

UW System

**Shared Financial System  
(SFS)**

**PeopleSoft Asset Management User Manual**

**SFS Version 8.9**



ASSET MANAGEMENT USER MANUAL  
PEOPLESOFT VERSION 8.9

<a href="#"><u>Asset Management Setup Information</u></a> .....	3
Asset Profiles .....	3
Depreciation Defaults .....	5
Specifying Child Asset Inheritance .....	6
Asset Classes.....	6
Adding and Maintaining Assets.....	7
Asset Entry Workflow .....	7
Adding Physical Attributes using Basic Add.....	9
Adding and Maintaining Leases .....	14
Retiring Assets .....	16
Additional Features.....	17
Search for an Asset .....	17
Copy an Asset.....	18
Asset Processing .....	20
Month End Processing Checklist – Asset Management .....	20
Verify Open Transactions .....	22
Run Calculate Depreciation .....	23
View Depreciation Summary.....	24
Create Accounting Entries.....	25
Run Depreciation Close.....	26
View Asset Accounting Entries .....	27
Close Accounting Period for AM .....	28
Run Journal Generator .....	29
Primary Asset Management Tables and Significant Fields from each table .....	31

The purpose of this training manual is to familiarize you with options and terminology used in the SFS Asset Management module. It is also intended to guide you through the transaction processing procedures to enter assets. Based on the security setup, users may not have access to all pages described in this manual.

## Asset Management Setup Information

### Asset Profiles

Asset Profiles function as templates to provide a quick way to enter asset information, especially depreciation criteria. Rather than enter the book, method, convention, and life information each time you add an asset, use the asset profile to default this information. When entering assets, you specify the profile ID. The Asset Profiles for SFS Asset Management match major asset categories. Several fields on the asset profile are set for reporting purposes.

To review asset profiles, navigate to Set Up Financials/Supply Chain > Product Related > Asset Management > Profiles > Asset Profiles. The asset profiles are stored for each business unit (SetID).

#### Asset Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

---

SetID:

Asset Profile ID:

Include History  Correct History

[Basic Search](#)

#### Search Results

View All First  1-12 of 12  Last

SetID	Asset Profile ID	Description	Capitalized Asset
<a href="#">UWMIL EQ03</a>		<a href="#">Livestock</a>	Y
<a href="#">UWMIL EQ04</a>		<a href="#">Remote Broadcast Equip</a>	Y
<a href="#">UWMIL EQ05</a>		<a href="#">DP/Cleaning/Photo/Food Eq</a>	Y
<a href="#">UWMIL EQ06</a>		<a href="#">Office/Vehicles/Communications</a>	Y
<a href="#">UWMIL EQ07</a>		<a href="#">Hardware, General</a>	Y
<a href="#">UWMIL EQ08</a>		<a href="#">Video/Lab/Eng/Classroom</a>	Y
<a href="#">UWMIL EQ10</a>		<a href="#">Athl/Medical/Music/F&amp;F/Farm</a>	Y
<a href="#">UWMIL EQ11</a>		<a href="#">Printing/Bookbinding Equip</a>	Y
<a href="#">UWMIL EQ12</a>		<a href="#">Fire/Constr/Electrical/Survey</a>	Y
<a href="#">UWMIL EQ15</a>		<a href="#">Broadcast Transmission Eq</a>	Y
<a href="#">UWMIL LEASE</a>		<a href="#">All Capital Leases</a>	Y
<a href="#">UWMIL NONCAPITAL</a>		<a href="#">All Noncapital Equipment</a>	Y

Click on a Profile to access the Asset Profiles - Definition page.

The screenshot shows the 'Profile' definition page with the following fields and values:

- SetID: UWSTP
- Profile ID: EQ06
- Office/Vehicles/Communications
- Asset Description: [Empty]
- Asset Class: [Empty]
- Asset Type: Equipment
- Asset Subtype: EQUIPMENT
- Acquisition Code: Purchased
- Taggable Asset:
- R and D Plant Asset:
- R and D Start Date: [Empty]
- Capitalized Asset:
- Use NBV for R and D:
- Use As Tool:
- Index Name: [Empty]
- SubIndex Name: [Empty]

Table below the form:

Book Name	Description	Depreciation	Tax	Parent/Child
CAPITAL	Capital	<a href="#">Depreciation</a>	<a href="#">Tax</a>	<a href="#">Parent/Child</a>

Each profile has a unique Profile ID, and has several pages that describe the profile. The definition tab shows the following fields:

**Asset Description** – A default description for the asset. When entering as asset, this value will default in the Asset Description field.

**Asset Class** – Selects the asset class to which this asset profile will default. See below for the Asset Class.

**Asset Type** – Allows you to define the type of asset for reporting purposes. PeopleSoft delivers these asset types: *Hardware, Software, Equipment, Property, Fleet, Machinery, Furniture, Facility, Intangible, Other*

**Asset Subtype** – Allows a further breakdown of the Asset Type (new to 8.9, we are currently not expanding the subtypes to beyond the asset types)

**Acquisition Code** – Selects the default acquisition code for the asset. Set at Purchased or Leased for the profile, and updated when the asset is entered if different. Available options are:

- Construct
- Donated
- Leased
- Like Exchange
- Purchased
- Trade In
- Transfer

**Taggable Asset** – Selects the indicator that an asset is taggable. Most physical assets can be tagged to help track them. Some assets, however, such as buildings or leasehold improvements, cannot be tagged. If an asset is taggable, it likely will have an associated tag number, which is recorded when the asset is entered.

**Capitalized Asset** – Selects the indicator to default if the asset is a capitalized asset. Most assets in your PeopleSoft Asset Management system will be capitalized assets.

**Index Name** – Selects the default index by which replace or valuation cost will be calculated. SFS only uses the CPI index.

**Subindex Name** - Selects the default subindex by which replace or valuation cost will be calculated. SFS only uses the CPI subindex.

**Use as a Tool** - Select this option if the asset is used as a tool in connection with the maintenance or repair of another asset.

## Depreciation Defaults

Access the Asset Profiles - Depreciation page. This will set the defaults for the depreciation for the asset profile (many fields on this page are not completed based on how UW-System uses AM).

The screenshot displays the 'Depreciation Defaults' page in PeopleSoft Asset Management. The page is titled 'Book' and shows the following fields and options:

- SetID:** UWML, **Profile ID:** EQ06, Office/Vehicles/Communications
- Book Name:** CAPITAL (dropdown), Capital
- Country:** USA
- Depreciation Attributes:**
  - Effective Date:** 01/01/1900
  - Category:** Equipment
  - Depreciation Status:** Depreciate
  - Currency Code:** USD (US Dollar)
  - Convention:** Actual Month
  - Retire Conv:** Actual Month
- Method:** Straight Line
- Calculation Type:** Remaining Value
- Percent:** [ ]
- Limit Pct:** [ ]
- Low Limit:** [ ]
- Monthly
- Useful Life:** 72
- DB Pct:** [ ]
- UOP ID:** [ ]
- Low Value
- Schedule:** [ ]
- Method ID:** [ ]
- Depr Pass Life
- End Date:** [ ]
- Future Depr Yrs:** [ ]
- Avg Option:** None

There are also checkboxes for  Special Depr and [Special Terms](#). At the bottom, there are fields for **Depr Limit:** [ ], **Cost Basis Limit:** [ ], **Salvage % of Cost:** [ ], **Salvage:** [ ], **Multi-Shift Code:** [ ], and **Group BU:** [ ], **Group ID:** [ ]. There are also links for [Inflation Information](#) and [Salvage Rounding](#).

**Book Name** – Enter a Book Name that defines the rules for the assets entered with this profile. SFS only uses CAPITAL and NONCAPITAL books.

**Effective Date** – The date entered in Effective Date indicates when the Convention and Depreciation Method take effect. You will likely not enter anything in this field unless you have many assets to enter at once with the same date.

**Category** - Defines the category of an asset as Equipment, Capital Lease, or Non Capital Lease. Asset Category is used in accounting entry generation.

**Method** – Defines the default depreciation method used when this profile is selected. Some depreciation methods require you to enter additional information.

### Specifying Child Asset Inheritance

Access the Child Asset Inheritance page, and select the applicable check boxes for inheritance. When a child asset is created, the options selected here will be copied from the parent to the child.

The screenshot shows a software interface with several tabs: Definition, Depreciation, Tax, and Child Asset Inheritance. The 'Child Asset Inheritance' tab is active. At the top, it displays 'SetID: UWMIL Profile ID: EQ06 Office/Vehicles/Communications'. Below this is a section titled 'Child Assets Inherit the Following from the Parent as of' with a date field set to '01/04/2005'. A list of inheritance options is shown with checkboxes: 'Asset Profile' (checked), 'Asset Class', 'Custodian Fields', 'Tag Number', 'Acquisition Code', 'Location Fields', 'Description', 'Index', and 'License Fields'. Below this is a 'Book' section with 'Book Name: CAPITAL Capital' and 'Country: USA'. It also has a date field set to '01/04/2005' and a list of inheritance options: 'Convention', 'Method', 'Salvage Value', 'Multi-Shift Code', 'Cost Basis Limit', and 'Depr Limit'. Navigation controls like 'Find | View All' and 'First 1 of 1 Last' are visible throughout the interface.

### Asset Classes

Asset Classes are used to sort assets primarily for reporting purposes. SFS Asset Classes align with property types as listed in the UW Financial and Administrative Policy. Each time you add an asset, you should assign an Asset Class. All Asset Classes used in SFS are stored under the SHARE SetID.

To review Asset Class information, navigate to Set Up Financials/Supply Chain > Product Related > Asset Management > Financials > Asset Classes. Select one of the classes to view detail information.

## Asset Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

---

SetID:

Asset Class:

Include History  Correct History

[Basic Search](#)  [Save Search Criteria](#)

## Search Results

[View All](#) First  1-33 of 33  Last

SetID	Asset Class	Description
<a href="#">SHARE AGRICFARM</a>		10yr Agricultural/Farm Equipment
<a href="#">SHARE AGRICTRUCK</a>		10yr Agricultural Farm Trucks & Tractors
<a href="#">SHARE APPLIFOOD</a>		05yr Food Services Equipment / Appliances
<a href="#">SHARE ATHLERECRE</a>		10yr Athletic / Recreational Equipment
<a href="#">SHARE AUDIOVIDEO</a>		08yr Audio / Video Production Broadcast Equipment
<a href="#">SHARE AUTOMOBILE</a>		06yr Automobiles
<a href="#">SHARE BADGEMEDAL</a>		12yr Signs, Badges, Tags
<a href="#">SHARE BROADTRANS</a>		15yr Broadcast Transmission Equipment
<a href="#">SHARE BUILDINGS</a>		40 yr Buildings
<a href="#">SHARE CLEANEQUIP</a>		05yr Cleaning Equipment
<a href="#">SHARE COMMUEQUIP</a>		06yr Communications Equipment
<a href="#">SHARE DATAPROCSG</a>		05yr Data Processing Hardware
<a href="#">SHARE DRAFTSURVE</a>		12yr Drafting / Surveying Equipment
<a href="#">SHARE ELECTAPPAR</a>		12yr Electrical Apparatus
<a href="#">SHARE ENGINRTEST</a>		08yr Engineering Test Equipment
<a href="#">SHARE FURNIFURNI</a>		10yr Furniture and Furnishings
<a href="#">SHARE HARDWGENRL</a>		07yr Hardware, General
<a href="#">SHARE INDUSCONST</a>		12yr Industrial / Construction Equipment
<a href="#">SHARE LABORCLASR</a>		08yr Classroom / Laboratory Equipment

## Adding and Maintaining Assets

Asset Management stores two types of asset information – financial and physical. Financial information includes cost, books, depreciation method and convention, life, etc. Physical information includes such thing as tag number, specifications, location, custodian, and image.

## Asset Entry Workflow

Asset entry workflow describes the steps to enter an asset into the Asset Management system. This workflow has been designed to accommodate the manual entry of an asset. Combinations of two add methods (Express Add and Basic Add) are used. The Express Add takes advantage of the system defaults to streamline entry. The second step uses Basic Add to enter physical attributes about the asset.

**Navigation:** Asset Management>Asset Transactions>Owned Assets>Express Add The following screen will appear:

**Asset ExpressAdd**

Add a New Value

**Business Unit:** UWADN

**Asset Identification:** NEXT

Add

The Business Unit should default, and the Asset identification should be left as NEXT (don't confuse the Asset Number with the Tag Number, as is a different field.) Press Add. The Cost/Asset Information screen will appear:

Cost / Asset Information

**Asset Information**

**Unit:** UWSTP      **Asset ID:** NEXT

**Profile ID:** [ ]      **Trans Date:** 10/24/2006

**Description:** [ ]      **Acctg Date:** 10/24/2006

**Location:** [ ]      **Trans Code:** [ ]

**Tag Number:** [ ]      **Currency:** USD

Accum Depr in Current Pd      **Rate Type:** CRRNT

**Asset Cost Information** Find | View All First 1 of 1 Last

Book Name	Quantity	Cost	Salvage
CAPITAL	1.0000	0.00 USD	0.00 USD

**Category:** [ ]      **Cost Type:** [ ]      **Accum Depr:** 0.00      **YTD Depr:** 0.00 USD      **Default Profile**

**Fund:** [ ]      **Dept:** [ ]      **Program:** [ ]      **Class:** [ ]      **Project:** [ ]

Asset Additional Information

Enter the following information on this page:

**Profile ID** – Select a profile ID from the lookup list..

Press the Default Profile button, two additional pages will appear, the Depreciation page and the Tax page. Information on these pages will default from the Profile ID.

**Description** – Enter specific description of the asset

**Location** – Select the location of the asset.

**Tag Number** – If you have a tag number associated with the asset for physical inventory purposes, enter it in this field. Several PeopleSoft delivered reports will show this information.

**Trans and Acctg Date** – If the Transaction Date or the Accounting Date for this asset is other than the current date, change them. Typically, the Transaction Date is the date you actually acquired the asset. The Transaction Date defaults into the Acquisition Date. The Accounting Date is the date you want the transaction to post to the GL.

The Transaction Date cannot be later than the Accounting Date. The days between these two dates are booked to Prior Period Depreciation (PDP). Depreciation expense starts with the accounting date.

### **Asset Cost Information**

Book Name – Defaults to CAPITAL. If entering a NONCAPITAL asset, select NONCAPITAL.

Quantity – Keep this number at 1 to keep each asset set as a single asset ID.

Cost – Enter the actual cost of the asset. Capital assets have a minimum cost of \$5000.

Asset Category – Values include EQUIP, LEASE, and NCAP (non-capital equipment). Enter the appropriate category.

Cost Type – Not used

Accum Depr – If there is any accumulated depreciation associated with this asset, enter it here.

YTD Depr – If there is any accumulated depreciation, enter the amount that is for the current fiscal year.

Chartfields (fund, dept, program, class, project) – Enter the funding string that purchased the asset. This is different than the asset custodian asset, which can be entered later.

When entering the funding string, this is the funding where the acquisition and all future depreciation will be booked, so if the department or project is inactivated, the asset will need to be transferred.

Press the save button and an Asset ID will be assigned. Remember the Asset ID number, as you will need it to add the physical information.

### **Adding Physical Attributes using Basic Add**

Using Basic Add is the second step in the asset add workflow. With Express Add, you have created, capitalized, and assigned an ID to a new asset. The Basic Add functionality allows you to record additional physical attributes.

**Navigation:** Asset Management>Asset Transactions>Owned Assets>Basic Add The following search screen appears:



[Asset Information1](#) | [Asset Information2](#) | [Asset Acquisition Detail](#) | [Location/Comments/Attributes](#)

Unit: UWSTP Asset ID: 00000000003 1998 ford taurus Tag: 1145800 In Service

<b>Asset Structure</b> Asset Type: Equipment Asset Subtype: EQUIPMENT Component of: <input type="text"/> <input type="checkbox"/> Clustered Asset	<b>Manufacturer Information</b> Serial ID: <input type="text"/> Mfg ID: <input type="text"/> Model: <input type="text"/> Version: <input type="text"/> <a href="#">More Manufacturer Info...</a>
<b>Asset Resource Information</b> <input type="checkbox"/> Schedulable Charge Back: Default <input checked="" type="checkbox"/> Allow Overbooking <input type="checkbox"/> Use As Tool	<b>Maintenance Information</b> <input type="checkbox"/> Repairable Repair Status: None Parts List: <input type="text"/> Criticality: <input type="checkbox"/> <input type="checkbox"/> Offline
<b>Other Information</b> <input type="checkbox"/> Hazardous Asset <a href="#">Hazardous Code Info...</a> <input type="checkbox"/> Non-Owned Asset <input type="checkbox"/> Replacement Asset Asset ID: <input type="text"/> <input type="checkbox"/> Asset is Available Contact: <input type="text"/> Phone #: <input type="text"/>	<b>IT Asset Related information</b> IP Address: <input type="text"/>

Asset Acquisition Detail – Enter information about how the asset was acquired and keep track of the separate costs and acquisition amounts of components that comprise the asset.

[Asset Information1](#) | [Asset Information2](#) | [Asset Acquisition Detail](#) | [Location/Comments/Attributes](#)

Unit: UWSTP Asset ID: 00000000003 1998 ford taurus Tag: 1145800 In Service

**Acquisition Details** Find | View All First 1 of 1 Last

Description: 1998 ford taurus System Source: <input type="text"/> Incentive ID: <input type="text"/> Quantity: 2.0000 Amount: 8,900.00 Currency: USD Sales Tax: 0.00 Use Tax: 0.00 Freight: 0.00 Misc Charge Amount: 0.00 <b>Total Amount:</b> \$8,900.00 *Capitalize: Already Capitalized	Base Currency: USD <a href="#">Interfaces Info...</a> Category: EQUIP Cost Type: <input type="checkbox"/> <a href="#">Acquisition Detail Chartfields</a>
--	--

The Acquisition Detail Chartfields hyperlink will show the funding string to which this asset was booked.

Location/Comments/Attributes – Record the asset’s location, enter comments about it, and enter physical attributes, such as color, height, weight, or an image of the asset. New to 8.9 are custom attributes, where each campus can enter specific custom attributes for an asset. Creating new attributes is discussed later.

Unit: UWSTP Asset ID: 00000000003 1998 ford taurus Tag: 1145800 In Service

Location Find | View All First 1 of 1 Last

Effective Date: 10/24/2006 Effective Sequence:

Location: UWSTP UW Stevens Point

Address: Stevens Point

City: Stevens Point

County: Jurisdiction:

State: WI Wisconsin Sector:

Country: USA United States Postal:

Geocode:

Document:

Building: Longitude:

Floor #: Latitude:

Room#: Authorization

Status: Date:

Name:

Comments

Physical and Custom Attributes

Image

Click on the arrow to expand the section.



Comments Find | View All First 1 of 1 Last

Date/Time: 09/19/2000 11:26:04AM

Name: Ketter, Brett

Comment:

P.O. D060422 Lacoste and Romberg Gravimeter						
FiscalYear	Fund	Account	FundingUDDS	Activity	ExpenditureClassCode	
63	133	D060422	B340623 4	4074	\$10,000.00	

Comments section expanded.

Physical and Custom Attributes Find | View All First 1 of 1 Last

Effective Date: 10/24/2006

Color:

Height: Height Units:

Width: Width Units:

Length: Length Units:

Weight: Weight Units:

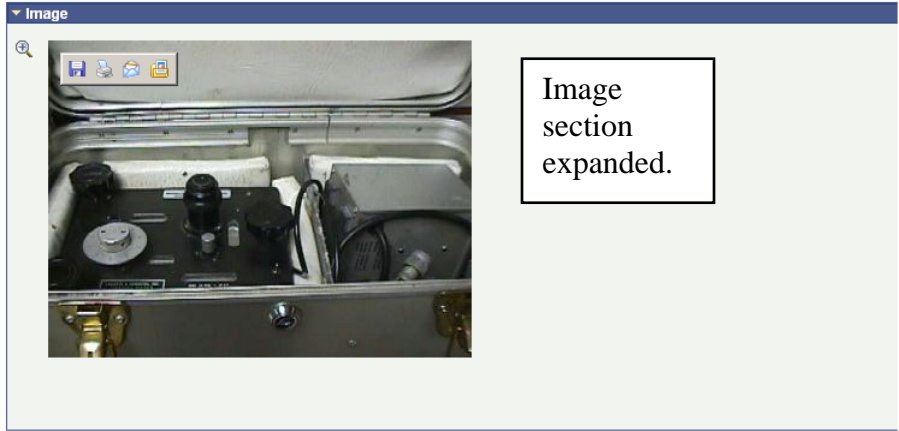
Capacity: Capacity Units:

Power Rating: Power Rating Units:

Custom Attributes

Attribute	Attribute Name	Value	UOM

Physical and Custom Attributes expanded.



Manufacturer/License/Custodian – Record custodial information, maintain license information and keep track of information about and from the manufacturer.

Click on the arrow to expand or collapse the section.

Asset Information 2 | Asset Acquisition Detail | Location/Comments/Attributes | **Manufacturer/License/Custodian**

Unit: UWMIL Asset ID: 000000000003 Winch System, Oceanographic Tag: M0005078 Disposed

**Manufacturer Information**

Serial ID: 560103  
 Manufacturer ID:   
 Manufacturer Name:   
 Model:   
 Product Version:  Production Date:   
 Plant:  Contact:   
 VIN:  SKU:

**License Information**

**Custodian Information** Find | View All First 1 of 1 Last

Effective Date: 09/15/2000 Effective Sequence: 0  This Asset is Offsite  
 Custodian: Location, Lake Michigan  
 EmpID:

**Authorization**

Status: Not Auth. Date:   
 Name:

Fund Code:   
 Department: 343100 Water Institute  
 Program Code:   
 Class Field:   
 Project:

Asset Custodian can be different then the Chartfield string entered when the asset was created.

Enter the information needed in each of these pages. The more information that is defaulted in the Asset Profile, the less that needs to be manually entered on these pages. Notice that there are many pages with + - , giving the ability to add multiple entries. For example, if there is a need to add a second comment, press the plus button and add a second comment. Be sure to save the record when done entering the information on the asset.

## Adding and Maintaining Leases

Leases are entered in much the same way as purchased assets; the only difference is that additional information needs to be entered, such as lease terms and estimated useful life of the asset.

**Navigation: Asset Management>Asset Transactions>Leased Assets>Express Add**

The pages used to add and maintain capital lease information are:

Definition – Shows basic lease information.

Definition		Cost		Payment Schedule	
Unit:	UWSTP	Asset ID:	NEXT		
Profile ID:	LEASE	Trans Date:	10/24/2006		
Description:	Konica Minolta BusHub c250	Acctg Date:	10/24/2006		
CAP #:		Seq #:		Trans Code:	
Asset Type:		Subtype:		Currency:	USD
Serial ID:		Tag Number:		Rate Type:	CRRNT
▶ Lease Information					
<b>Lease Term</b>					
Lease Term:	36	Periods	Minimum Rental Payment (MRP):	153.45	
Estimated Life:	72	Periods	Minimum Lease Payments (MLP):	0.00	
Interest Rate (%):	5.653		Present Value Lease Payments:	0.00	
Borrowing Rate(%):			Capitalized Lease Amount:	0.00	
Payment Schedule ID:	Month End Payment Schedule		Interim Rent (Monthly):	0.00	
Fair Market Value:	0.00		<input type="checkbox"/> Capitalize Interim Rent	Calculate	
Guaranteed Residual Value:	0.00		<b>Lease Payment Type</b>		
<input type="checkbox"/> BPO			<input type="radio"/> Advance <input checked="" type="radio"/> Arrears		
<input type="checkbox"/> BRO			<b>Lease Type</b>		
<input type="checkbox"/> Transfer Ownership end lease			<input checked="" type="radio"/> Capital <input type="radio"/> Operating <input type="button" value="Verify"/>		
<input type="checkbox"/> Step lease					

Enter the following information about the lease on the Definition page:

**Profile ID-** Enter an ID if you want to use the default information from an asset profile to define this asset. You must enter a profile ID for a capital lease because all depreciation information is stored in the profile ID. A profile ID is not required for an operating lease, since no depreciation is calculated for an operating lease.

**Description** – Enter a lease description

**Trans Date** (transaction date) and **Acctg Date** (accounting date) - Enter a transaction date and accounting date for the lease. For leases, the payment date is based on the transaction date. For example, if a lease begins in October and you need to start the payments in the same month, enter a transaction date of October 1. The accounting date has no bearing on the payment date.

**Serial ID and Tag Number** – If this information is available and you want to track it, enter it here.

**Lease Term** - Enter the number of periods in this lease.

**Estimated Life** - The number of periods that you entered in Lease Term field appears by default. You can change this value.

**Interest Rate (%)** - Enter the interest rate calculated by UWSA for determine the present value of lease payments.

**Fair Market Value** - Enter the fair market value (if known). The system uses the fair market value to verify the lease type (Capital vs. Operating). The system calculates the capitalized lease amount using the lesser of the Present value of Lease Payments and Fair Market Value field values. If the Present value of Lease Payments is less than the fair market value, the capitalized lease amount equals the present value of the MLP. If the fair market value is less than the Present value of Lease Payments, the capitalized lease amount equals the fair market value. You may want to change the interest rate so that the net present value equals the fair market value. If you do not enter a fair market value, the capitalized lease amount equals the present value of the MLP.

**Guaranteed Residual Value** - Calculates depreciation based on the amount of the residual value of the leased asset guaranteed by the lessee to the lessor and considered as part of the minimum lease payments.

**BPO** (bargain purchase option) - Select if this lease includes a bargain purchase option, which represents a payment by the lessee to the lessor at the end of the lease term, allowing the lessee to obtain title to the leased property.

**BRO** (bargain renewal option) - Select if this lease includes a bargain renewal option, which requires a payment if the lease agreement grants the lessee the right to renew or extend the lease. If the agreement specifies that the lease must be renewed or extended, a penalty might be required for failure to renew.

**Transfer Ownership end lease** - Check if there is an ownership transfer of the asset at the end of the lease period.

**Lease Type** – Select Capital or Operating Lease. Press the Verify button for the system to verify the choice made is correct

Press the Calculate button for the system to calculate the Minimum Lease Payments, Present Value Lease Payments, and Capitalized Lease Amount.

**Cost Page** – This is where you enter the cost and salvage values for this asset. Some information entered on the Definition page will be seen here now. Enter the Chartfields used for this lease.

Definition Cost **Payment Schedule**

Unit: UWSTP Asset ID: NEXT Konica Minolta BusHub c250 Status: In Service

Lease Book: CAPITAL Capital Currency: USD

**Asset Cost Information** Customize | Find | First 1 of 1 Last

Cost Chartfields Depreciation

Quantity Cost Salvage Value Category CT

1.0000 5,070.22 USD 0.00 USD

**Asset Cost Information** Customize | Find | First 1 of 1 Last

Cost Chartfields Depreciation

Fund Dept Program Class Project

Enter funding on Chartfield tab

**Payment Schedule** – This is where you view the payment schedule that was calculated when you selected the Calculate button on the definition page.

Definition Cost **Payment Schedule**

Unit: UWSTP Asset ID: NEXT Konica Minolta BusHub c250 Status: In Service

Lease Book: CAPITAL Capital Currency: USD

**Payment Schedule** Customize | Find | View All | First 1-8 of 36 Last

	Payment Date	Payment Total		Interest Expense	Obligation Reduction	Payment Type		
1	10/31/2006	153.45	USD	23.88	129.57	N	+	-
2	11/30/2006	153.45	USD	23.27	130.18	N	+	-
3	12/31/2006	153.45	USD	22.66	130.79	N	+	-
4	01/31/2007	153.45	USD	22.05	131.40	N	+	-
5	02/28/2007	153.45	USD	21.43	132.02	N	+	-
6	03/31/2007	153.45	USD	20.80	132.65	N	+	-
7	04/30/2007	153.45	USD	20.18	133.27	N	+	-
8	05/31/2007	153.45	USD	19.55	133.90	N	+	-

## Retiring Assets

Assets are retired when they are either disposed of or no longer in use. When you retire an asset, Asst Management creates all the necessary journal entries to remove the asset's financial information. Retired assets can be reinstated at any time within the system. If the asset is not fully depreciated, depreciation will start up again from the date it is reinstated.

When an asset is retired, the asset is taken off the books after the retirement has been fully processed and accounting entries have been created. No further depreciation accrues for this asset.

**Navigation: Asset Management>Asset Transactions>Asset Disposal>Retire/Reinstate Asset**

Retire Assets **Other Options** By Chartfield

Unit: UWWTW Asset ID: 00000000787 2004 Crown Victoria Police Car Tag: 151093 In Service

Trans Date: 01/18/2005 Acctg Date: 01/18/2005 Rate Type: CRRNT

Book		Find   View All	First	1 of 1	Last
Book Name:	CAPITAL Capital	Base Currency:	USD	As Of:	01/18/2005
Retire As:	Retirement by Sale <input type="button" value="Go"/> <input type="button" value="Reinstate"/>	Quantity:	1.0000	Cost:	20,444.950
<input type="checkbox"/> Copy Changes to Other Books					
Retirement		Find   View All	First	1 of 1	Last
'Disposal Code:	Retirement by Sale	Date/Time:	01/18/05 9:47:53AM	Ret Status:	New
Quantity:	-1.0000 <input type="button" value="↺"/>	Retirement Amt:	-20,444.950	USD	
Removal Cost:	0.000 RC Curr: USD	Base Removal Cost:	0.000		
Proceeds:	0.000 Pr Curr: USD	Base Proceeds:	0.000		
Convention:	Actual Month	Accum Depr:	0.000		
Trans Code:		Gain/Loss:	0.000		
Retire Option:	Calculate Gain/Loss				

[Retire Assets](#) | [Other Options](#) | [By Chartfield](#)

The following fields should be reviewed to ensure accuracy:

**Trans Date (Transaction Date)** – The Transaction Date reflects the date the retirement actually took place. Usually, this will take place before you enter it in SFS. The transaction date determines how much of the depreciation taken in SFS has to be recovered.

**Acctg Date (Accounting Date)** – The accounting date determines when the retirement transaction is posted to the general ledger.

**Retire As** – Specify the type of retirement transaction to process by selecting from the list of disposal codes. Use Retirement by Sale or Abandonment.

Press the Go button, and the asset will be retired. Conversely, to reinstate an asset already retired, press the Reinstate button.

## Additional Features

### Search for an Asset

PeopleSoft has added a Search for an Asset feature that allows you to search for assets based on specific criteria. From these search results, you can drill down to details in the Asset Management System.

**Navigation: Asset Management>Search for an Asset.**

## Search for an Asset

**Asset Search Criteria**

Unit:  Book:  Parent ID:   
 Category:  Location:  Group ID:   
 Asset ID:  Asset Status:  Impairment Processing:   
 Tag Number:  Profile ID:   Hazardous Asset  
 Serial ID:  [Additional Search Criteria](#) [Chartfield Search Criteria](#)

**Acquisition Details**

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

**Retrieve**

Cost Information  Acquisition Information  Location  Non Capital Asset  Custodian  Lease [Hint](#)

Enter any combinations of data to narrow down the search. The only required criteria is the business unit. You can retrieve additional information by clicking checkboxes under the 'Retrieve' section (Cost Information, etc.) Press the  to see the results.

Drill-Down To:

**Search Results - Select One Asset to Continue**

Unit	Asset ID	Description	Asset Type	Asset Subtype	Status
<input type="radio"/>	UWWTW 000000000001	HP Printer	Equipment	EQUIPMENT	In Service
<input type="radio"/>	UWWTW 000000000389	NEC Projector	Equipment	EQUIPMENT	In Service
<input type="radio"/>	UWWTW 000000000563	HP Laserjet 8150	Equipment	EQUIPMENT	In Service
<input type="radio"/>	UWWTW 000000000758	IR3300 Copier	Other	OTHER	In Service

Drill-Down To:

- Select Component ---
- Asset Accounting Entries
- Asset Basic Information
- Asset Cost Adjust/Transfers
- Asset Cost History
- Asset Depreciation
- Asset Retirements
- Copy Asset
- Define Tax/Depr Criteria
- Print an Asset

Basic information will appear for all assets that meet the criteria entered. The different tabs will show information for each asset, or you can select one asset by clicking the radio button, select one of the Drill-Down selections, then press GO. A new window will open with the corresponding Asset Management screen.

## Copy an Asset

This feature can save time when creating an asset if the financial and physical information of an existing asset is similar to the new one.

**Navigation:** Asset Management>Asset Transactions>Owned Assets>Copy Existing Asset

### Copy Asset

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Business Unit: [=] UWOSH

Asset Identification: [begins with] 00000000498

Tag Number: [begins with]

Parent ID: [begins with]

Description: [begins with]

Asset Status: [=]

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Enter Business Unit and the Asset ID of the asset you would like to copy and click Search:

**Create Asset Copies**

Business Unit: UWOSH

Original Asset ID: 00000000498 Grand Piano

Currency: USD \*Rate Type: CRRNT

Number of Asset Copies to create: 1 [Create Assets](#)

**Asset Copy Options**

Asset Acquisition Info  Asset Comments  Asset License/Register Info  Asset Non Capitalized Cost  
 Asset Attributes Info  Asset Lease Info  Asset Maintenance Info  Asset Warranty Info  
 Asset Insurance Info  Asset Inspection Info

**Asset**

\*Asset ID: NEXT Description: Parent ID:   
 Taggable Asset Tag Number: Serial ID:

**Book** Find | View All First 1 of 1 Last

Book: CAPITAL Capital Base Currency: USD

**Cost** Customize | Find | View All First 1 of 1 Last

Quantity	Cost	Salvage Value	Category	CT
1.0000	7,700.00	0.00	USD EQUIP	

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

Choose any Asset Copy Options, change Cost or Chartfield data if necessary, click Create Assets and Save to complete asset copy.

Verify the asset has been created by searching in Basic Add.

## Asset Processing

When assets or leases are entered in SFS, no processing takes place. Processes must be run periodically to calculate depreciation, create accounting entries, and journal generate information. Asset management will create journals that go into the REPORTS ledger. Following is a list of transactions that should be run periodically.

### Month End Processing Checklist – Asset Management

Month-End Procedures	Menu	Process
<p><b>Verify Open Transactions</b> It is a good idea to review to make sure the open transactions match expectations</p>	AM > Depr > Open Transactions > Review	
<p><b>Run Calculate Depreciation</b> You must run the depreciation calculation process to calculate depreciation for every transaction you perform against an asset.  Run this process as often as you like</p>	AM > Depr > Processing > Calculate	AMDPCALC
<p><b>Load Depreciation Reporting Tables</b>  OPTIONAL – USED FOR DELIVERED REPORTS Should run this every time you run AMDPCALC to ensure the reports are showing accurate information</p>	AM > Financial Reports > Load Reporting Tables > Depr Reporting Tables	DEPR_RPT
<p><b>View Depreciation Summary</b>  OPTIONAL – Good idea to spot check before creating accounting entries</p>	AM > Depr > Review Depr Info > Asset Depr	
<p><b>Create Accounting Entries</b> Entries may be reviewed at AM&gt;Accounting Entries&gt;Review Financial Entries <i>May prefer to process Calculate Depreciation &amp; Create Accounting Entries daily</i> <b>Note: Must Run Depreciation Close to Create Accounting Entries (See Next Step).</b></p>	AM > Accounting Entries > Create Accounting Entries	AMAEDIST

<p><b>Run the Depreciation Close</b>  The Depreciation Close process generates period depreciation accounting entries for all depreciable assets in a particular accounting period, including lease payments and offset accounts for the period. Run this process only for an accounting period that has not yet been closed. This process can be reversed or rerun if errors are detected in the results.</p> <p><i>This is where the depreciation entries are created. This along, with the journal generator, gives you the depreciation. To check this out, go to view asset accounting entries for an asset in SFS, run this process, then view the entries again, you should have DPR shown now for the period processed. This will have to be run for every period.</i></p>	AM > Accounting Entries > Close Depr	AMDPCLOS
<p><b>View Asset Accounting Entries</b>  The Asset Accounting Entry page is used to review accounting entries that have been created during asset processing, such as additions, transfers, depreciation, and so forth.</p>	AM > Accounting Entries > Review Financial Entries	
<p><b>Close Accounting Period for AM</b>  Once you have created accounting entries for an accounting period, you should close it to ensure that you do not over depreciate for the period.</p> <p>Once the period has been closed, you will not be able to create additional depreciation-related accounting entries for it.</p>	AM > Accounting Entries > Close Accounting Period	
<p><b>Run Journal Generator</b>  Select AMDEFN Accounting Definition Name to limit entries to AM. Limit BU selection to your business unit. Ledger Group must be REPORTS.  <i>May prefer to process weekly or daily</i></p>	GL > Journals > Subsystem Journals > Generate Journals	FS_JGEN
<p><b>Edit &amp; Post Journals</b></p>		GLPPPOST

AM = Asset Management

Depr = Depreciation

## Verify Open Transactions

Activity: View open transactions

Navigation: **Asset Management>Depreciation>Open Transactions>Review**

### Open Transactions

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

---

**Business Unit:** [=]

**Asset Identification:** [begins with]

**Asset Book Name:** [begins with]

**Transaction Date:** [=]

**Accounting Date:** [=]

**Transaction Type:** [=]

**Depreciation Calc Status:** [not =]

**Acctg Entry Creation Status:** [=]

**Reporting Process Status:** [=]

**Group Consolidation Status:** [=]

[Basic Search](#) [Save Search Criteria](#)

### Search Results

[View All](#)

<u>Business Unit</u>	<u>Asset Identification</u>	<u>Asset Book Name</u>	<u>Date/Time Stamp</u>	<u>Transaction Date</u>	<u>Accounting Date</u>	<u>Transaction Type</u>	<u>Depreciation Calc Status</u>	<u>Acctg Entry Creation Status</u>
UWGBY	000000000028	CAPITAL	08/23/2006 3:07:13PM	06/26/2006	08/01/2006	Retirement	Pending	Pending

Conduct a Search of Asset Management by business unit (required) and any other criteria to narrow the field to just open items. The system keeps track of each asset and its status, so to determine the assets that need depreciation processing, change the Depreciation Calc Status to: not = Completed Depreciation. The pending transactions will be shown.

## Run Calculate Depreciation

You must run the depreciation calculation process to calculate depreciation for every transaction you perform against an asset. **Run this process as often as you like.**

Activity: Run Depreciation Calculate

Navigation: Asset Management>Depreciation>Processing>Calculate

**Depreciation Calculation**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

**Search by:** Run Control ID begins with

Case Sensitive

**Search** [Advanced Search](#)

**Search Results**  
[View All](#) First 1-100 of 134 Last

Run Control ID	Language Code
<a href="#">88_AM_ACCT_ENTRIES</a>	English
<a href="#">88_AM_Asset_Acquisitions</a>	English
<a href="#">88_ASSET_ACQUISITIONS</a>	English
<a href="#">88_DEPR_CALC</a>	English
<a href="#">88_DEPR_CLOSE</a>	English
<a href="#">88_JOURNAL_GEN_AM</a>	English
<a href="#">88_JOUR_GEN_AM</a>	English

Find or Create a Run Control to do Depreciation Calculation

The following page will display after selecting '88\_DEPR\_CALC'.

**Run Depreciation Calculation**

Run Control ID: 88\_DEPR\_CALC [Report Manager](#) [Process Monitor](#) **Run**

**Request** Find | View All First 1 of 1 Last

'Request ID:  Process Frequency:  Delete Stage Row:  + -

Unit:

Book Name:

From Asset ID:   To Asset ID:

**Save** **Notify** **Refresh** **Add** **Update/Display**

Make sure to change the Process Frequency to Always, and enter your Business Unit and book name (we only use CAPITAL for assets with depreciation), then click SAVE. By leaving 'From Asset ID' and 'To Asset ID' fields blank, you will calculate depreciation on all valid assets.



Asset Depreciation Period Depreciation

Unit: UWOSH Asset ID: 00000000500 Editing Video Recorder Status: In Service

Book: CAPITAL Capital Currency: USD

Depreciation Attributes

Net Book Value

Cost: 7,560.00 As Of Fiscal Year: 2006 Period: 7

Salvage Value: 0.00

Accum Depr: 4,331.25

Net Book Value: 3,228.75 Calculate NBV

Yearly Depreciation

Year	Depreciation Amt	Oper Unit	Fund	Dept	Program	Class	Project	Category	Cost Type
2003	1,890.00		102	033100	2	B0019		EQUIP	
2004	945.00		102	033100	2	B0019		EQUIP	
2005	945.00		102	033100	2	B0019		EQUIP	
2006	945.00		102	033100	2	B0019		EQUIP	
2007	945.00		102	033100	2	B0019		EQUIP	
2008	945.00		102	033100	2	B0019		EQUIP	
2009	945.00		102	033100	2	B0019		EQUIP	

Save Return to Search Notify

Asset | Depreciation | Period Depreciation

Select a year to review and click on the year such as 2004 to view monthly depreciation charges for the year.

The next steps are to Create Accounting Entries and Run the Depreciation Close process.

### Create Accounting Entries

This process will create entries for any non-depreciation related transactions such as asset additions or retirements.

Activity: Create Accounting Entries

Navigation: Asset Management>Accounting Entries>Create Accounting Entries

Enter a Run Control ID and the following page will display:

Create Accounting Entries

Run Control ID: TESTSL8 Report Manager Process Monitor Run

\*Request ID: 1 Process Frequency: Always

\*Unit: UWOSH  Cost Summarize

\*Book Name: CAPITAL Currency: USD

From Asset ID: To Asset ID:

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

Enter your Business Unit, select Capital for Book Name, and click RUN:

### Process Scheduler Request

User ID: L7V Run Control ID: TESTSL8

Server Name: PSUNX Run Date: 07/11/2007  
Recurrence: Run Time: 11:39:26AM [Reset to Current Date/Time](#)  
Time Zone:

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Accounting Entry Creation.	AM_AMAEDIST	Application Engine	Web	TXT	<a href="#">Distribution</a>

OK Cancel Refresh

Select server 'PSUNX' and click 'OK' to run the process. Go to Process Monitor to track the status.

### Run the Depreciation Close

The Depreciation Close process generates period depreciation accounting entries for all depreciable assets in a particular accounting period, including lease payments and offset accounts for the period. Run this process only for an accounting period that has not yet been closed. This process can be reversed or rerun if errors are detected in the results.

Activity: Run Depreciation Close

Navigation: Asset Management>Accounting Entries>Close Depreciation

Enter a Run Control ID and the following page will display:

**Run Depreciation Close Process**

Run Control ID: 88\_DEPR\_CLOSE [Report Manager](#) [Process Monitor](#) [Run](#)

**Request** Find | View All First 1 of 1 Last

\*Request ID: 1 Process Frequency: Always  
 Process in Parallel

\*Unit: UWOSI  
\*Book Name: CAPITAL Currency: USD  
\*Fiscal Year: 2004 \*Period: 13

**Options**

Rerun depreciation close  
 Reverse Posted Entries  
 Create budgeted depreciation  
 Process a range of assets

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

Note: you can only run 'Depreciation Close' for one month at a time. If you have a problem, you must reverse posted entries and then rerun the depreciation close. If this should occur, you should contact UWSA to work through the problem.

Click 'RUN' and select server 'PSUNX' and click 'OK' to run the process. Go to Process Monitor to track the status.

## View Asset Accounting Entries

The Asset Accounting Entry page is used to review accounting entries that have been created during asset processing, such as additions, transfers, depreciation, and so forth.

Activity: View an Asset's Accounting Entries

Navigation: **Asset Management>Accounting Entries>Review Financial Entries**

### Asset Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Business Unit:** [=]

**Asset Identification:** [begins with]

**Tag Number:** [begins with]

**Parent ID:** [begins with]

**Description:** [begins with]

**Asset Status:** [=]

Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

Selected Asset# 00000000500 and all the accounting entries display in date sequence.

List	Detail																																																																																																																																																																			
Unit: UWOSH Asset ID: 000000000500 Editing Video Recorder Tag: 84070 In Service <span style="float: right;">Main Content</span>																																																																																																																																																																				
Book Name: CAPITAL Capital Base Currency: USD <span style="float: right;">Find   View All First 1 of 1 Last</span>																																																																																																																																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Accounting Lines</th> <th>Chartfields</th> <th>Journal</th> </tr> </thead> <tbody> <tr> <th>Acctg Date</th> <th>Trans Type</th> <th>Account</th> <th>Fund Code</th> <th>Department</th> <th>Program Code</th> <th>Class Field</th> <th>Project</th> <th>Amount</th> <th>Detail</th> </tr> <tr> <td>1 07/02/2002</td> <td>ADD</td> <td>6600</td> <td>102</td> <td>033100</td> <td>2</td> <td>B0019</td> <td></td> <td>7,560.00</td> <td><a href="#">Detail</a></td> </tr> <tr> <td>2 07/02/2002</td> <td>ADD</td> <td>8210</td> <td>102</td> <td>033100</td> <td>2</td> <td>B0019</td> <td></td> <td>-7,560.00</td> <td><a href="#">Detail</a></td> </tr> <tr> <td>3 07/31/2002</td> <td>DPR</td> <td>3996</td> <td>102</td> <td>033100</td> <td>2</td> <td>B0019</td> <td></td> <td>-78.75</td> <td><a href="#">Detail</a></td> </tr> <tr> <td>4 07/31/2002</td> <td>PDP</td> <td>3996</td> <td>102</td> <td>033100</td> <td>2</td> <td>B0019</td> <td></td> <td>-945.00</td> <td><a href="#">Detail</a></td> </tr> <tr> <td>5 07/31/2002</td> <td>DPR</td> <td>6690</td> <td>102</td> <td>033100</td> <td>2</td> <td>B0019</td> <td></td> <td>78.75</td> <td><a href="#">Detail</a></td> </tr> <tr> <td>6 07/31/2002</td> <td>PDP</td> <td>6690</td> <td>102</td> <td>033100</td> <td>2</td> <td>B0019</td> <td></td> <td>945.00</td> <td><a href="#">Detail</a></td> </tr> <tr> <td>7 08/31/2002</td> <td>DPR</td> <td>3996</td> <td>102</td> <td>033100</td> <td>2</td> <td>B0019</td> <td></td> <td>-78.75</td> <td><a href="#">Detail</a></td> </tr> <tr> <td>8 08/31/2002</td> <td>DPR</td> <td>6690</td> <td>102</td> <td>033100</td> <td>2</td> <td>B0019</td> <td></td> <td>78.75</td> <td><a href="#">Detail</a></td> </tr> <tr> <td>9 09/30/2002</td> <td>DPR</td> <td>3996</td> <td>102</td> <td>033100</td> <td>2</td> <td>B0019</td> <td></td> <td>-78.75</td> <td><a href="#">Detail</a></td> </tr> <tr> <td>10 09/30/2002</td> <td>DPR</td> <td>6690</td> <td>102</td> <td>033100</td> <td>2</td> <td>B0019</td> <td></td> <td>78.75</td> <td><a href="#">Detail</a></td> </tr> <tr> <td>11 10/31/2002</td> <td>DPR</td> <td>3996</td> <td>102</td> <td>033100</td> <td>2</td> <td>B0019</td> <td></td> <td>-78.75</td> <td><a href="#">Detail</a></td> </tr> <tr> <td>12 10/31/2002</td> <td>DPR</td> <td>6690</td> <td>102</td> <td>033100</td> <td>2</td> <td>B0019</td> <td></td> <td>78.75</td> <td><a href="#">Detail</a></td> </tr> <tr> <td>13 11/30/2002</td> <td>DPR</td> <td>3996</td> <td>102</td> <td>033100</td> <td>2</td> <td>B0019</td> <td></td> <td>-78.75</td> <td><a href="#">Detail</a></td> </tr> <tr> <td>14 11/30/2002</td> <td>DPR</td> <td>6690</td> <td>102</td> <td>033100</td> <td>2</td> <td>B0019</td> <td></td> <td>78.75</td> <td><a href="#">Detail</a></td> </tr> <tr> <td>15 12/31/2002</td> <td>DPR</td> <td>3996</td> <td>102</td> <td>033100</td> <td>2</td> <td>B0019</td> <td></td> <td>-78.75</td> <td><a href="#">Detail</a></td> </tr> </tbody> </table>		Accounting Lines	Chartfields	Journal	Acctg Date	Trans Type	Account	Fund Code	Department	Program Code	Class Field	Project	Amount	Detail	1 07/02/2002	ADD	6600	102	033100	2	B0019		7,560.00	<a href="#">Detail</a>	2 07/02/2002	ADD	8210	102	033100	2	B0019		-7,560.00	<a href="#">Detail</a>	3 07/31/2002	DPR	3996	102	033100	2	B0019		-78.75	<a href="#">Detail</a>	4 07/31/2002	PDP	3996	102	033100	2	B0019		-945.00	<a href="#">Detail</a>	5 07/31/2002	DPR	6690	102	033100	2	B0019		78.75	<a href="#">Detail</a>	6 07/31/2002	PDP	6690	102	033100	2	B0019		945.00	<a href="#">Detail</a>	7 08/31/2002	DPR	3996	102	033100	2	B0019		-78.75	<a href="#">Detail</a>	8 08/31/2002	DPR	6690	102	033100	2	B0019		78.75	<a href="#">Detail</a>	9 09/30/2002	DPR	3996	102	033100	2	B0019		-78.75	<a href="#">Detail</a>	10 09/30/2002	DPR	6690	102	033100	2	B0019		78.75	<a href="#">Detail</a>	11 10/31/2002	DPR	3996	102	033100	2	B0019		-78.75	<a href="#">Detail</a>	12 10/31/2002	DPR	6690	102	033100	2	B0019		78.75	<a href="#">Detail</a>	13 11/30/2002	DPR	3996	102	033100	2	B0019		-78.75	<a href="#">Detail</a>	14 11/30/2002	DPR	6690	102	033100	2	B0019		78.75	<a href="#">Detail</a>	15 12/31/2002	DPR	3996	102	033100	2	B0019		-78.75	<a href="#">Detail</a>
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Click on the Chartfields or Journal tabs to see more specific information related to the financial entries.

Click on 'Detail' at the end of line and the following page will display more information about transactions including the Journal ID that created the transaction.

**List**      **Detail**

**Unit:** UWOSH   **Asset ID:** 000000000500   **Editing Video Recorder**      **Tag:** 84070      **In Service**

**Book**      **Book Name:** CAPITAL      **Capital**      **Base Currency:** USD      [Find](#) | [View All](#)      [First](#) | 1 of 1 | [Last](#)

**Details**      [Find](#) | [View All](#)      [First](#) | 1 of 108 | [Last](#)

**Tran Amt:** 7,560.00      **Currency:** USD      **\*Acctg Date:** 07/02/2002

**Amount:** 7,560.00      **Distribution Status:** D

**\*Category:** EQUIP      Equipment      **Distribution Type:** Fixed Asset

**Cost Type:**

**Account:** 6600

**Fund Code:** 102      Gen Prog Ops-Non Doc Cluster

**Department:** 033100      Radio/Tv/Film

**Program Code:** 2      Instruction

**Class Field:** B0019      Arts & Communication Center

**Project:**

**Affiliate:**

**PC Business Unit:**

**Trans Type**

**Date/Time:** 07/28/2003 10:13:51AM      **User:** PS/AM

**\*Trans Type:** Addition      **Trans Code:**

**Journal ID**

**GL Unit:** UWOSH      **Ledger Grp:** REPORTS      **Ledger:** REPORTS      **Date:** 07/02/2002      [PS/GL Drill](#)

**Journal ID:** AM00146848      **Instance:** 2897038      **\*Template:** ADDASSET      Asset Additions

[Save](#)   [Return to Search](#)   [Notify](#)   [Refresh](#)

### Close Accounting Period for AM

Once you have created accounting entries for an accounting period, you should close it to ensure that you do not over depreciate for the period.

**Once the period has been closed, you will not be able to create additional depreciation-related accounting entries for it.**

Activity: Close an Accounting Period

**Navigation: Asset Management>Accounting Entries>Close Accounting Period**

Enter Business Unit, Asset Book Name and click Search:

**Close Asset Accounting Period**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Business Unit:** begins with [v] UWOSH [🔍](#)

**Asset Book Name:** begins with [v] CAPITAL [🔍](#)

[Search](#)   [Clear](#)   [Basic Search](#)   [Save Search Criteria](#)

The Close Asset Period page will display. The page displays all the periods that are closed. To close a period, fill in the Year and Period and click SAVE. The page and that period will be

added to the list of closed periods. Once you close the period, no more depreciation entries will be able to be entered for the period, and this cannot be reversed.

**Close Asset Period**

**Close Asset Accounting Period**

**Unit:** UWOSH      **Book Name:** CAPITAL

**\*Year:**       **\*Period:**

**Closed Accounting Periods** Find | [View All](#)    First  1-12 of 24  Last

Unit	Book Name	Year	Period
UWOSH	CAPITAL	2003	12
UWOSH	CAPITAL	2003	11
UWOSH	CAPITAL	2003	10
UWOSH	CAPITAL	2003	9
UWOSH	CAPITAL	2003	8
UWOSH	CAPITAL	2003	7
UWOSH	CAPITAL	2003	6
UWOSH	CAPITAL	2003	5
UWOSH	CAPITAL	2003	4
UWOSH	CAPITAL	2003	3
UWOSH	CAPITAL	2003	2
UWOSH	CAPITAL	2003	1

**Run Journal Generator**

Run Journal Generator and select AMDEFN Accounting Definition Name to limit entries to AM. Limit BU selection to your business unit. The Ledger to use with AM is the REPORTS ledger. May prefer to process weekly or daily.

Activity: Run Journal Generator

**Navigation: General Ledger>Journals>Subsystem Journals>Generate Journals**

Enter a Run Control ID and the following page will display. Complete the page as shown below, with Accounting Definition Name: **AMDFEN** and the Ledger Group: **REPORTS** and click **SAVE**.

## Generate Journals Request

Run Control ID: TESTSL8

[Report Manager](#) [Process Monitor](#)

**Run**

**Journal Processing Options**

Edit    Budget Check    Post

---

**Process Request Parameters** Find | View All   First 1 of 1 Last

**Process Frequency**

Once

Always

Don't Run

**Request Number:** 1

**\*SetID:** UWOSH

**\*Accounting Definition Name:** AMDEFN

**Application Business Unit:** UWOSH

**Ledger Group:** REPORTS

**Template:**

**\*From Date Option:** Begin Date - From Period   **From Date:**

**\*To Date Option:** End Date - To Period   **To Date:**

Leave a field blank to select all its values.

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

Click **RUN**, select **PSUNX** server and click **OK**.

**Edit and Post Journals to complete the process, if this was not done with the journal generator process.**

**Navigation: General Ledger>Journals>Journal Entry>Create/Update Journal Entries**

Find an Existing Value   **Add a New Value**

Use Saved Search:

**Business Unit:** UWWTW

**Journal ID:** begins with AM

**Journal Date:**

**Document Sequence Number:** begins with

**Line Business Unit:**

**Journal Header Status:** No Status - Needs to be Edited

**Budget Checking Header Status:**

**Source:** RRR

Search   Clear   [Basic Search](#)   [Save Search Criteria](#)   [Delete Saved Search](#)

**Search Results** View All   First 1-4 of 4 Last

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description
UWWTW	AM00160689	09/30/2006	0	(blank)	UWWTW	Edit Req'd	Not Chk'd	REPORTS	RRR	USD	0	0	0	Asset Depreciation
UWWTW	AM00161244	10/31/2006	0	(blank)	UWWTW	Edit Req'd	Not Chk'd	REPORTS	RRR	USD	0	0	0	Asset Lease Payment
UWWTW	AM00161245	10/31/2006	0	(blank)	UWWTW	Edit Req'd	Not Chk'd	REPORTS	RRR	USD	0	0	0	Asset Depreciation
UWWTW	AM00161246	01/30/2007	0	(blank)	UWWTW	Edit Req'd	Not Chk'd	REPORTS	RRR	USD	0	0	0	Asset Additions

## **Primary Asset Management Tables and Significant Fields from each table**

### **ASSET – Asset General Information**

#### **Fields**

BUSINESS\_UNIT - Business Unit  
ASSET\_ID - Asset Identification  
PARENT\_ID - Parent ID  
ASSET\_STATUS - Asset Status  
ACQUISITION\_DT - Acquisition Date  
ASSET\_CLASS - Asset Class  
LIFE - Useful Life

### **BOOK – Financial Book Information**

#### **Fields**

BUSINESS\_UNIT - Business Unit  
ASSET\_ID - Asset Identification  
BOOK - Asset Book Name  
IN\_SERVICE\_DT - In Service Date  
BEGIN\_DEPR\_DT - Begin Depr Date  
LIFE - Useful Life  
RETIRED\_SW - Retired

### **COST – Asset Cost Transactions**

#### **Fields**

BUSINESS\_UNIT - Business Unit  
ASSET\_ID - Asset Identification  
BOOK - Asset Book Name  
TRANS\_DT - Transaction Date  
RETIRE\_SW - Retirement Switch  
ACCOUNTING\_DT - Accounting Date  
COST - Total Cost  
SALVAGE\_VALUE - Salvage Value  
Chartfields (Fund, Department, etc.)

### **DEPRECIATION – Depreciation Transactions**

#### **Fields**

BUSINESS\_UNIT - Business Unit  
ASSET\_ID - Asset Identification  
BOOK - Asset Book Name  
FISCAL\_YEAR - Fiscal Year  
START\_PD - Start Period  
END\_PD - End Period  
DEPR - Depreciation Amt  
DEPR\_YTD - Year to Date Depreciation  
Chartfields (Fund, Department, etc.)

## DIST\_LN – Asset Management Accounting Entries

### Fields

BUSINESS\_UNIT - Business Unit  
ASSET\_ID - Asset Identification  
BOOK - Asset Book Name  
Chartfields (Fund, Department, etc.)  
ACCOUNTING\_DT - Accounting Date  
CATEGORY - Asset Category  
JOURNAL\_ID - Journal ID  
AMOUNT – Amount  
JOURNAL\_DATE - Journal Date  
OPRID - User ID  
LEDGER - Ledger  
FISCAL\_YEAR - Fiscal Year  
ACCOUNTING\_PERIOD - Accounting Period

## OPEN\_TRANS – Asset Management Open Transactions

### Fields

ASSET\_ID - Asset Identification  
BUSINESS\_UNIT - Business Unit  
BOOK - Asset Book Name  
TRANS\_DT - Transaction Date  
ACCOUNTING\_DT - Accounting Date  
OPRID - User ID

## ASSET\_ACQ\_DETAIL – Asset Acquisition Detail

### Fields

BUSINESS\_UNIT - Business Unit  
ASSET\_ID - Asset Identification  
DESCR - Description  
CAPITALIZATION\_SW – Capitalized  
AMOUNT – Amount  
Chartfields (Fund, Department, etc.)

## RETIREMENT – Asset Retirement

### Fields

BUSINESS\_UNIT - Business Unit  
ASSET\_ID - Asset Identification  
BOOK - Asset Book Name  
RETIREMENT\_DT - Projected Retirement Date  
CONVENTION - Convention  
RETIREMENT\_AMT - Retirement Amount  
ACCOUNTING\_DT - Accounting Date  
ACCUM\_DEPR - Accumulated Depreciation