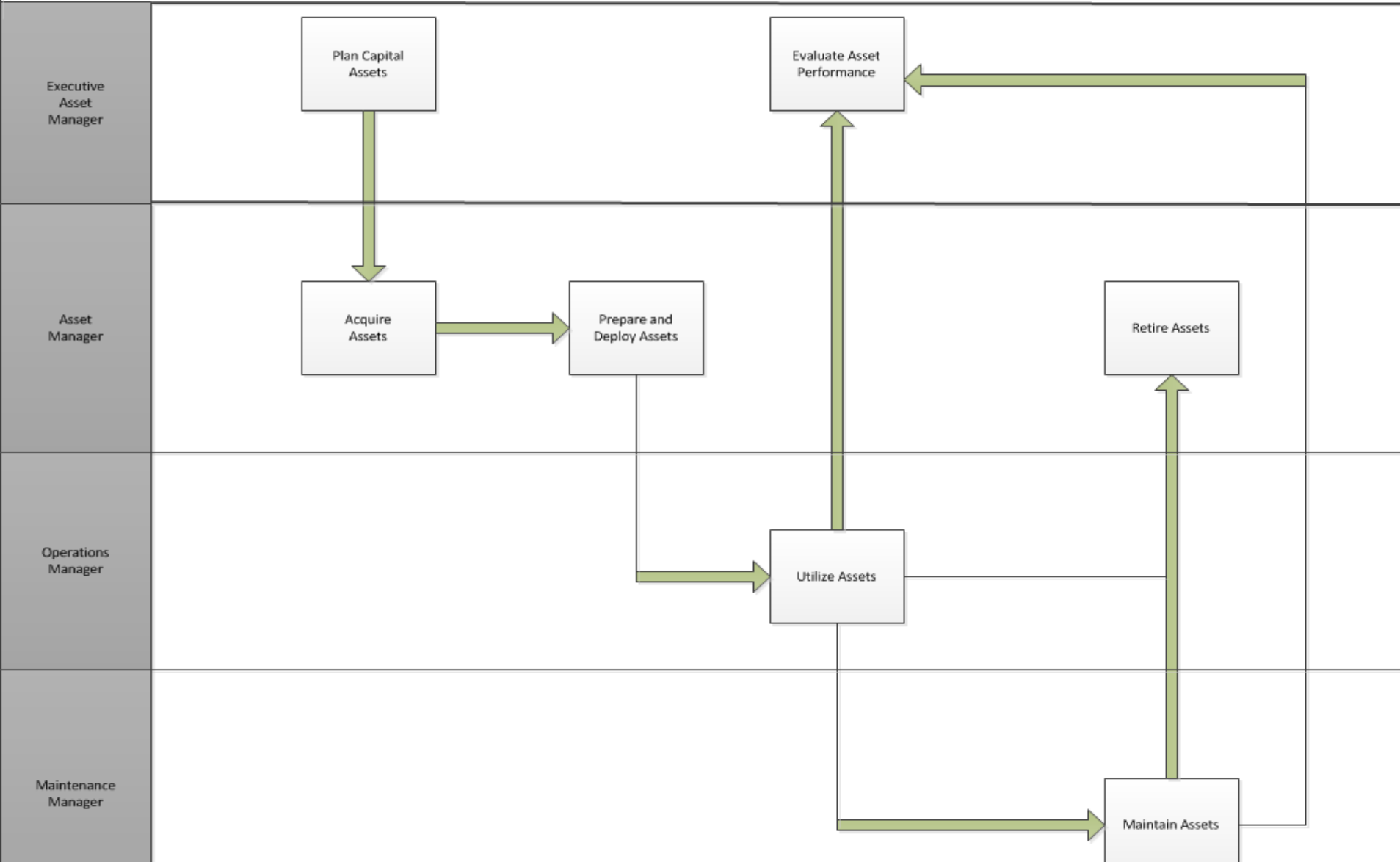
- PeopleSoft Asset Management enables users to fully or partially retire assets in the past, present, or future.
- Occasionally, a retirement transaction may require a reversal. In that case, user can reinstate a retired asset using the pages in the Asset Retirements component.
- Users retire assets when they are either disposed of or no longer in use. When users retire an asset, PeopleSoft Asset Management creates all the necessary journal entries.

Delivered Asset Management Reports

- Asset Set Up Lists
- Transaction reports
- Capital Acquisition Plan Reports
- Depreciation Reports
- Impairment Reports
- Account Activity Reports
- Accounting Entry Reports
- Physical Inventory Reports
- Lease Reports
- Retirement Reports
- US Tax Reports

Business Processes - PeopleSoft Asset Management

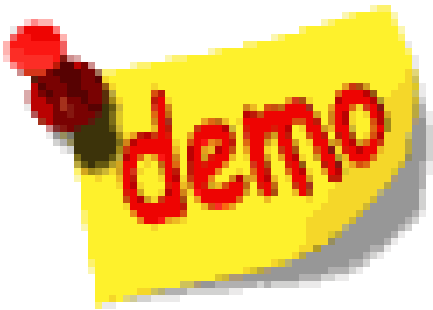
Peoplesoft Enterprise *Asset Life Cycle Management*



- Purchasing
 - Users can add assets from existing Purchase Orders and Receipts
- Payables
 - Users can add assets from Vouchers entered on the Voucher Invoice Information page
 - Lease Payments created in Asset Management can automatically generate vouchers in Payables.
- Project Costing
 - Cost information from projects (usually construction projects) are sent to Asset Management

PeopleSoft 9.1 Asset Management

- Asset Definition Center
- Transaction & Processing
- Add Asset (Basic)
- Adjust Asset
- Retire/Disposal Worksheet



A Look at the PeopleSoft 9.1 AM – Asset Management (Setup)

The screenshot shows the Oracle Asset Definitions Center web interface. The browser window title is "Asset Definitions Center - Windows Internet Explorer" and the address bar shows "207.246.78.215". The Oracle logo is at the top left, and navigation links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out are at the top right. The main content area is titled "Asset Definitions Center" and contains a grid of setup categories:

- Business Unit/Book Definition**: Define Asset Management business units and Books. Sub-items: Asset Management Definition, Asset Books, InterUnit Transfer Definition, 3 More...
- Depreciation Conventions**: Build and copy depreciation conventions. Sub-items: Convention Builder, Convention Definition, Convention Multiple Copy, Convention Single Copy.
- Asset Controls**: Define asset controls. Sub-items: Asset Subtype, Define Asset Attribute, Asset Property Subclass, 6 More...
- Depreciation Options**: Define parameters used to control and calculate depreciation. Sub-items: Limits, Multi-Shift Codes, Rate-User Defined, 5 More...
- Location/Ownership**: Define asset location and ownership tables. Sub-items: Area Definition, Location Definition, Define Asset Owners, Assign Owners to Operators.
- Tax Information**: Define tax controls and identification. Sub-items: Business Tax by Location, Asset Block, Classes, 7 More...
- Financing Information**: Load finance codes and lease payment schedules. Sub-items: Capital Acquisition Plan Types, PLRC Code, Transaction Codes, 2 More...
- Profiles**: Establish Asset Management system controls. Sub-items: Asset Profiles, Profile Changes in Mass.
- Accounting Entry Templates**: Establish accounting entry templates. Sub-items: Accounting Entry Template Ids, Accounting Entry Templates, Accounting Templates in Mass, 3 More...
- Depreciation Allocation**: Define allocation parameters. Sub-items: Allocation Basis Definition, Joint Venture Allocation, Transaction Groups.
- Maintenance Information**: Define asset maintenance controls and parameters. Sub-items: Criticality Codes, Agencies, Indexes, 6 More...
- Depreciation Methods**: Enter and maintain User Defined depreciation methods. Sub-items: User Defined Variables, User Defined Methods, Rate-User Defined, 2 More...

The status bar at the bottom shows "Done", "Internet | Protected Mode: On", and "100%".

A Look at the PeopleSoft 9.1 AM – Asset Management (Transactions & Processes)

The screenshot shows the Oracle Asset Management web interface. The browser title is "Base Navigation Page - Windows Internet Explorer" and the address bar shows "http://207.246.70.215". The page features the Oracle logo and a navigation menu with "Home", "Worklist", "MultiChannel Console", "Add to Favorites", and "Sign out". The main content area is titled "Asset Management" and includes a sub-section "Access Asset Management". The interface is organized into a grid of functional areas:

- Asset Transactions:** Administer financial and non-financial asset transactions like Adds, Adjustments, transfers & retirements. Includes links for Owned Assets, Leased Assets, Acquisition Details, and 6 More.
- Search for an Asset:** Use the asset search utility with drill-down to asset details.
- Print an Asset:** Print basic asset information such as book, depreciation, and cost.
- Depreciation:** Process and review regular and group asset depreciation. Includes links for Open Transactions, Processing, Group Asset Depreciation, and 4 More.
- Accounting Entries:** Process and close accounting activities. Includes links for Create Accounting Entries, Close Depreciation, Review Financial Entries, and 8 More.
- Financial Reports:** Produce reports and load reporting tables. Includes links for Cost and Depreciation Summary, Load Reporting Tables, Capitalization Summary Report, and 6 More.
- Send/Receive Information:** Send and receive Asset Management data and transactions. Includes links for Preview ARPO Information, Retrieve Info from ARPO, Load Transactions, and 6 More.
- Taxes:** Process and produce tax reports. Includes links for Update CCA, Calculate Local Taxes, Depreciation, and 2 More.
- Service and Maintenance:** Create and maintain insurance and service/repair information. Includes links for Asset Insurance, Asset Warranties, Maintenance Contract Terms, and 7 More.
- Physical Inventory:** Asset physical inventory processing. Includes links for Physical Inventory/Mass Change, Create Schedules, Define Inventory Occurrence, and 9 More.
- Mass Change:** Define Mass Change templates and process transactions. Includes links for Define Criteria and Run Request.
- Asset Definitions Center:** Administer Asset setup and configuration.

The bottom of the browser window shows "Done" and "Internet | Protected Mode: On" with a 100% zoom level.

A Look at the PeopleSoft 9.1 AM – Asset Transaction

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

New Window | Customize Page | http

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data

Unit: US001 Asset ID: 000000000001 SOLARIS WORKSTATION Tag: In Service

Asset Information

Description:	SOLARIS WORKSTATION	Short Desc:	SOLARIS WO	
CAP #:	<input type="text"/>	Seq #:	<input type="text"/>	
<input checked="" type="checkbox"/> Taggable Asset		Tag Number:	<input type="text"/>	
Asset Class:	<input type="text"/>			
Asset Type:	IT Hardware	Region Code:	<input type="text"/>	
Asset Subtype:	<input type="text"/>	<input checked="" type="checkbox"/> Capitalized Asset		
*Asset Status:	In Service	<input checked="" type="checkbox"/> New Asset		
Acquisition Date:	05/01/2000	<input type="checkbox"/> Available For Use		
Placement Date:	05/01/2000	<input checked="" type="checkbox"/> In Physical Use		
Collateral Asset:	<input type="text"/>	<input type="checkbox"/> Composite Asset		
*Acquisition Code:	Purchased	Composite Asset ID:	<input type="text"/>	
FERC Code:	<input type="text"/>			
Financing Code:	<input type="text"/>			
Fair Value:	0.000	Appraisal Date:	<input type="text"/>	
Replacement Cost:	<input type="text"/>	Last Update:	<input type="text"/>	
Index Name:	<input type="text"/>			

SubIndex Name:	<input type="text"/>		
Parent/Child:	None	Parent ID:	<input type="text"/>
Profile ID:	COMPUTERS		

[Book Page](#) [Set R and D Info...](#) [Asset Warehouse Mapping](#) [Attachments \(0\)](#)

[Fair Value Details](#)

A Look at the PeopleSoft 9.1 AM – Asset Transaction – Cost Adjust/Transfer Asset

http://oracle14.courts.state.md.us:10800/psp/fsdemo/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=EPCO_ASSETS&FolderPath=PORTAL_ROOT_OBJECT.EPCO_ASSETS&IsFolder=true - IBM Lotus Notes

File Edit View Create Actions Tools Window Help

Open Home Daryl Dorsey - Inbox Fw: AOC DEMO Environment Update http://oracle14.courts.state.md.us:...

Search Yahoo!

Back Forward http://oracle14.courts.state.md.us:10800/psp/fsdemo/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=EPCO_ASSETS&FolderPath=PORTAL_ROOT_OBJECT.EPCO_ASSETS&IsFolder=true Print

ORACLE Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

New Window ? Help Personalize Page http

Main Transaction

Unit: US001 Asset ID: 00000000001 SOLARIS WORKSTATION Tag: In Service

Main Transaction

Transaction Date: 03/21/2012 Copy Changes to Other Books

Accounting Date: 03/21/2012 Copy to Other Books Options:

Transaction Code: Transfer Other Books by: Amount

Rate Type: CRRNT Adjust Other Books By: Amount

Include Convention: Exclude Convention

Action: - Select Action - GO!

Save - Select Action - Next in List Notify Update/Display Include History

- Select Action -
- Addition
- Adjustment
- Fixed Price Markup
- InterUnit Transfer
- Recategorize
- Revaluation
- Transfer

Done

Online

A Look at the PeopleSoft 9.1 AM – Asset Retirement/Disposal

Retire/Reinstate Asset - IBM Lotus Notes

File Edit View Create Actions Tools Window Help

Open Home Danj Dorsey - Inbox Fw: AOC DEMO Environment Update Retire/Reinstate Asset

Search Yahoo

Back Forward http://trade14.courts.state.md.us:10800/psp/fsdemo/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_App?pt_frame=EPCO_ASSETS&FolderPath=PORTAL_ROOT_OBJECT.EPCO_ASSETS&Folder=true Print

ORACLE

Home Worklist MultiChannel Console Add to Favorites Sign out

Retire Assets Other Options By Chartfield

Unit: US001 Asset ID: 00000000001 SOLARIS WORKSTATION Tag: In Service

Trans Date: 03/21/2012 Acctg Date: 03/21/2012 Rate Type: CRRT In Physical Use

Book Find View All First 1 of 2 Last

Book Name: CORP Corporate Base Currency: USD As Of: 03/21/2012

Retire As: Retirement by Sale Go Reinstate Quantity: 1.0000

Cost: 7,500.00

Copy Changes to Other Books

Retirement Find View All First 1 of 1 Last

Date/Time: 03/21/12 2:44:44PM Ret Status: Unretired

Disposal Code: Retirement by Sale Retirement Amt: 0.00 USD

Quantity: Removal Cost: 0.00 RC Curr: USD Base Removal Cost: 0.00

Proceeds: 0.00 Pr Curr: USD Base Proceeds: 0.00

Convention: Actual Month Accum Depr: 0.00

Trans Code: Gain/Loss: 0.00

Retire Option: Calculate Gain/Loss Overridden Accum:

Save Return to Search Previous in List Next in List Notify

Retire Assets Other Options By Chartfield

Online

A Look at the PeopleSoft 9.1 AM – Asset Retirement/Disposal

Favorites Main Menu > Asset Management > Asset Transactions > Asset Disposal > Disposal Worksheet

New Window Help Customize Page http

Disposal Worksheet

▼ Asset Search Criteria

Unit:	<input type="text" value="US001"/>	Book:	<input type="text"/>
Category:	<input type="text"/>	Serial ID:	<input type="text"/>
Asset ID:	<input type="text"/>	Location:	<input type="text"/>
Tag Number:	<input type="text"/>	Profile ID:	<input type="text"/>

[More Filter Options](#)

Acquisition Details

PO Unit:	<input type="text"/>	Receipt Unit:	<input type="text"/>	AP Unit:	<input type="text"/>	PC Bus Unit:	<input type="text"/>
PO No.:	<input type="text"/>	Receipt No.:	<input type="text"/>	Voucher:	<input type="text"/>	Project ID:	<input type="text"/>

Rows [View Ownership Details](#)

A Look at the PeopleSoft 9.1 AM – Asset Retirement/Disposal

The screenshot displays the Oracle PeopleSoft 9.1 AM Asset Retirement/Disposal interface. The browser window title is "Disposal Worksheet - IBM Lotus Notes". The application breadcrumb is "Asset Management > Asset Transactions > Asset Disposal > Disposal Worksheet".

Asset Search Criteria

Retrieve Next: 100 Rows. 1 - 100 Of 483. [View Ownership Details](#)

Asset Action

Submit for Disposal | Select All | Disposal Code: [Dropdown] | Retire Dt: 03/21/2012 | Accounting Dt: 03/21/2012 | Set All

Search Results

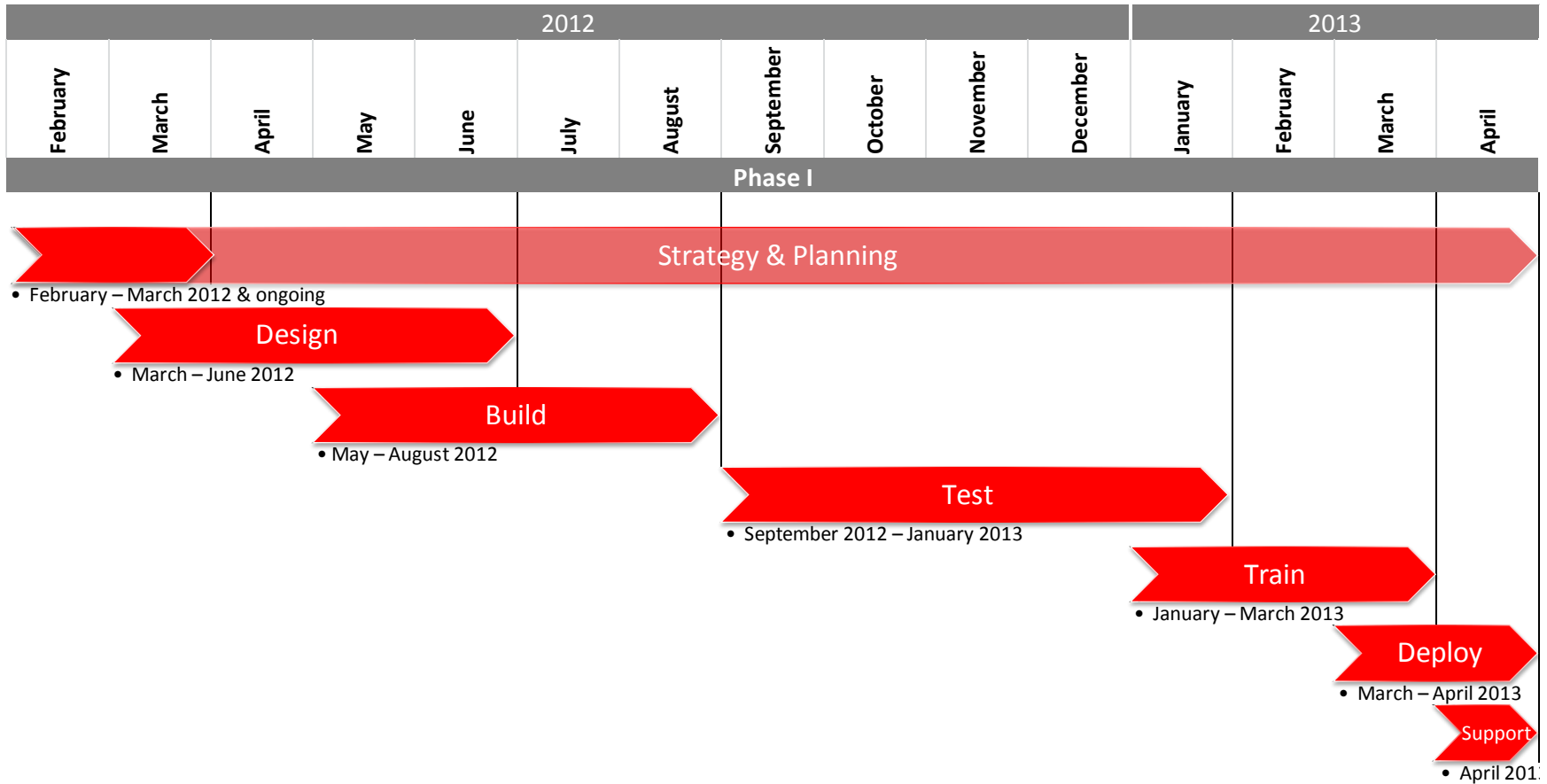
Personalize | Find | First 1-100 of 100 | Last

Dispose	Asset ID	Description	Tag Number	Category	Serial ID
<input type="checkbox"/>	000000000001	SOLARIS WORKSTATION		OFFCE	000000000001
<input type="checkbox"/>	000000000090	Copier, High Speed Color		LME	
<input checked="" type="checkbox"/>	000000000091	Automobile		AUTO	
<input type="checkbox"/>	000000000092	High Speed Copier		OFFCE	
<input type="checkbox"/>	000000000094	High Speed Copier		OFFCE	
<input type="checkbox"/>	000000000095	High Speed Copier		OFFCE	
<input type="checkbox"/>	000000000096	High Speed Copier		OFFCE	
<input type="checkbox"/>	000000000100	L01		LAUTO	
<input type="checkbox"/>	000000000102	L03		LAUTO	
<input type="checkbox"/>	000000000104	L05		LAUTO	
<input type="checkbox"/>	000000000105	Asset One		AUTO	
<input type="checkbox"/>	000000000106	Asset_Two		AUTO	

Done

Online

Next Steps



Questions

