MD AOC Project
Introduction to PeopleSoft

PeopleSoft Asset Management (AM) Session
Agenda

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

• 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
Session Objectives

• 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

Project Costing (PC)

Inventory (IN)

eProcurement (ePro)

Purchasing (PO)

Accounts Payable (AP)

Cash Management (CM)

Accounts Receivable (AR)

Billing (BI)

Contracts (CA)

Benefits (BN)

Human Resources (HR)

Time & Labor (T&L)

Grant Management (GM)

General Ledger (GL)

Commitment Control (KK)

Outbound to: PC

Inbound From: PC, GM, ePro, PO, AP, GL, BI, AR
## 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
  - Prepaids/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 & Concepts

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
Key Features & Concepts (continued)

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

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</table>
Key Features & Concepts (continued)

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.
Key Features & Concepts (continued)

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.
Key Features & Concepts (continued)

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.
Key Features & Concepts (continued)

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.
Key Features & Concepts (continued)

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
Integration with PeopleSoft Modules

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

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

Disposal Worksheet

**Asset Search Criteria**

- **Unit:** US001
- **Category:**
- **Asset ID:**
- **Tag Number:**
- **Book:**
- **Serial ID:**
- **Location:**
- **Profile ID:**

**Acquisition Details**

- **PO Unit:**
- **PO No.:**
- **Receipt Unit:**
- **Receipt No.:**
- **AP Unit:**
- **Voucher:**
- **PC Bus Unit:**
- **Project ID:**

**Controls:**

- **Retrieve** 100 Rows
- **New Search**

**More Filter Options**

**View Ownership Details**
A Look at the PeopleSoft 9.1 AM – Asset Retirement/Disposal

![Disposal Worksheet](image)

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Next Steps

Phase I

Strategy & Planning
- February – March 2012 & ongoing
- March – June 2012
- May – August 2012
- September 2012 – January 2013
- January – March 2013
- March – April 2013
- April 2013

Design
- March – June 2012

Build
- May – August 2012

Test
- September 2012 – January 2013

Train
- January – March 2013

Deploy
- March – April 2013

Support
- April 2013

2012
February March April May June July August September October November December

2013
January February March April
Questions