

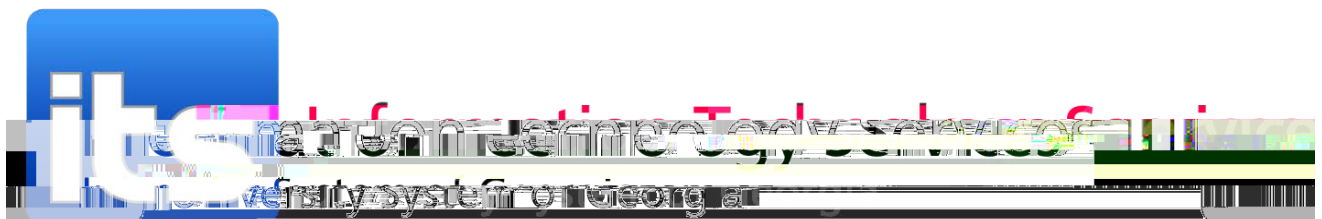


Asset Management (AM) Delta Training for PSFIN v9.2 Participant Guide

Version 1.0

Georgia FIRS Financials

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Lesson 1: Changes to Adding and Editing Assets

There are some new features when adding and editing assets. In version 9.2, it is now easier to add an asset with multiple asset acquisition detail rows. In addition, you can now attach a file to an asset, enter warranty and license data to an asset, and define an asset's physical attributes. Also, editing is now available in Asset Management. This feature allows the system to recognize when certain Chartfields need to be used together and generates an error message if other values are used. This is designed to help prevent errors when extracting data in ACTUALS to send to the FDM.

Also in version 9.2, there is a new way to add federally funded assets, as well as adding an asset that is less than \$3,000 but needs to be tracked for inventory purposes. And finally, you can use Express Add to add an asset quickly using profiles to provide data for an asset.

Add an Asset Using Basic Add

These instructions include steps on how to add an asset with multiple Chartstrings, how to attach a file, how to enter basic warranty and license data, and how to

Add an Asset Using Threshold ID

Use these steps to add an asset that has a cost of less than \$3,000 but still needs to be tracked for inventory purposes

Express Add an Asset

Combination Editing

Chartfield Combination Edits check that the Chartfields you enter on a transaction meet the defined rules for Valid Chartfield Combinations. The following Combination Edits are in place for the Capital Ledger:

Group	Description
ACCTBDREF	A valid Budget Reference is required for all accounts
ACCTFUND	A valid Fund Code is required for all accounts
FUNDDEPT	Fund Code 60000 requires a Department ID of 0000000, A0000099999, or E100000E200000
FUNDPROG	Fund Code 12210 requires a Program Code between 29000

After clicking OK, the system takes you to the Combo Edit page that details which rule was violated. Refer to the chart above to learn details about the rule and determine how to correct your Chartfield entries.

The screenshot shows the Oracle Combo Edit Errors page. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Express Add. The page title is "Combo Edit". The unit is "53000" and the asset ID is "NEXT". The tag is "ENTERPRISE" and the account is "165000". The error message is "Combo error for fields ACCOUNT/ BUDGET_REF in group ACCNBUDRF." The error is highlighted with a red box.

Line	Detail	Message Set Number	Message Number	Message Text	Asset ID	Book Name	Account
2	Detail	9600	31	Combo error for fields ACCOUNT/ BUDGET_REF in group ACCNBUDRF.	NEXT	ENTERPRISE	165000

AM Delta Train

Lesson 3: Processing Missing Assets

In PSFIN v9.2, Missing Assets are handled differently. Instead of using the Asset Status field to label an asset as missing, you will retire an asset when it is missing using the retirement code of "Missing." If your institution finds an asset within two years of being identified as missing, it can be reinstated. If it is not found within two years of being identified as missing, the institution can then reinstate it at that time and then retire it using the proper disposal code. The method of retiring assets prevents the missing asset from depreciating during that missing period. If the asset is found and reinstated, a prior period depreciation entry will be created to account for the missed depreciation during the missing time period.

Note: Only assets that are missing within that year period should have a disposal code of "Missing."

Retire an Asset as Missing

1. Navigation: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset
2. Enter or select Business Unit
3. Enter the Asset ID
4. Click Search
5. In the Retire As drop down menu, select Missing
6. Click the Go button
7. In the Trans Date field, enter the date that the asset was identified as missing
8. In the Acctg Date field, enter a date in the current, open accounting period
9. Click Save

Reinstate a Missing Asset and Retire It

If an asset is missing for more than two years and your institution had previously retired it as "Missing," then you should follow these procedures to reinstate it and then retire it under an appropriate retirement code.

1. Navigation: Asset Management

11. The Transaction Date should be the original date the asset was identified as missing
12. The Accounting Date should be in a current, open period
13. Click Save

- o Query provides a sum of MBV by Profile ID
- x BOR_AM_CAP_ACT_RECON
 - o Description: Compares JRNL_LN/LEDGER
 - o Query compares AM data between Journal and CAPITAL Ledger. User can create a pivot table to identify discrepancies.
- x BOR_AM_CAP_DTL_BQ
 - o Description: Det Trans in in AM Module
 - o Query is a listing of Asset Additions, Adjustments, and Retirements (data from Cost and Asset Acquisition Detail) by BOR_AM_CAP_DTL_BQ (P) 26 (D) 6 (M) 1 (B) 0 (C) 7 (M) 0 (C)

- o Description: SVP AM Transaction Detail
- o Old v8.9 Name BOR_SVP_AM_DTL
- o Query provides detail from AM for SVP items that should be charged to "7" accounts.
This can be compared to data from the ACTUALS ledger provided in
BOR_AM_SVP_ACTUALS_DTL.
- x BOR_AM_VCHR_ACCTG_LN_BQ
 - o

