State of Oklahoma

COR416

Asset Management – Reporting and Inquiry Manual

Office of Management & Enterprise Services

OKLAHOMA

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Document History

Document Revision	Date	Description
1.0	04/15/2013	Initial Document
1.1	06/17/2013	Update for Accessibility
2.0	05/01/2014	Upgrade Update
3.0	09/11/2024	Upgrade Update

System Overview

Asset Management provides a central repository for Asset Maintenance including Depreciation, Accounting Entries, Search Capabilities, Parent-Child Relationships, and related Reporting.

This manual describes the pages and functionality used to Inquire and Report on Assets and their historical transactions. Reports can be delivered reports with the system, custom reports specific to State of Oklahoma Agency requirements, or simple queries to assist in managing the daily mechanics of Asset Management maintenance.

Key Terms

Accounting Date

Date on the Asset that will determine when the Asset transaction will be posted to the General Ledger.

Asset Category

Groups assets together by major asset type for financial reporting purposes. Categories are Land, Land Improvements, Buildings, Infrastructure, Machinery and Equipment, IT Systems, Artifacts and Treasures. Asset category is required and included in the Profile ID.

Asset Class

Class defines assets within Asset Categories for internal reporting purposes. Classes are optional in Asset Management.

Asset ID

Each Asset in the system has a unique Asset ID assigned automatically when the asset is added. The Asset ID is the key number used by the system to track each individual asset. Use this number to search for a particular asset in the system and view or make changes.

Asset Financial Information

An Assets Financial information includes cost, quantity, useful life, and ChartField values.

Asset Management Book

Asset Books store financial information about an asset including cost, depreciation rules, and retirement rules. The state will support only one book called ‘STATE’.

Asset Management Business Unit

Each agency has one Asset Management Business Unit. The Business Unit is the 3-digit agency code, plus 00. For example, Office of Management and Enterprise Services is 09000.

Asset Physical Information

An Assets Physical information includes tag number, location, custodian, serial number, and Manufacturer ID.

Asset Subtype
Groups assets within Asset Types at a more granular level for internal reporting purposes. Subtypes are optional in Asset Management and are not included in the Profile ID.

Asset Type
Classifications to report assets within an asset category. Types are IT Hardware, IT Software, Equipment, Property, Fleet, Furniture, Facility, Intangibles, and Other. Asset type is required and included in the Profile ID.

ACFR Asset
A capital asset with a cost of $25,000 or more reportable on the Annual Comprehensive Financial Report (ACFR). The cost of individual assets acquired as part of a group to be used together, but can be used as a separate asset, must individually meet the $25,000 capitalization policy even though they are connected to other components of the group. Asset grouping is limited to individual components that cannot be used without being connected to other components. Refer to GAAP Package H, Reportable Capital Assets, under Key Terms for specific guidelines.

Consolidate
The process of combining more than one Receiver or Voucher lines into one Asset.

Cost Type
A Cost Type is used to differentiate between ACFR and non- ACFR assets. The cost type, in conjunction with category and asset transaction, will record the accounting entries needed by the ACFR group.

Custodian
The person responsible for or assigned the asset. The custodian is generally an employee but can be someone other than an employee.

Depreciation Calculation
Depreciation must be run to account for every transaction performed on an Asset. Assets added in AM are eligible for depreciation when they are Capitalized, either by manually keying an Asset in AM or by loading a Voucher into AM. Other financial transaction performed on an Asset, such as Adjustment, Transfer, Retirement, Reinstatement, Re-categorization, and Book Adjustment (adjustment to depreciation life), require depreciation to be recalculated

IT Asset
Telecommunication voice response systems and electronic information technology applications, including but not limited to mainframe computers, minicomputers, or microcomputers, word processing equipment, office automation systems, Internet, eGovernment, broadband, WI-FI or wireless networking, radios, including the interoperable radio communications system for state agencies, radio towers, projectors, TV's used as IT Monitors or part of audio visual conferencing systems, and Global Positioning Systems (GPS).

Interface ID
An Interface ID is assigned to each group of Asset load lines that you move in a batch to the Interface table during the Interface process.

Interface Table
The table between the Pre-AM tables and the Asset Management tables. This is where unitization and consolidation take place. This table holds Load Lines.

Load Lines
Load Lines are Receiver or AP Voucher lines, with Asset information, that are being interfaced from Purchasing and Accounts Payable respectively but are not yet Assets.

Location
The address of where the asset is physically located. The code can be a building or a site, or it can be more specific and include a wing, floor, room, etc. The state requires a location code for each asset.

Pre AM Table
The first interface table used by the system when creating Assets from Receiver or AP Voucher information. This table holds Load Lines.

Profile ID
Profile ID is a "template" for the Asset that defaults values into the asset used for grouping and depreciation processing. This includes Asset Category, Asset Type, Useful Life, and Depreciation Method and Convention.

Serialize
The process of assigning Serial Numbers to multiple Items on one Receiver Line so that the system can separate each Item as a unique Asset.

Tag Number
All Assets in the Asset Management system can have a Tag Number that matches the physical tag on the asset. It is a 10-digit field that will take alphanumeric characters.

Transaction Date
Date on the Asset that reflects the actual date the Asset transaction took place. In the case of a new Asset addition, this is the date the Asset was Acquired.

Unitize
The process of splitting one Receiver or Voucher line into multiple Assets.

Asset Groupings

Asset Category: (Required Field) Groups assets together by major asset type for financial reporting purposes.

Asset Profiles: (Required Field) A template containing default values for an Asset type. Default values include asset category, life (designated by the number in the profile ID), acquisition code, and asset type.

Asset Type: (Required Field and included in profiles) PeopleSoft delivered classification to report assets within an asset category. Types are IT Hardware (010), IT Software (020), Equipment (040), Property (050), Fleet (060), Furniture (080), Facility (090), Intangibles (100).

Useful Life: Estimated Useful Life of the Asset used in deprecation calculations.

Asset Category - Owned	Asset Profile	Asst Type	Useful Lives
ARTIF – Art and Artifacts	ART_ARTIF	Property	Non-Depreciable
LAND - Land	LAND	Property	Non-Depreciable
	ROW (Right of Way)	Property	Non-Depreciable
LDIMP – Land Improvements	PROPERTYXX *	Property	1, 5, 10, 15, 20, 25, 30, 40, 50
INFRA – Infrastructure	INFRASTRUCTURE30	Property	30
BLDG – Building	FACILITYXX	Facility	1, 5, 10, 15, 20, 25, 30, 40, 50, 60
ITSYS – IT Systems	HARDWAREXX	IT Hardware	1, 3, 5, 10, 20
	SOFTWAREXX	IT Software	1, 3, 5, 8
MA_EQ – Machinery & Equipment	EQUPXX	Equipment	1, 4, 5, 6, 7,8, 10, 15, 20
	FLEETXX	Fleet	1, 3, 4, 5, 6, 7, 8, 10, 12, 15, 20
	FURN_EQXX	Furniture	1, 5, 7, 10, 12

* XX – represents multiple Useful Life values for a Profile ID.

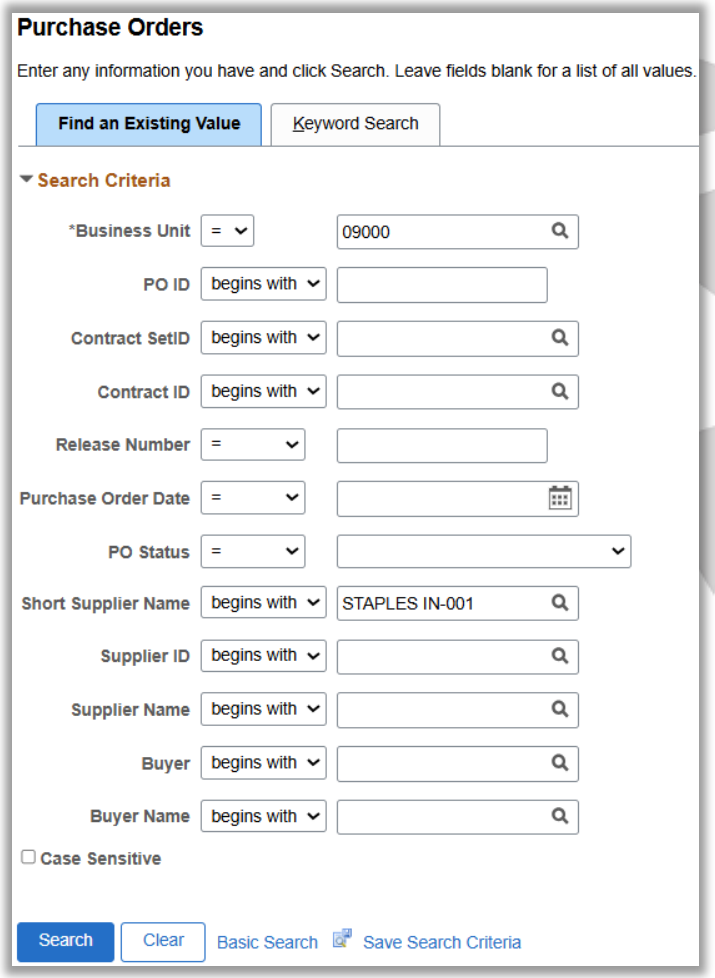
Review Asset Transactions

Transaction details for Assets created in the system are stored for review and reporting purposes. These transactions contain both Physical and Financial information from the Asset purchase and payment.

Assets can also be reviewed for Parent-Child properties, Net Book Value (for Federal and ACFR Assets), and Retirement activity. Review pages in the system are display only and provide a 'Historical' look at the transactions that make up the history for a particular Asset. Generally, these pages are used to research an Asset to determine how, when, and why an Asset has been created.

Review Purchase Orders

Navigation: Asset Management > Asset Transactions > Acquisition Details > Review Purchase Orders > Find an Existing Value



Business Unit – The Agency in which the Asset Purchase Order was created. This will also be the Asset Management Business Unit.

PO ID – Populate with the Purchase Order number if known.

Purchase Order Date – Use to search by date or date range if PO ID is unknown. This could result in multiple Assets matching the date search criteria.

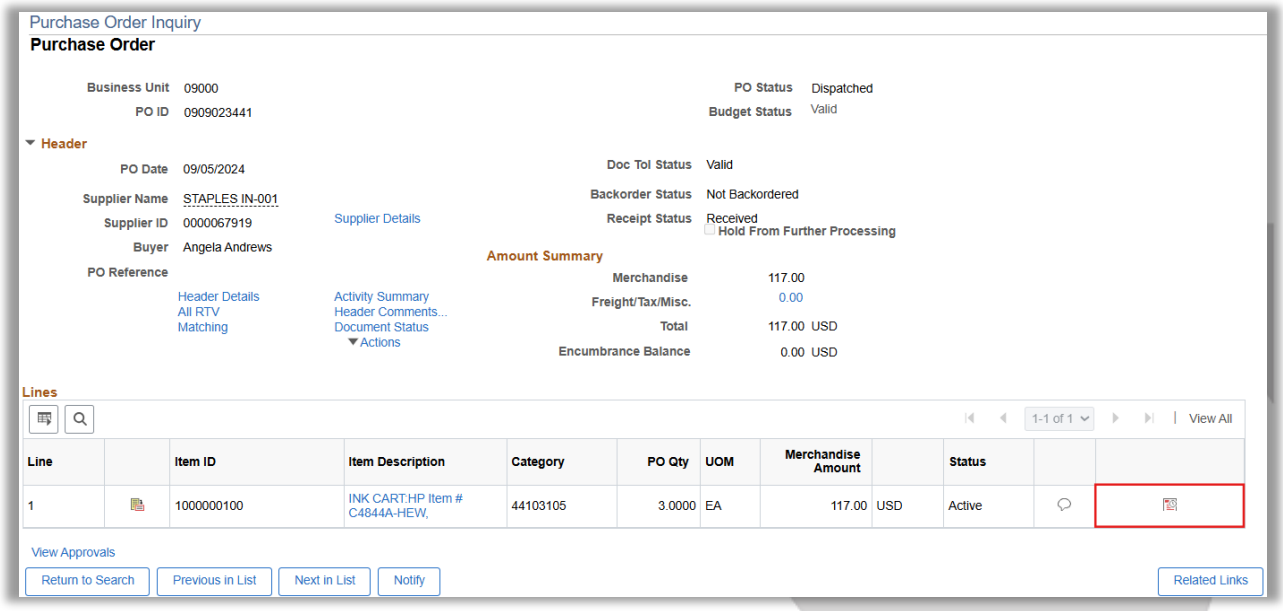
Supplier Short Name – Use to search by Supplier Name of the supplier used to purchase the Asset to narrow the search when a PO ID is not known.

Supplier ID – Use to search by Supplier ID of the supplier used to purchase the Asset to narrow the search when a PO ID is not known.

Buyer – Use to search by Buyer User ID from the Purchase Order used to purchase the Asset to narrow the search when a PO ID is not known.

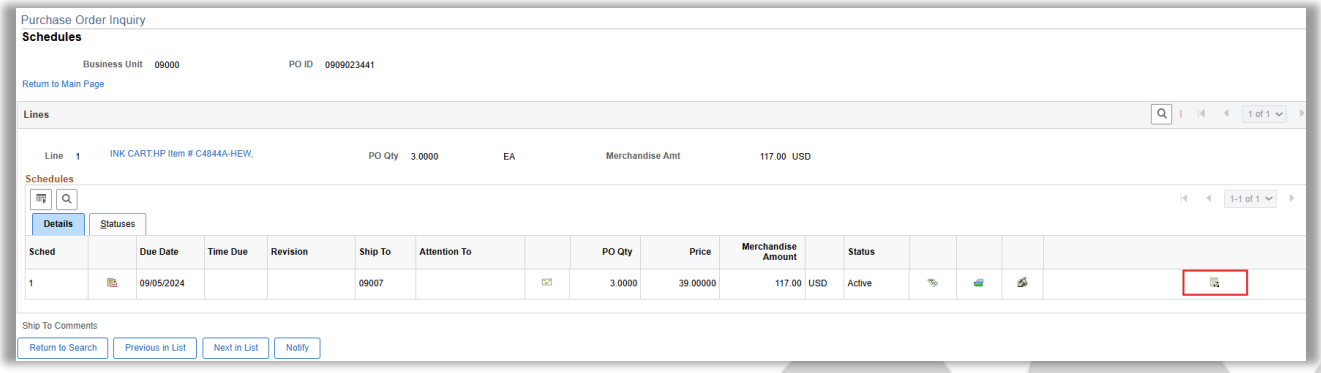
NOTE: Many of the search criteria used on this page can be found when reviewing Asset information in the Asset Basic Add pages (see COR411 **Asset Entry and Update** manual).

Click the **Search** button to retrieve all the Purchase Orders that match the criteria provided.



Click the Schedule Icon, shown above, to enter the Schedule Page.

Schedule Page

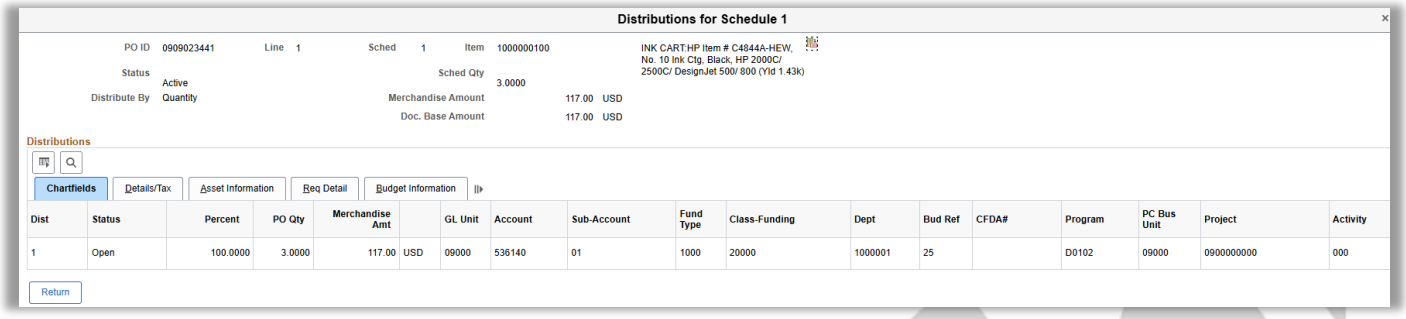


The **PO Schedule** page displays the Purchase Order Schedule details from the Purchase Order that purchased the Asset. This information includes **Due Date** for the purchase, **Ship To** address**, PO Quantity**, **Price**, and extended **Amount.**

Click the Distribution icon, shown above, to access the Purchase Order Distribution Page.

NOTE: This page is display only and meant to provide the details of the procurement transaction that created the Asset.

Distribution Page



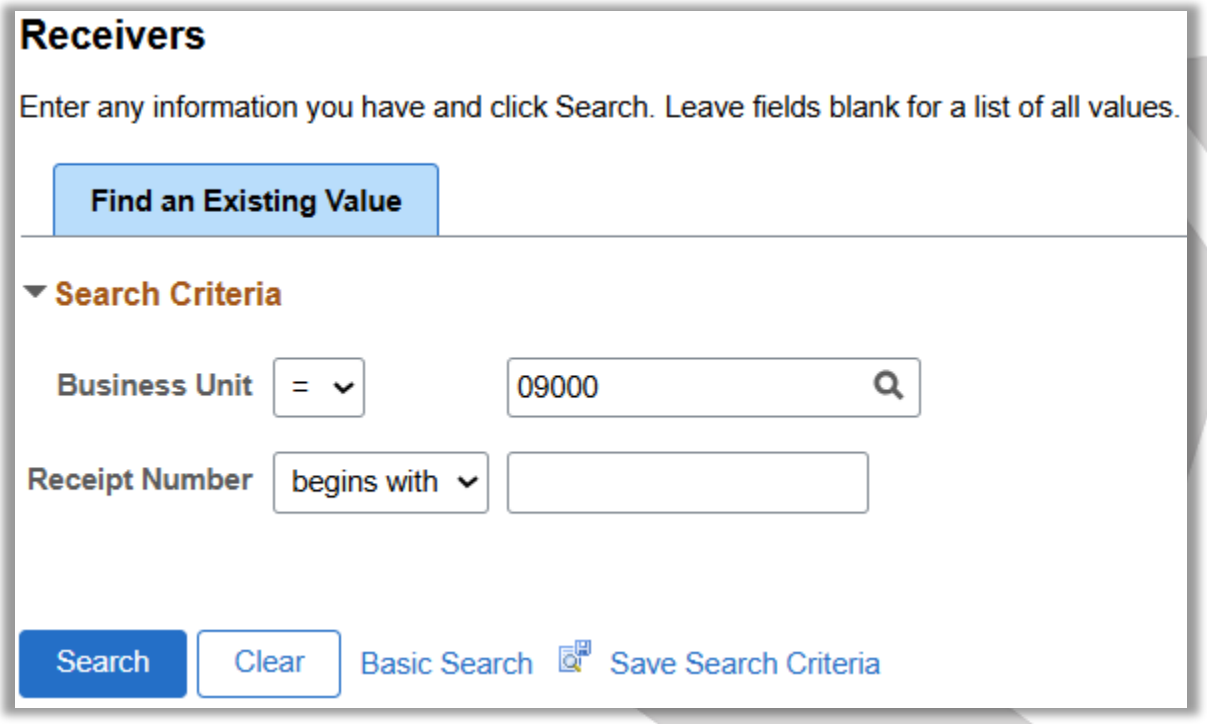
The Purchase Order Distribution page displays **ChartField**, **Asset**, and **Requisition information** for the Asset that was created.

Click the **Return** button to go to the PO Schedule page.

NOTE: This page is display only and meant to provide the details of the procurement transaction that created the Asset.

Review Receipts

Navigation: Asset Management > Asset Transactions > Acquisition Details > Review Receivers > Find an Existing Value



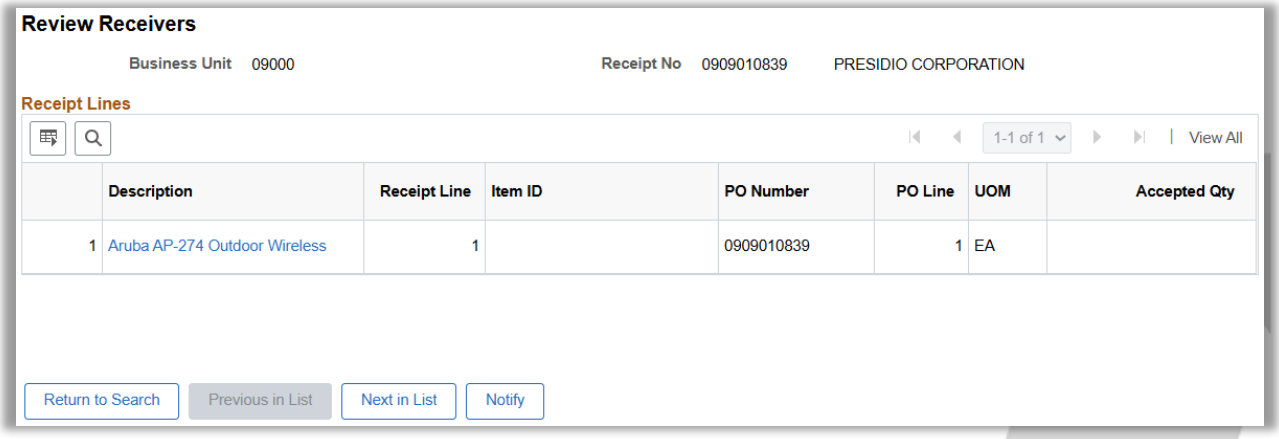
Business Unit – The Agency in which the Receipt was created. This is also the agency Asset Management Business Unit.

Receipt Number – Enter the purchase Receipt number if known.

Click the **Search** button to retrieve all the Receipts that match the criteria provided.

NOTE: Many of the search criteria used on this page can be found when reviewing Asset information in the Asset Basic Add pages (see COR411 **Asset Entry and Update** manual).

Receiver Lines Page

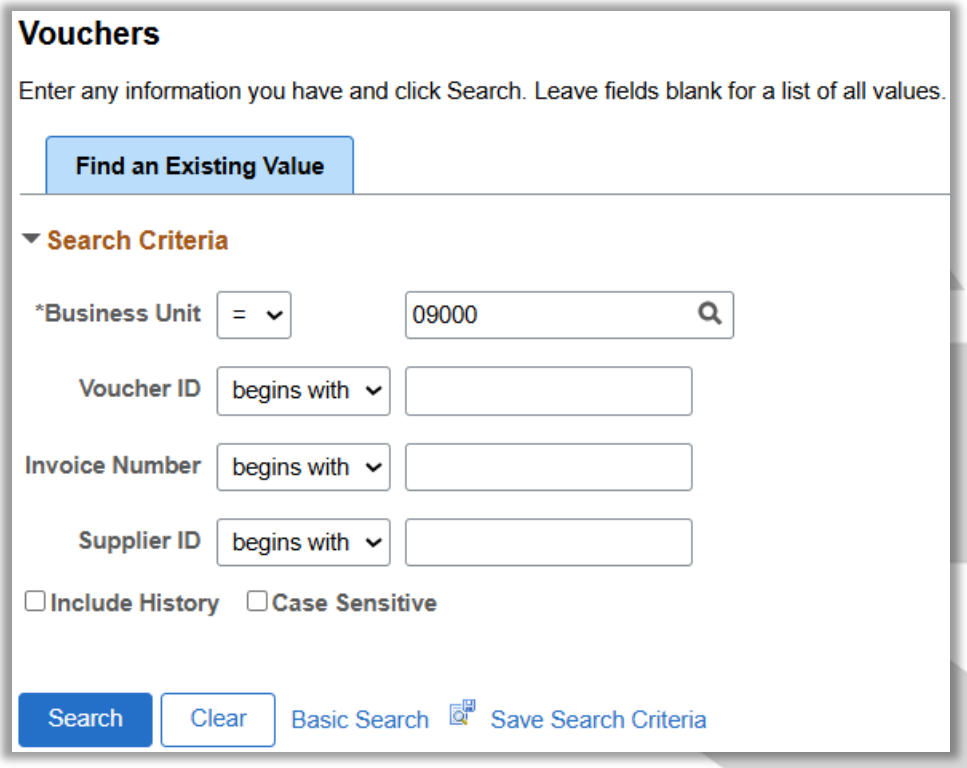


The Receiver Lines page shows details for the Receipt. This includes **Description** (also the Asset Description if not altered in the interface process), purchasing **Item ID**, **PO Number**, **PO Line**, **Unit of Measure**, and **Quantity** accepted on the **Receipt.**

NOTE: This page is display only and meant to provide the details of the procurement transaction that created the Asset.

Review Vouchers

Navigation: Asset Management > Asset Transactions > Acquisition Details > Review Vouchers > Find an Existing Value



Business Unit – The Agency in which the Asset voucher was created. This is also the agency Asset Management Business Unit.

Voucher – Enter the AP Voucher number used to pay for the Asset if known

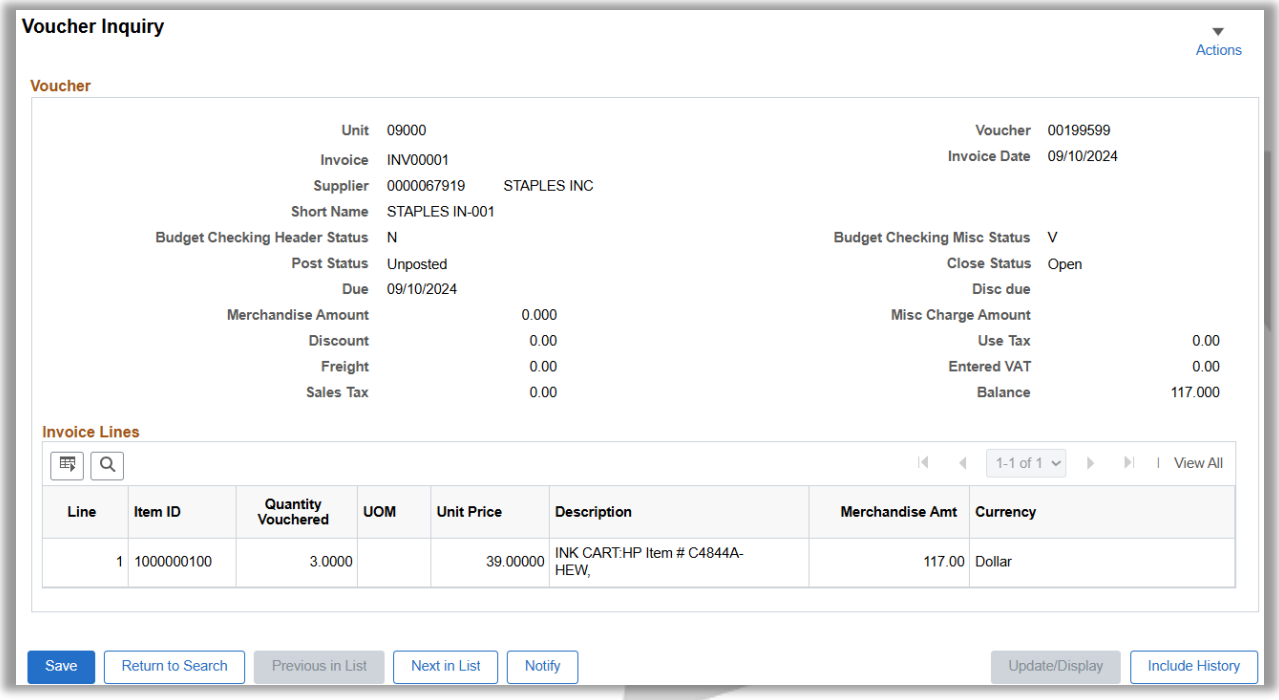
Invoice Number – Use to search by Invoice ID used to purchase the Asset to narrow the search when a Voucher ID is not known.

Supplier ID – Use to search by Supplier ID of the supplier used to purchase the Asset to narrow the search when a Voucher ID is not known.

Click the **Search** button to retrieve all the Voucher that match the criteria provided.

NOTE: Many of the search criteria used on this page can be found when reviewing Asset information in the Asset Basic Add pages (see COR411 Asset Entry and Update manual).

Voucher Inquiry Page

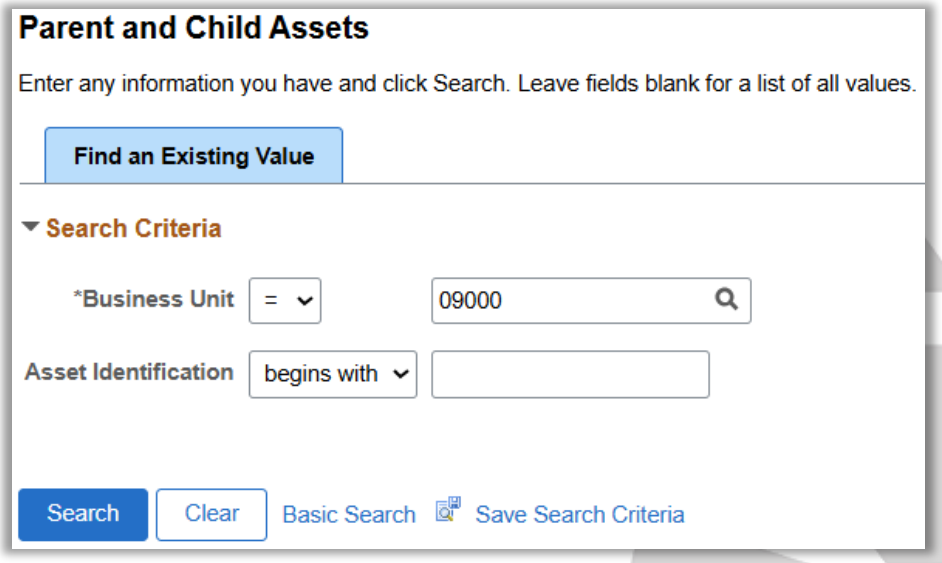


The Voucher Inquiry page shows Financial Information from the Asset. This information is interfaced into Asset Management from the AP **Voucher** and includes **Supplier**, **Amount**, **Statuses**, **Item**, **Quantity, Unit of Measure**, and **Description.**

NOTE: This page is display only and meant to provide the details of the payment transaction that created the Asset.

Review Parent-Child Assets

Navigation: Asset Management > Asset Transactions > Parent-Child Relationship > Review Parent-Child > Find an Existing Value

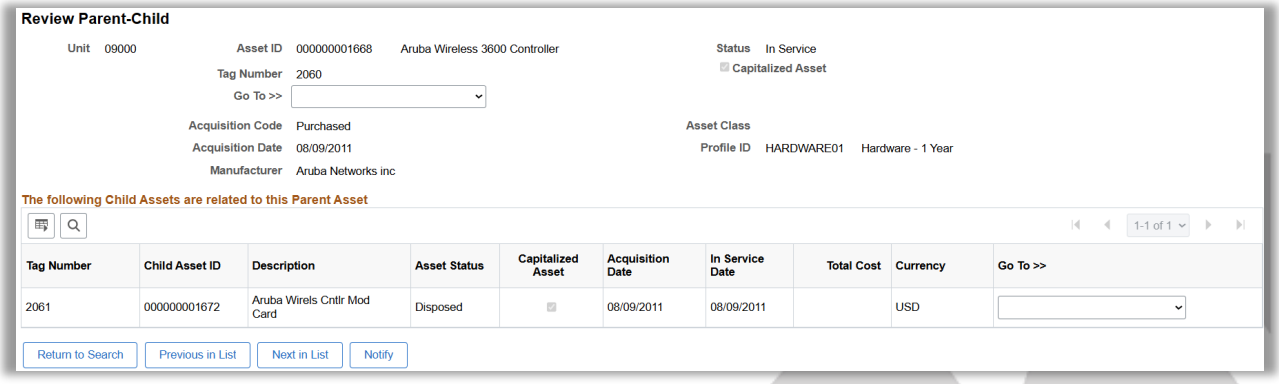


Business Unit – The Agency in which the Parent-Child Asset exists.

Asset Identification - Enter the Parent Asset Number. Since this search feature does not use Tag Number, Description, etc., the Parent Asset Number must be known before Asset(s) can be reviewed.

Click the **Search** button to review the Parent-Child Assets page.

Parent and Child Assets Page



The **Parent and Child Assets** page allows you to view information about the Parent Asset and all related Child Assets. The information on this page is not editable but you can use drill down to other useful pieces of information about the Parent-Child Assets.

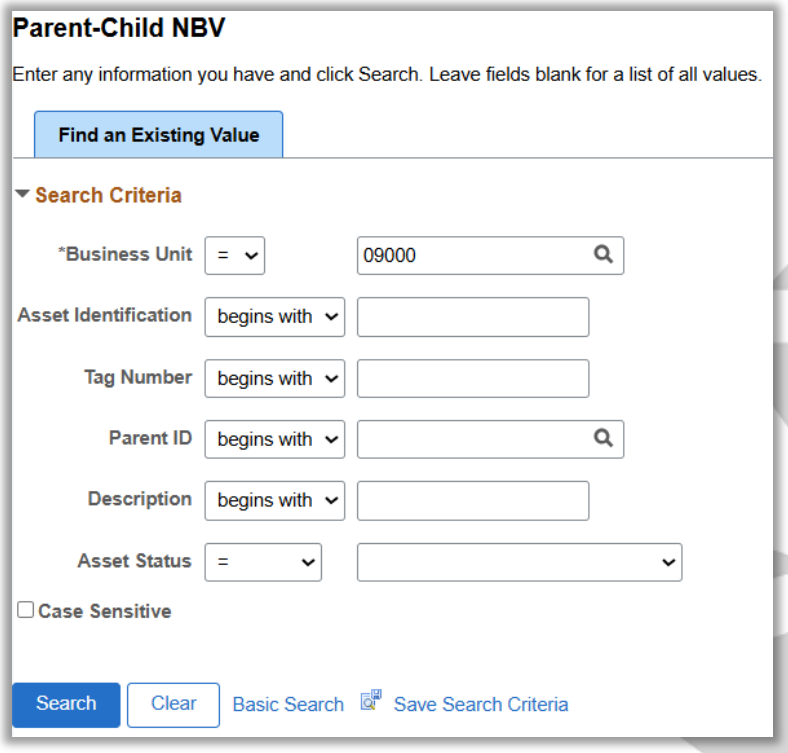
Use the Drop Down for the **GO TO** menu to select other pages that provide additional details about the Parent or Child Asset. Other detailed Asset Information can be found in:

Asset Accounting Entries – the Accounting Entries associated with this Asset's transactions (additions, adjustments, etc.).
Asset Basic Information – the Basic Add pages illustrated.
Asset Cost History – the transactional history of the Asset related to the Assets Cost and ChartFields.
Asset Depreciation – for ACFR or Federal Assets view the history of Depreciation for the Asset.
Asset Retirements – drill to the Retirement/Reinstate pages.
Define Tax/Depreciation Criteria – this link provides the Asset Book page to view depreciation information.
Print an Asset – the printable view of the Asset is available.
Search for an Asset – the Asset Search Utility is available with related Drill-Down capability.

NOTE: Depending on your security access within the Asset Management module, all pages in the drop-down menu may not be available.

Review Parent-Child Net Book Value

Navigation: Asset Management > Asset Transactions > Parent-Child Relationship > Review Parent-Child NBV > Find an Existing Value

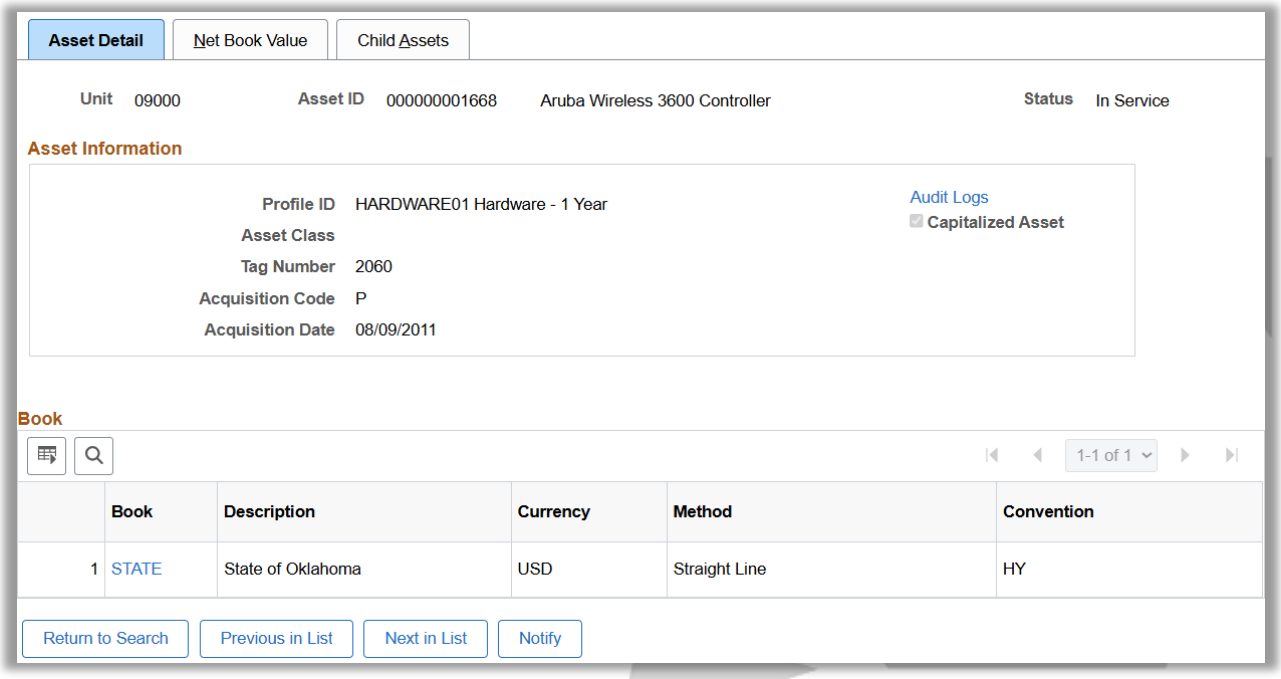


Business Unit – The Agency in which the Parent Asset is housed. This should default based on the User Preferences setup for the person reviewing the Asset.

Asset Identification, **Tag Number**, **Parent ID**, **Description**, **Asset Status** – Use these fields as search criteria to find the Parent Asset.

Click the **Search** button to enter the Parent-Child NBV pages.

Asset Detail Page

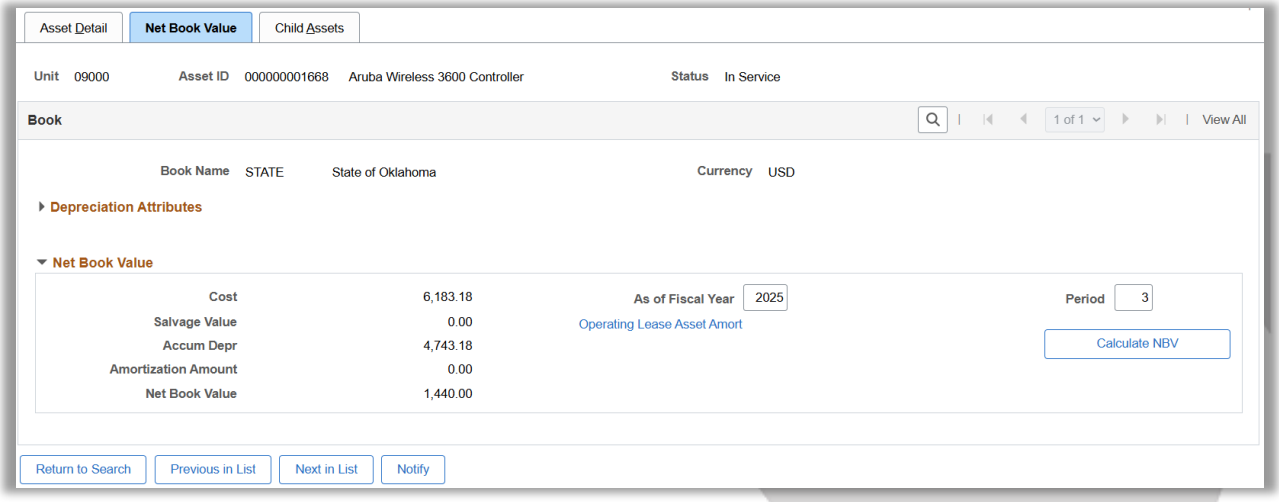


The **Asset Detail** page shows some Physical information about the Parent Asset plus general Book Information. Information on this page cannot be changed but can be viewed only.

NOTE: The information on the Net Book Value page may be useful only for ACFR or Federal Assets.

Click the **Net Book Value** tab to view the Parents Net Book Value information. Alternatively, use the Net Book Value hyperlink at the bottom of the page.

Net Book Value Page



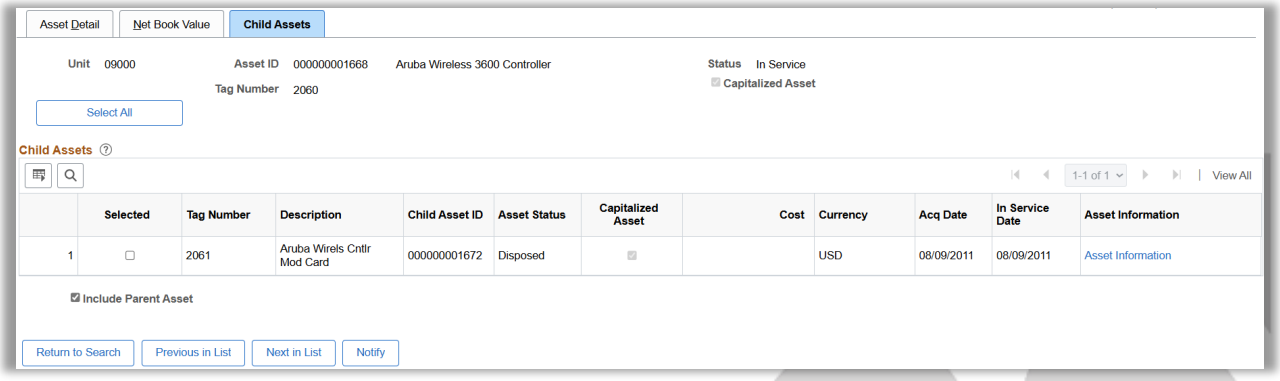
The **Net Book Value** page displays Book and Depreciation information on the Asset. The page can be used to view Cost, Accumulated Depreciation, and Net Book Value in future periods. This information can be useful for Federal and ACFR Assets.

Click the Depreciation Attributes link to expand the Deprecation Screes Attributes Section of the page and view Depreciation Rules for this Asset.

Use the As of **Fiscal Year** and **Period** fields, in combination with the Calculate NBV button, to calculate the Assets Net Book Value in future periods.

If available, **click** Special Depreciation hyperlink to view details of the Depreciation schedule.

Child Assets Page

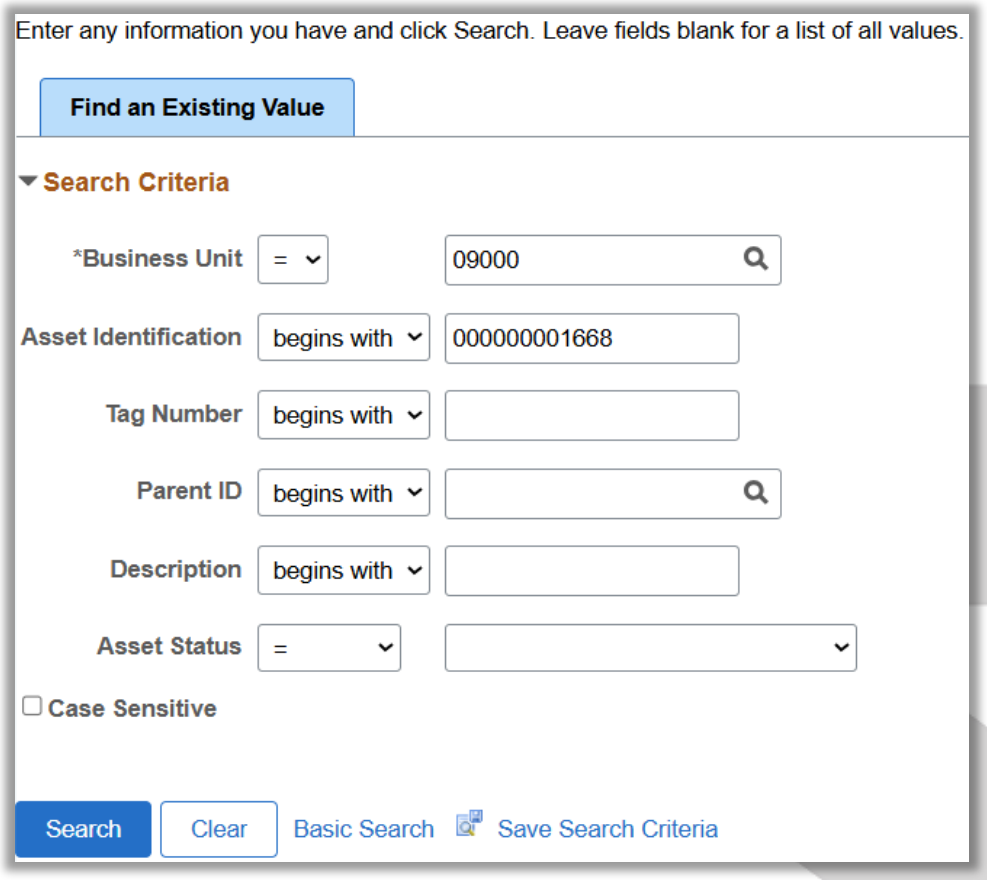


The **Child Assets** page displays all Child Assets linked to the Parent Asset. Information displayed for both the Parent and the Child Asset include **Tag Number**, **Asset Description**, **Asset Status**, and **Asset ID**.

Click the Asset Information hyperlink to drill to the Child Assets Depreciation properties and amounts.

Review Asset Book History

Navigation: Asset Management > Asset Transactions > History > Review Book

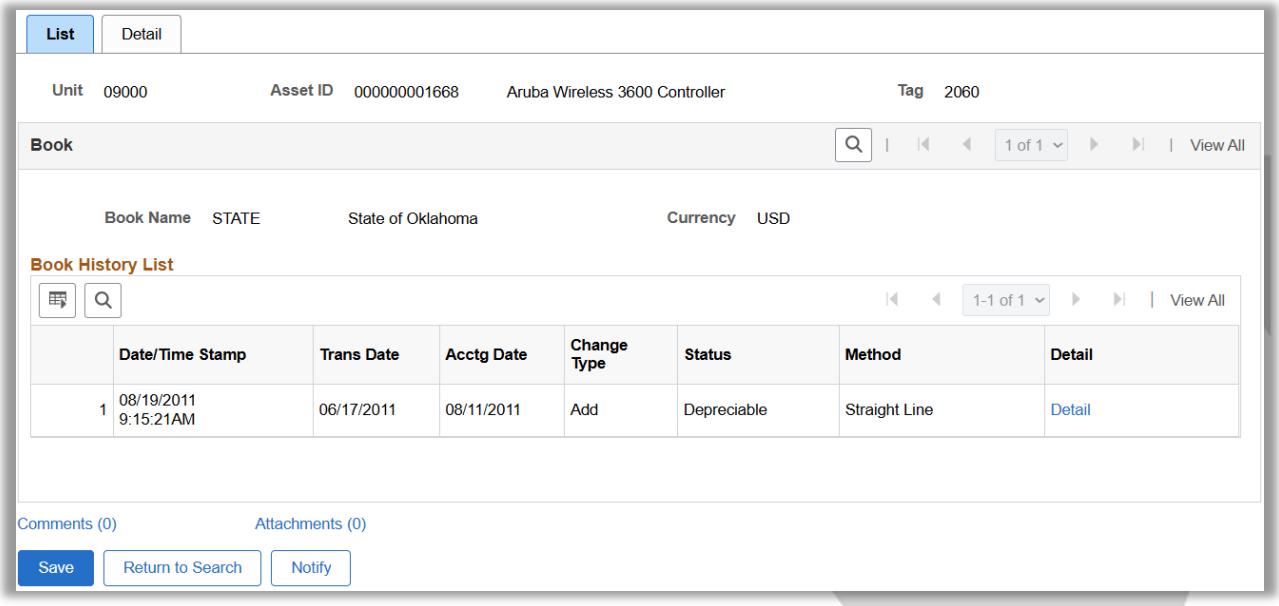


Business Unit - The Agency in which the existing Asset exists. This should default based on the User Preferences setup for the person reviewing the Asset.

Asset Identification, Tag Number, Parent ID, Description, Asset Status – Use these fields as search criteria to find the Asset that will be reviewed**.**

Click the **Search** button to enter the Asset Book History pages.

List Page

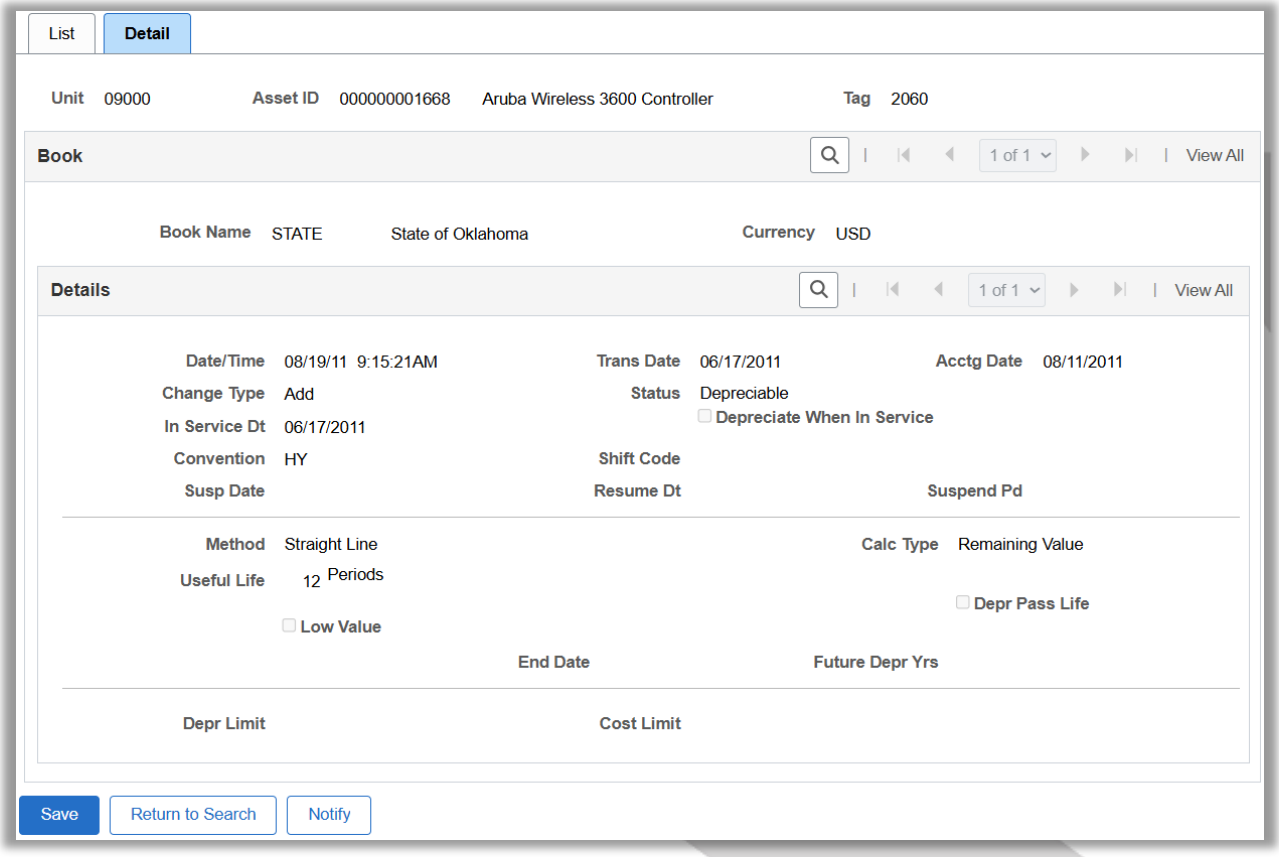


The **List** page shows the Assets Book history transactions. The details are displayed by Asset Book – 'STATE'. These transaction details list **Time** of the Book transaction, **Transaction** and **Accounting dates**, **Type** of transaction, **Status**, and **Method**.

NOTE: This page can display multiple rows of Book transaction detail depending on what types of transactions have been executed on the Asset. These could include Additions, Adjustments, or Retirements.

Click the Detail tab to view Book transactions for the Asset.

Detail Page

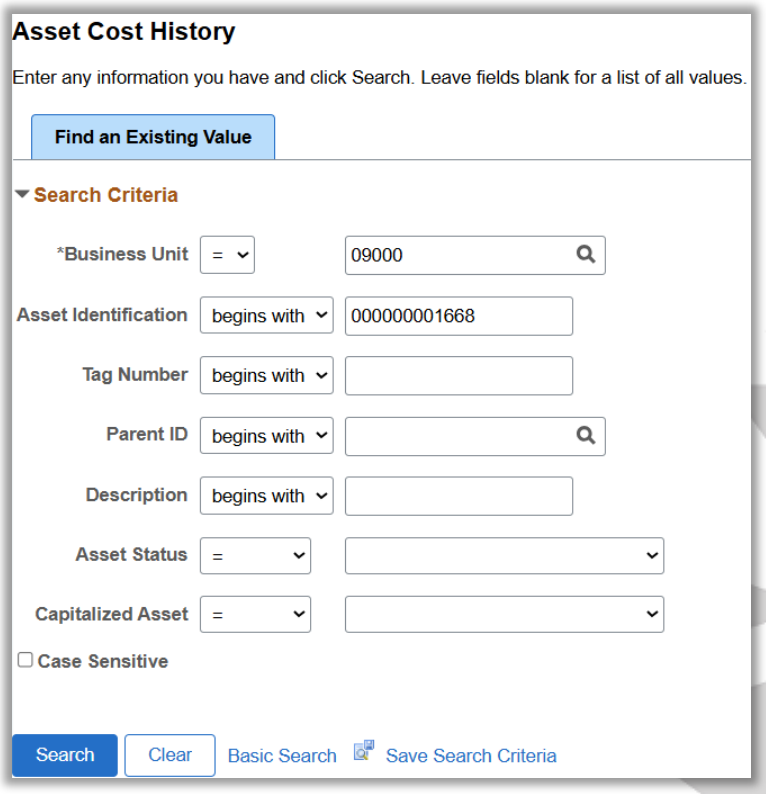


The **Detail** page displays the more detailed information for the Book transactions displayed on the List page. The depreciation properties for the Book transaction are available on this page.

In the **Details** section of the page, click the Arrow to view the next row on the page. These rows will match the rows displayed on the **List** page.

Review Asset Cost

Navigation: Asset Management > Asset Transactions > History > Review Cost

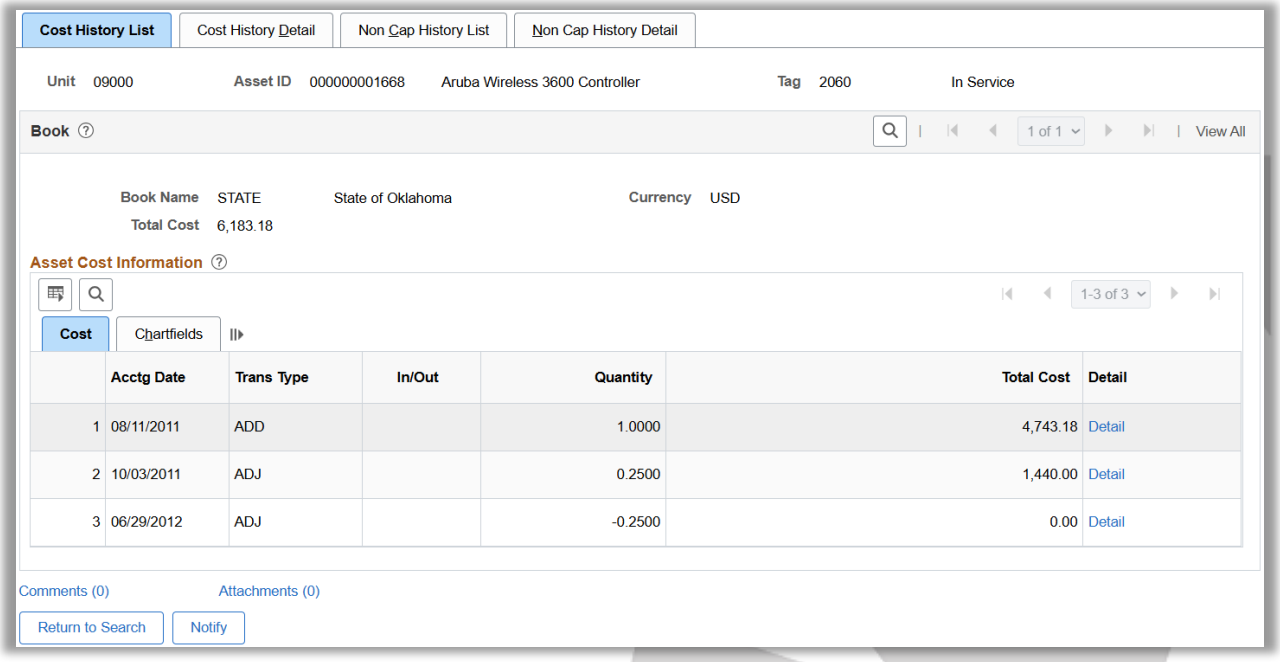


Business Unit - The Agency in which the existing Asset exists. This should default based on the User Preferences setup for the person reviewing the Asset.

Asset Identification, **Tag Number**, **Parent ID**, **Description**, **Asset Status** – Use these fields as search criteria to find the Asset that will be reviewed.

Click the **Search** button to enter the Asset Cost History pages.

Cost History Page

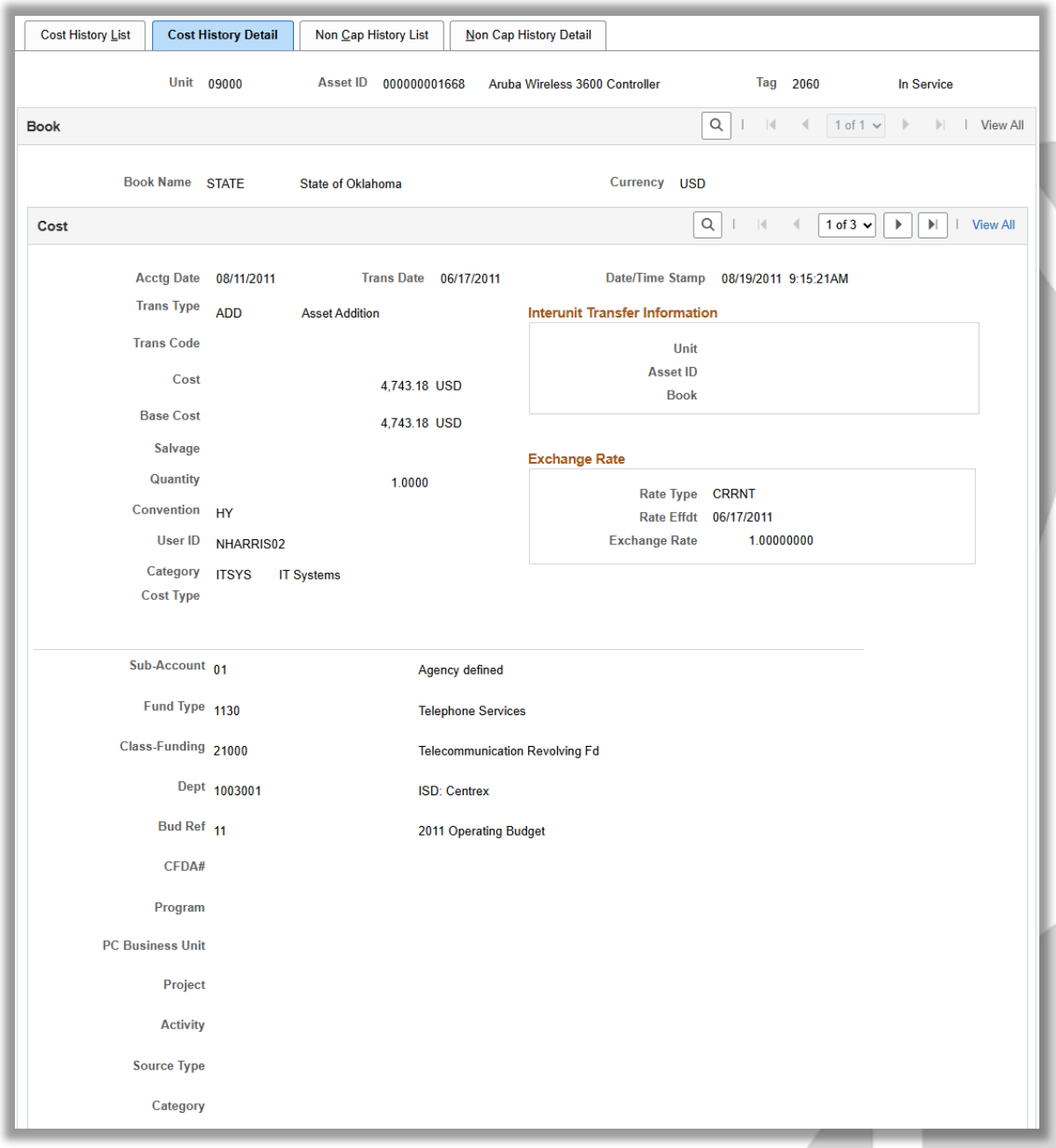


The **Cost History** page displays Asset Cost transactions by Book. The page displays **Accounting Date**, **Transaction Type**, **Quantity**, and **Cost**.

NOTE: This page can display multiple rows of Cost transaction detail depending on what types of transactions have been executed on the Asset. These could include Additions, Adjustments, or Retirements. The **Transaction Type** indicates the type of Cost transaction for the Asset. See the COR415-Adjustment and Transfers manual for specific examples.

Click the Cost History Detail tab to display the Cost History Detail page

Cost History Detail Page



In the Cost section of the page, **click** the Arrow to view the next row on the page.

The Cost section of the page shows the **Transaction Type** indicating the type of Cost Row.

Review Asset Depreciation

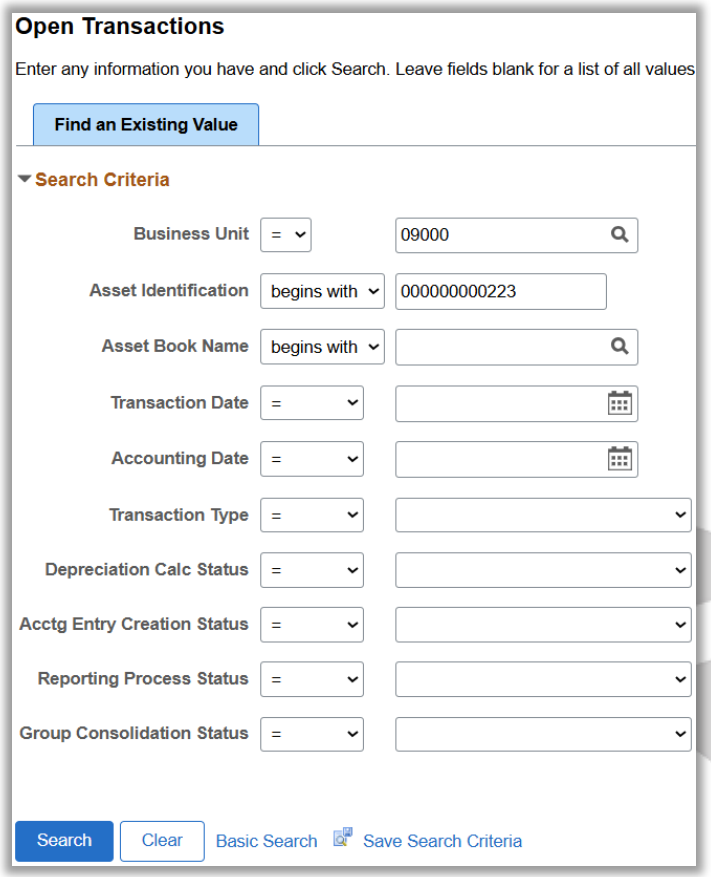
Transaction details for Assets created in the system are stored for review and reporting purposes. These transactions contain both Physical and Financial Information from the Asset purchase and payment.

When Assets are Added, Adjusted, Transferred, or Retired, the system creates an **Open Transaction** for the action taken on the Asset. Before the Asset is updated to reflect the action, the Open Transaction must be processed to completion for the appropriate tables to be updated and the Asset updated. **Depreciation Calculation** is the batch process that finalizes Open Transactions. Finally, Open Transactions can only be viewed before the system selects them for processing.

Reviewing Asset Depreciation activity can be useful for ACFR and **Federal Assets**. Depreciation activity is stored in the system for the **entire depreciation schedule** of the Asset. However, before the depreciation schedule is built and viewable in the system, the Open Transaction for the depreciation must be processed.

Review Asset Open Transactions

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



Business Unit – The agency in which the Open Transaction is housed.

Asset Identification – Asset for which the Open Transaction is created**.**

Asset Book Name – Book name for the Open Transaction. This will be the value of 'STATE'.

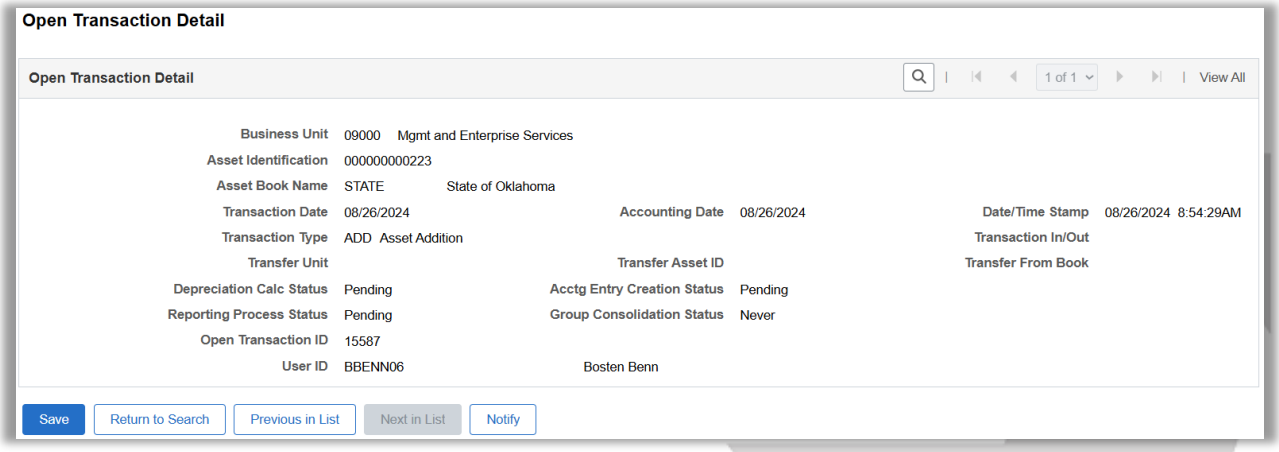
Transaction Date, Accounting Date – Defines the Date for the Open Transaction.

Transaction Type – Identifies the type of Open Transaction.

Status – Indicators to view Open Transactions in a particular status.

Click the **Search** button to enter the Asset Open Transactions page.

Open Transaction Detail Page



The **Open Transaction Detail** page displays information about the Asset transaction.

NOTE: Open Transactions are viewable only before they are processed to completion in the system. Once an Open Transaction is processed and the Asset updated, it is not available in this component.

Transaction Type – Indicates the type of Open Transaction. Open Transactions are created whenever an Asset Financial Transaction is created. The more common transactions at the State are **Asset Adds** (ADD), **Transfers** (TRF), **Retirements** (RET), **Adjustments** (ADJ) and **Recategorizations** (RECAT).

Deprecation Calc Status – Indicates whether the Depreciation process has been run for this Open Transaction.

Accounting Entry Creation Status – Indicates whether the Accounting Entries have been created for Open Transaction.

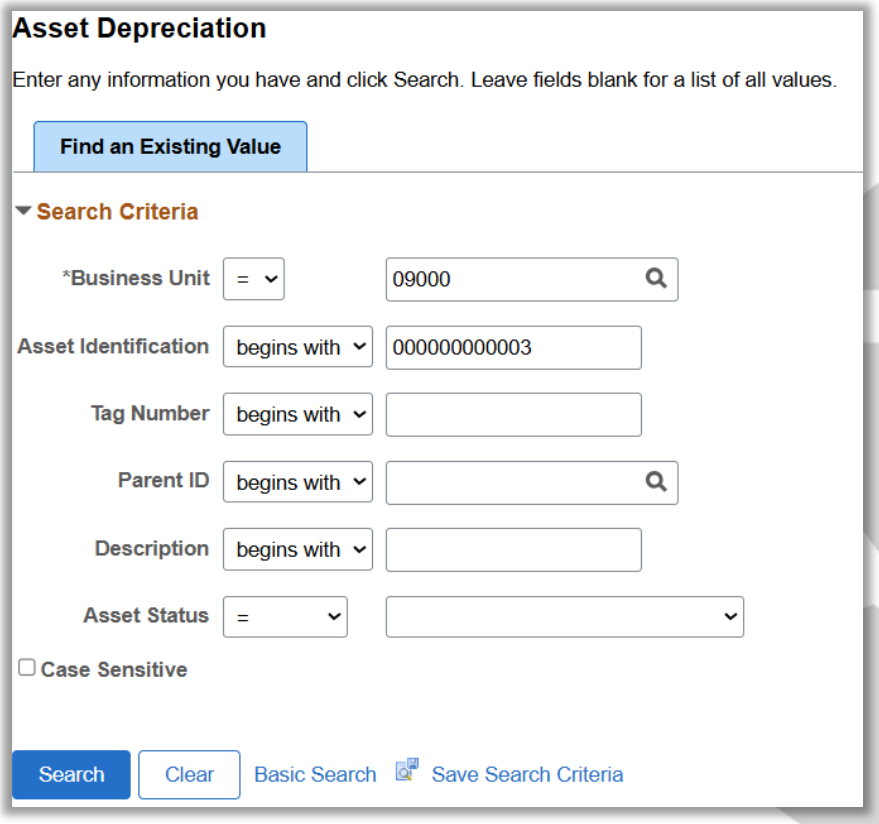
Reporting Process Status – Indicates whether the Depreciation and Net Book Value Reporting Tables have been loaded (illustrated in **Load Reporting Tables** section.)

Open Transaction ID – Each Open Transaction has a unique, sequential number assigned to it.

User ID – User ID that executed the action on the Asset that created the Open Transaction.

Review Asset Depreciation

Navigation: Asset Management > Depreciation > Review Depreciation Info > Asset Depreciation

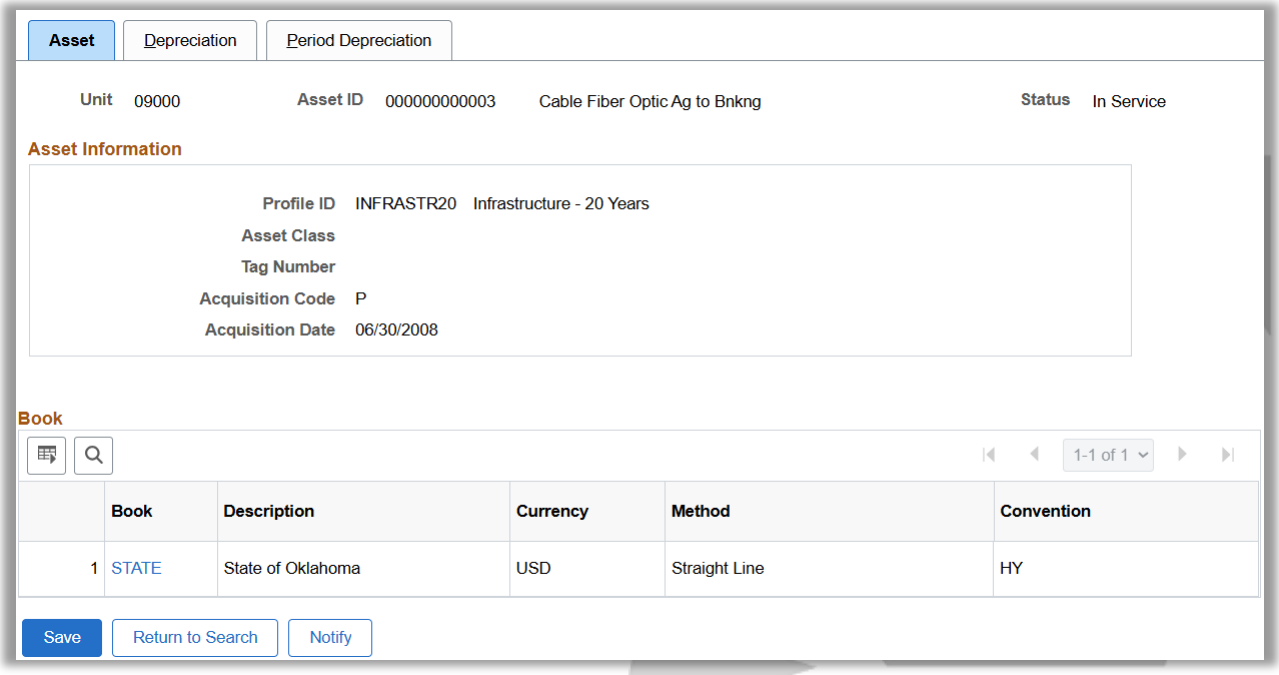


Business Unit - Agency in which the existing Asset exists. This should default based on the User Preferences setup for the person reviewing the Asset.

Asset Identification, **Tag Number**, **Parent ID**, **Description, Asset Status** – Use these fields as search criteria to find the Asset Depreciation that will be reviewed.

Click the **Search** button to enter the Asset Depreciation pages.

Asset Page

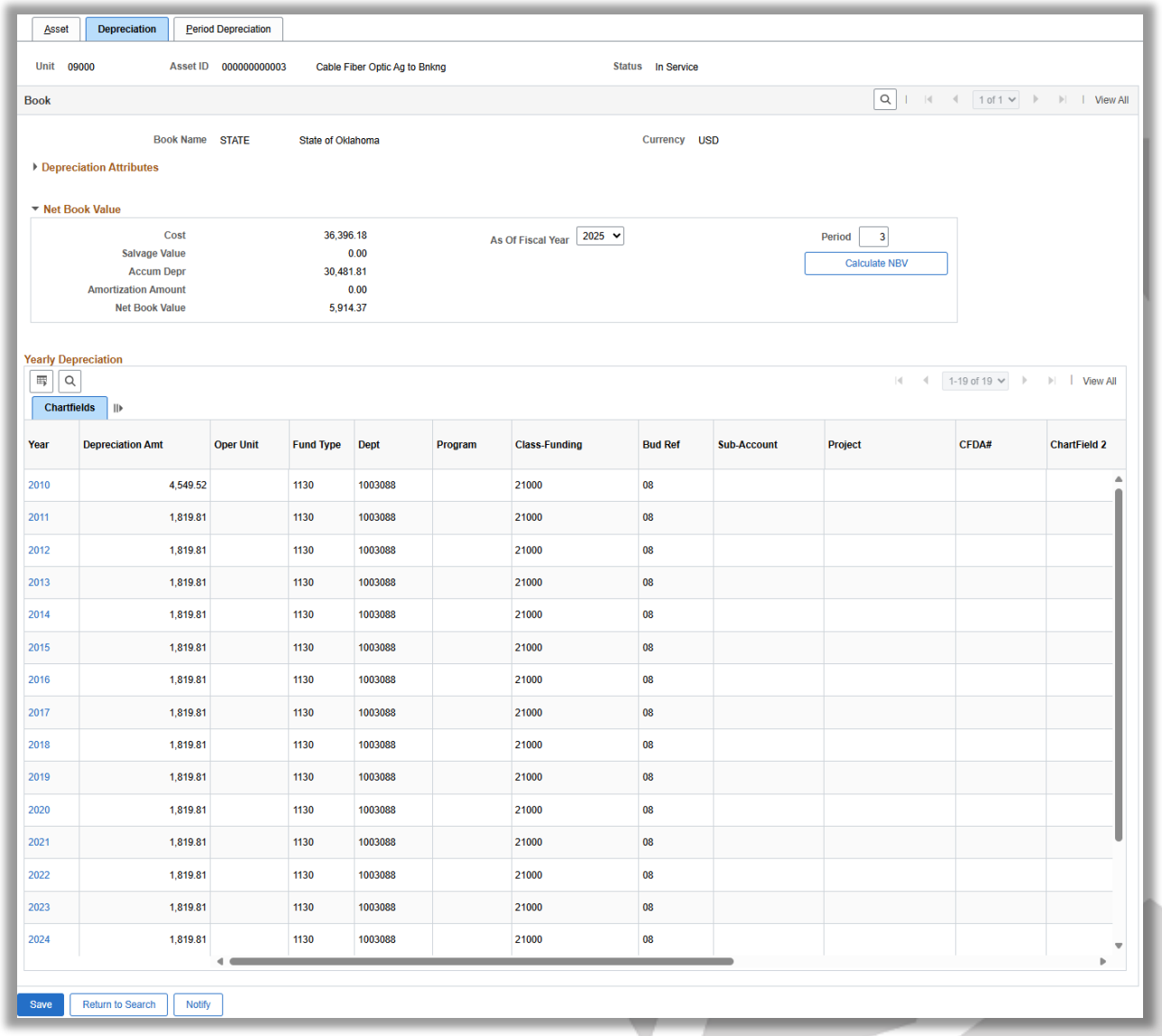


The **Asset page** displays Asset information like **Tag Number**, **Asset Class**, **Acquisition Code**, and **Profile ID**.

The Book section of the page displays depreciation rules for the Asset**.**

Click the Depreciation tab.

Depreciation Page



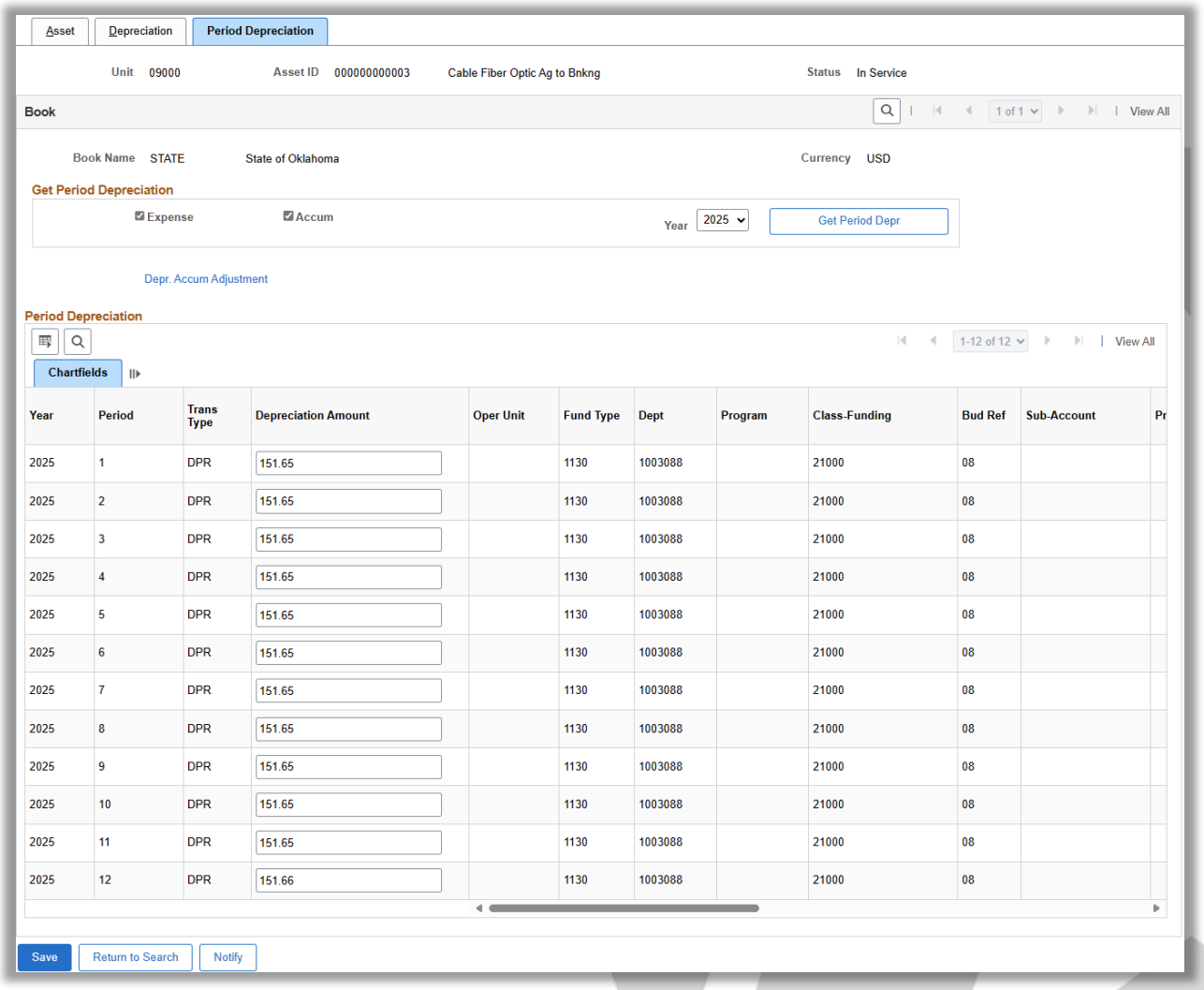
The **Depreciation page** displays depreciation schedule information for the Asset by Book.

Use the **Calculate NBV** button in combination with the 'As of Fiscal Year' and 'Period' fields to calculate the Accumulated Depreciation and Net Book Value for the Asset in future periods.

The Yearly Depreciation section of the page displays the depreciation amounts by year and ChartField for the Asset.

Click the Period Depreciation tab.

Period Depreciation Page

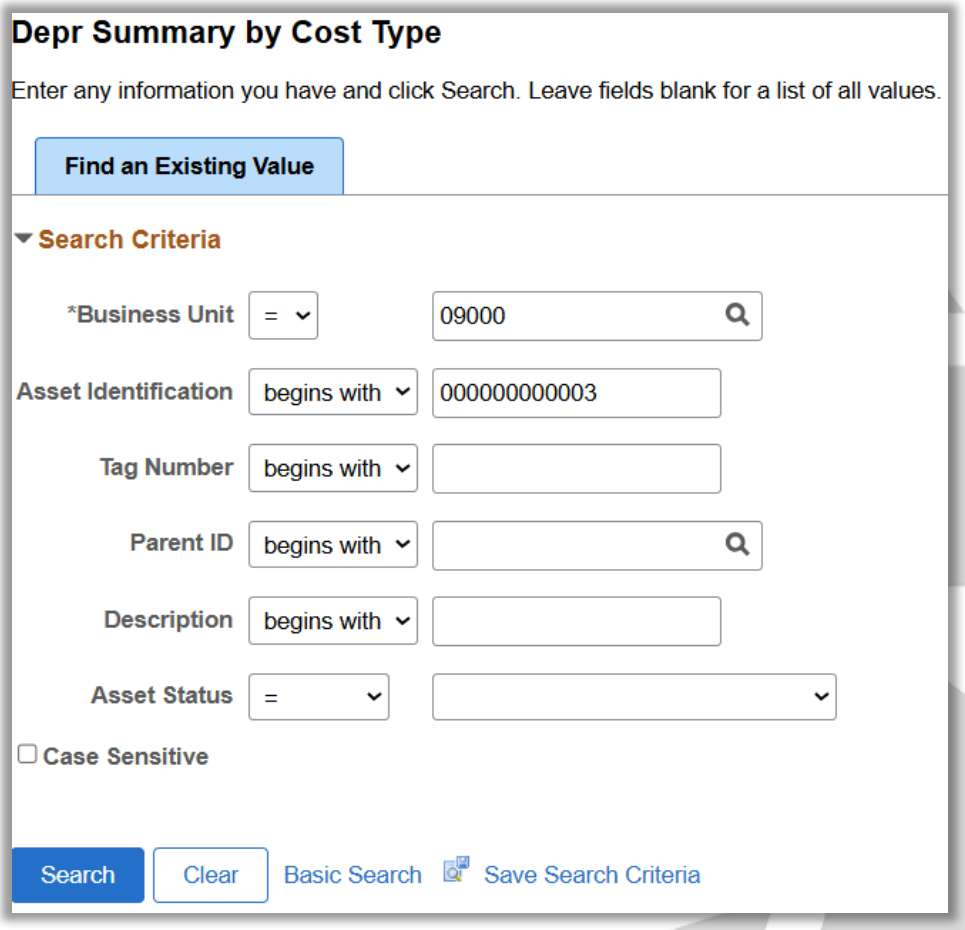


The **Period Depreciation page** displays the Asset depreciation schedule for the Asset by Period and ChartField combination.

Since the **Get Period Depreciation** section of the page and corresponding button are not accessible on this page, change the As of Fiscal Year field on the Depreciation page (see previous page) to retrieve Period depreciation (monthly) for a particular Fiscal Year.

Review Asset Depreciation by Cost Type

Navigation: Asset Management > Depreciation > Review Depreciation Info > Depr Summary by Cost Type

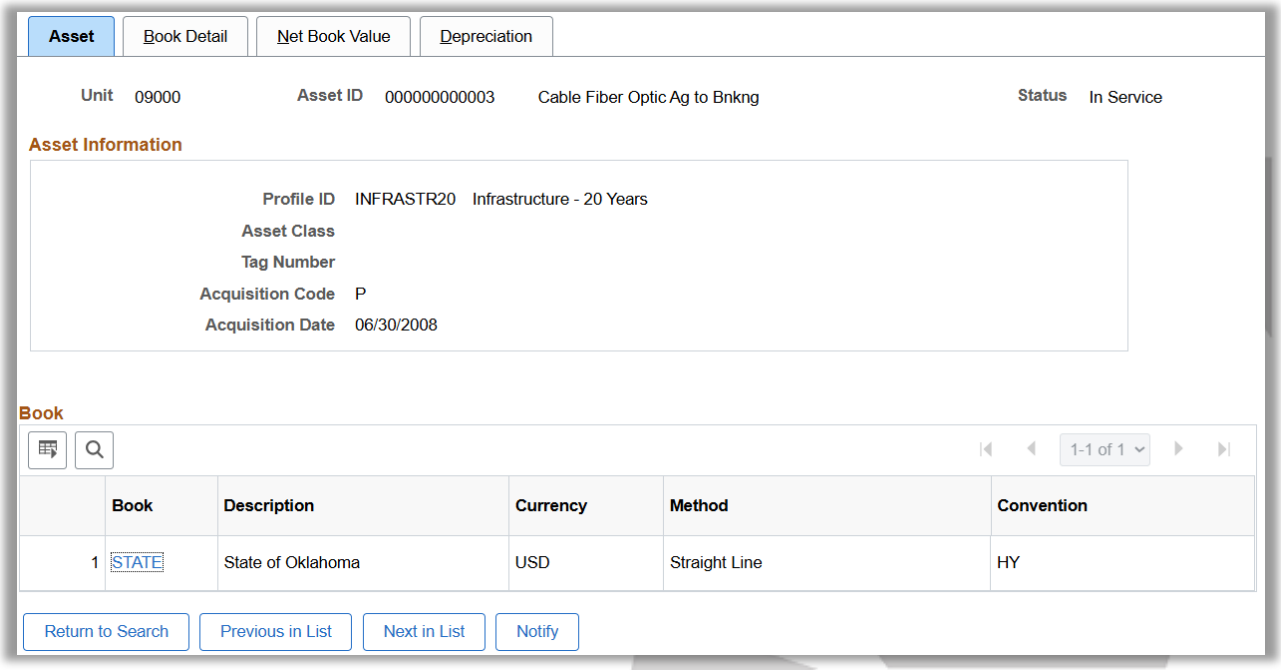


Business Unit - The Agency in which the existing Asset exists. This should default based on the User Preferences setup for the person reviewing the Asset

Asset Identification, **Tag Number**, **Parent ID**, **Description**, **Asset Status** – Use these fields as search criteria to find the Asset Depreciation that will be reviewed.

Click the **Search** button to enter the Depreciation Summary by Cost pages.

Asset Page



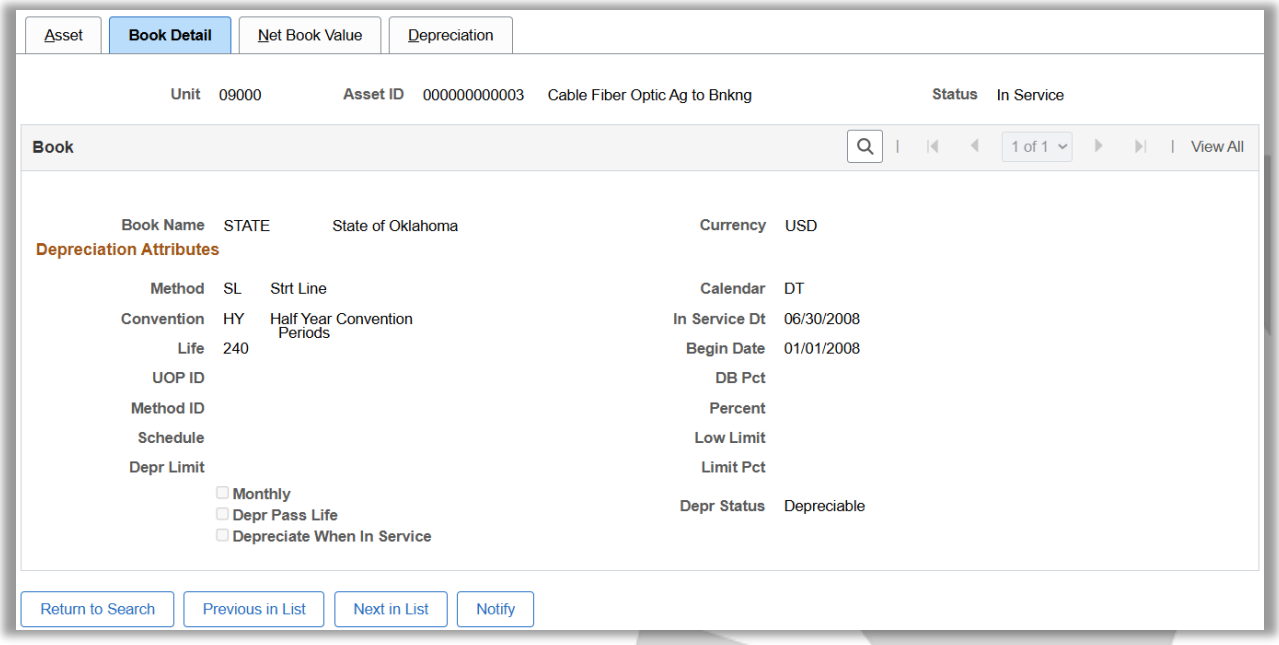
The **Asset Detail** page shows some Physical information about the Asset including Profile ID, Asset Class, Tag Number, Acquisition Code, and Date.

Click STATE hyperlink to access the Net Book Value page and calculate the NBV for the asset.

Use the **Calculate NBV** button, plus the **As of Fiscal Year** field and **Accounting Period** to dynamically calculate the Net Book Value of the Asset. This is useful for Federal and ACFR Assets.

Click the Book Detail tab.

Book Detail Page



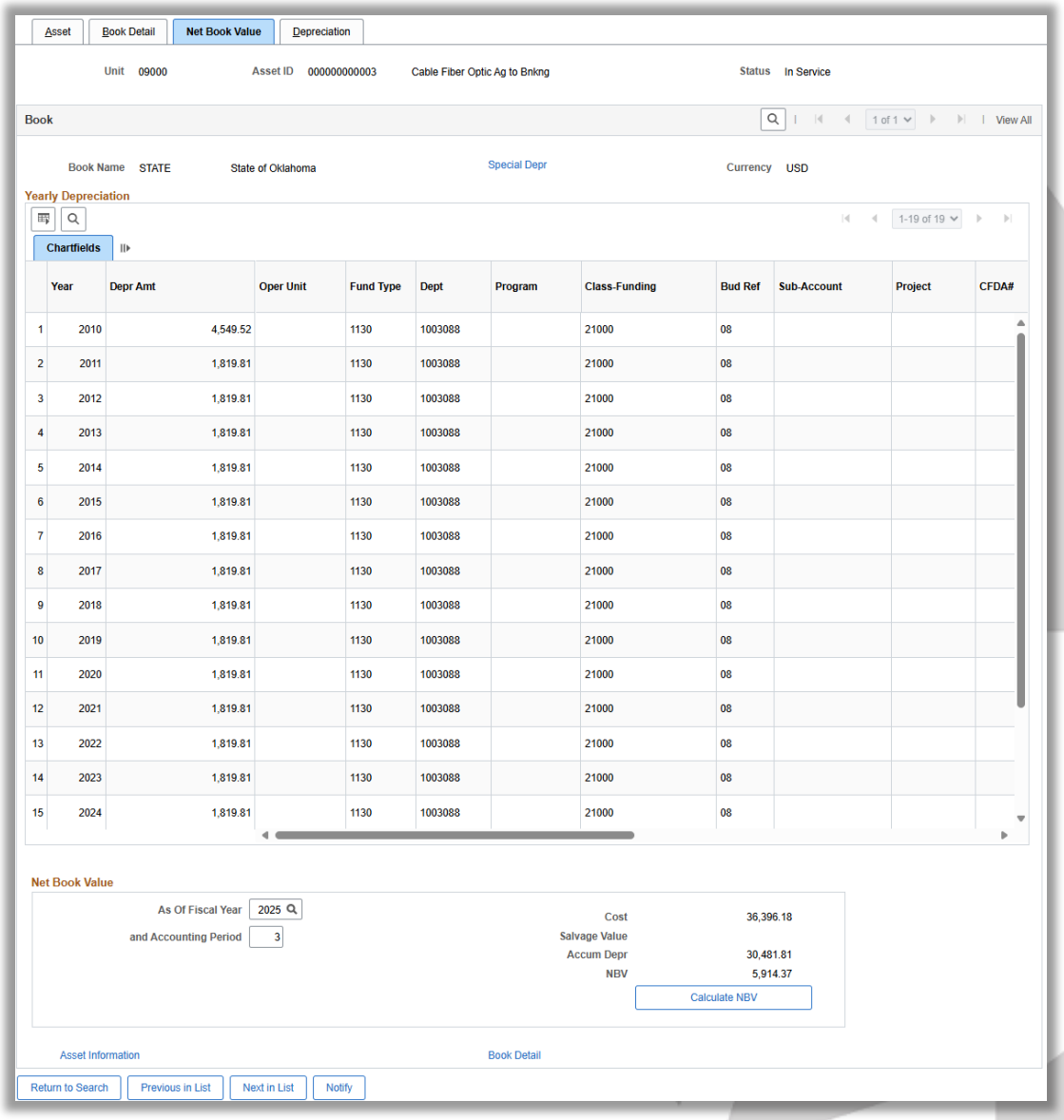
The **Book Detail** page displays Book depreciation rules for the Asset.

In Service Date – this field usually defines the receipt date for the Asset.

Begin Date – this field is the depreciation 'Begin' date for the Asset.

Click the Net Book Value tab.

Net Book Value Page



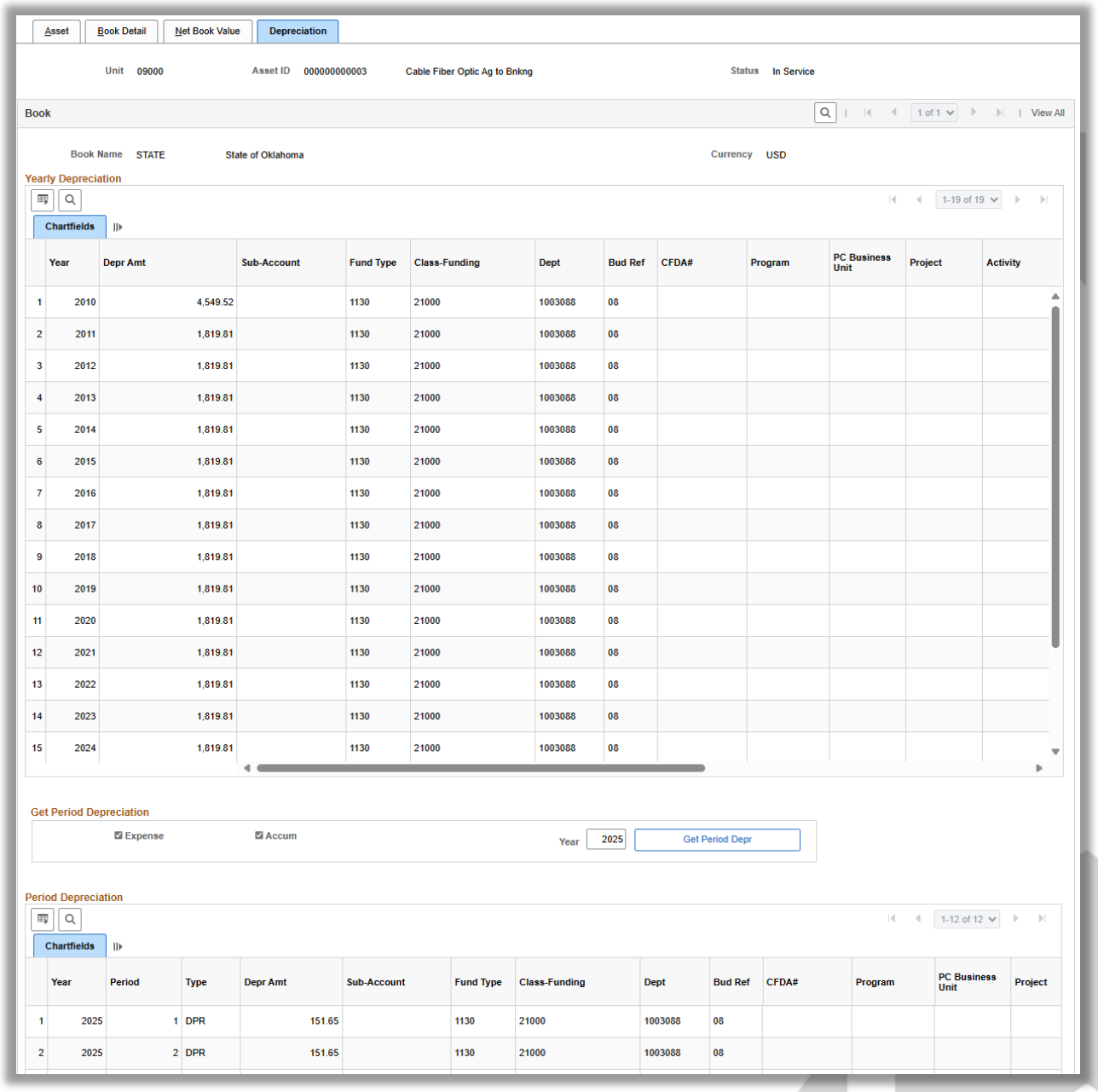
The **Net Book Value** page displays the depreciation schedule for the Asset by Year and ChartField combination. The Asset Category value is also displayed.

NOTE: You may need to use the Customize hyperlink to make all the ChartField values and Asset Category visible.

Use the **Calculate NBV** button, plus the As of Fiscal Year field and Accounting Period, to dynamically calculate the Net Book Value of the Asset. This is useful for Federal and ACFR Assets.

Click the Depreciation tab.

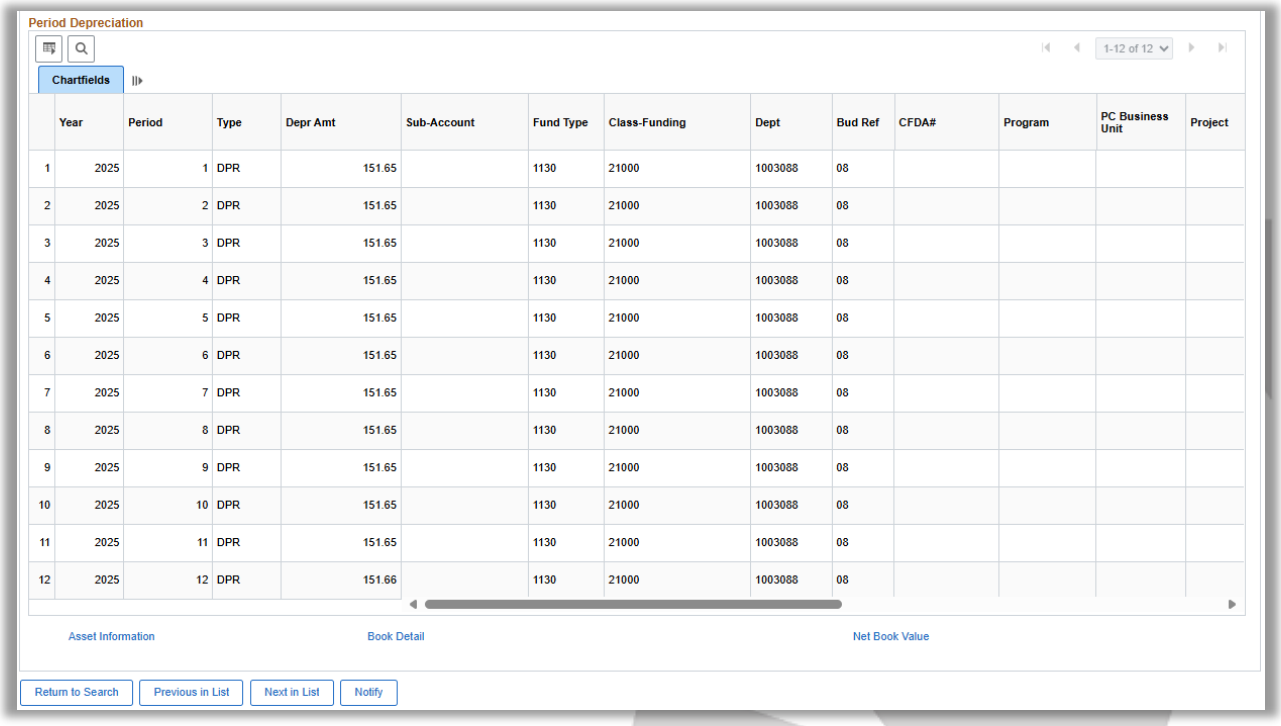
Depreciation Page



The Depreciation page displays the depreciation schedule for the Asset by **Year** and **Period** (month) with full ChartField values.

NOTE: You may need to use the Customize hyperlink to make all the ChartField values and Asset Category visible.

Use the **Get Period Depreciation** section of the page to change the depreciation schedule and display another Year.


Period Depreciation

1-12 of 12

Chartfields

	Year	Period	Type	Depr Amt	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	PC Business Unit	Project
1	2025	1	DPR	151.65		1130	21000	1003088	08				
2	2025	2	DPR	151.65		1130	21000	1003088	08				
3	2025	3	DPR	151.65		1130	21000	1003088	08				
4	2025	4	DPR	151.65		1130	21000	1003088	08				
5	2025	5	DPR	151.65		1130	21000	1003088	08				
6	2025	6	DPR	151.65		1130	21000	1003088	08				
7	2025	7	DPR	151.65		1130	21000	1003088	08				
8	2025	8	DPR	151.65		1130	21000	1003088	08				
9	2025	9	DPR	151.65		1130	21000	1003088	08				
10	2025	10	DPR	151.65		1130	21000	1003088	08				
11	2025	11	DPR	151.65		1130	21000	1003088	08				
12	2025	12	DPR	151.66		1130	21000	1003088	08				

Asset Information Book Detail Net Book Value

Return to Search Previous in List Next in List Notify

When the **Year** is changed, the depreciation schedule will change and reflect the new year.

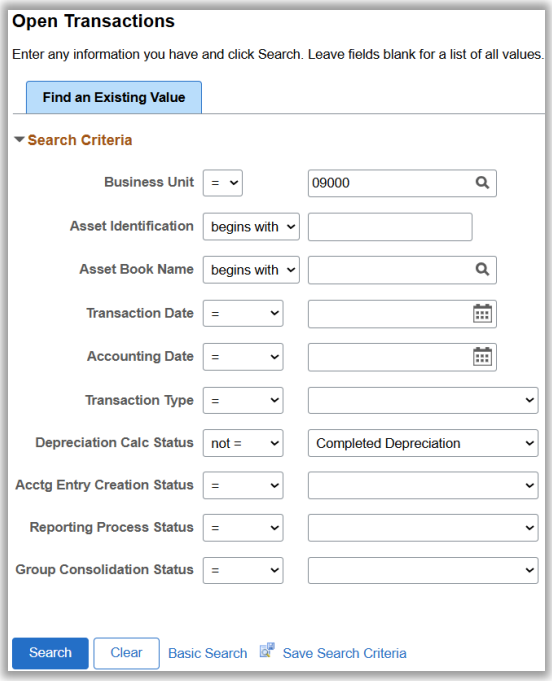
Run Depreciation

The Depreciation Calculation (Depr Calc) must be run to account for every transaction performed on an Asset. Assets added in AM are eligible for depreciation when they are Capitalized, either by manually keying an Asset in AM or by loading a Voucher into AM. Other financial transaction performed on an Asset, such as Adjustment, Transfer, Retirement, Reinstatement, Recategorization, and Book Adjustment (adjustment to depreciation life), require depreciation to be recalculated. The system creates an Open Transaction for each of these actions.

The Asset Manager is the one that run this process monthly.

Review Open Transactions

Navigation: Asset Management > Depreciation > Open Transactions > Review Open Transactions > Find an Existing Value



Enter the **Business Unit** and search for Open Transaction where the Depreciation Calc Status does not equal Completed Depreciation. Make note of the beginning and ending Asset ID.

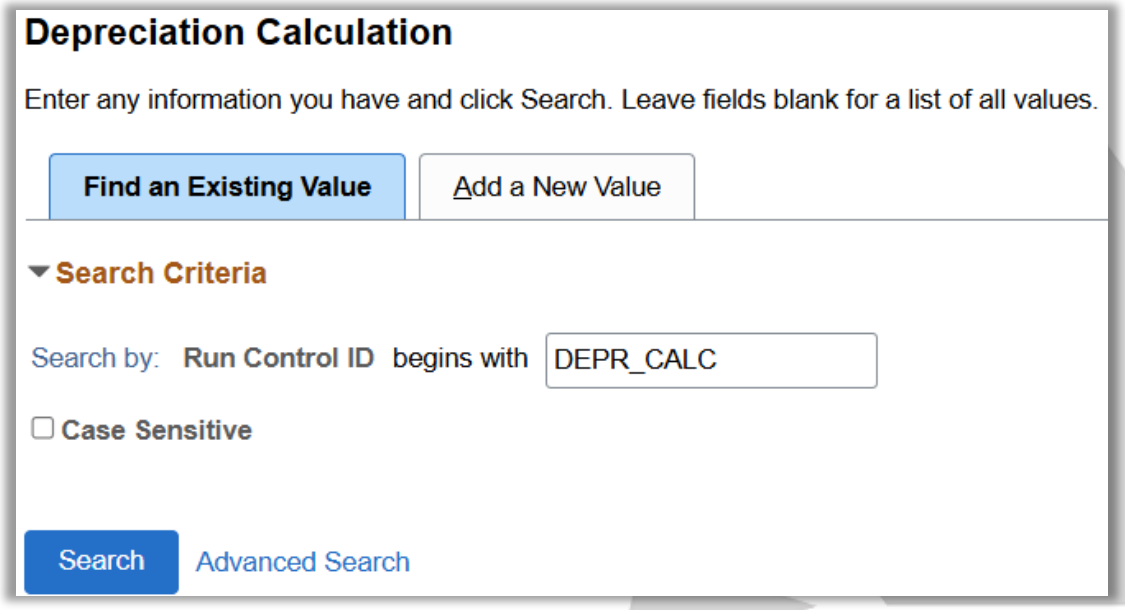
NOTE: The Review Open Transaction page displays only the first 300 transactions. The query, OCP_ASSET_OPEN_TRANS_ROWS, can also be run to identify Open Transactions

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NOTE: Once depreciation calculation has been run for an Open Transaction, the asset cannot be deleted.

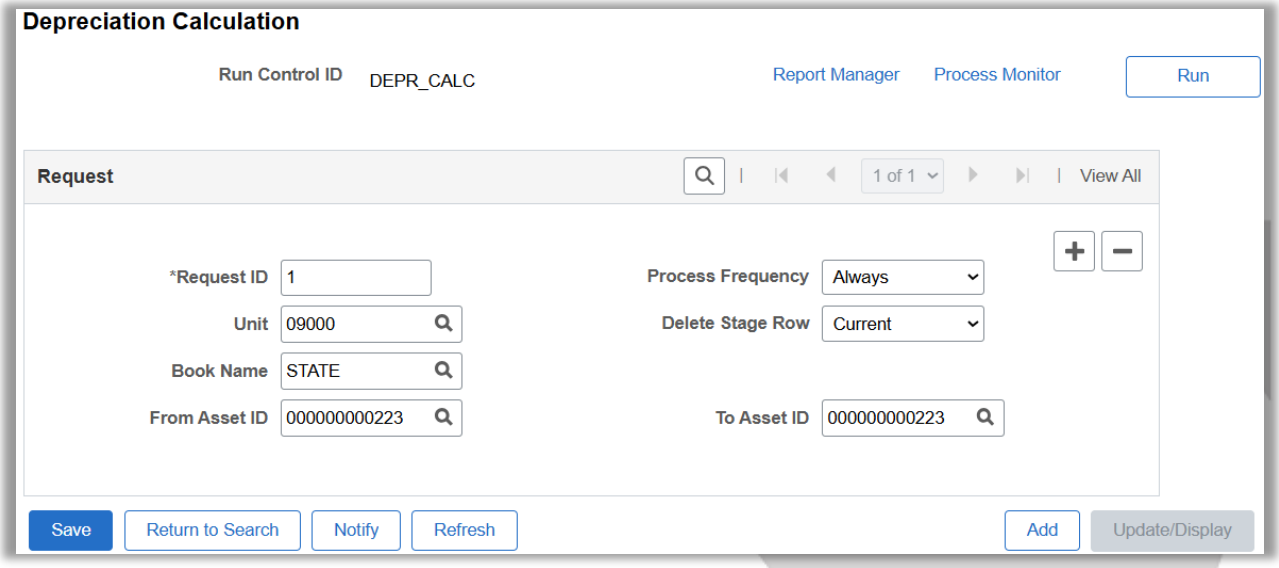
Run the Depreciation Calculation Process

Navigation: Asset Management > Depreciation > Processing > Calculate Depreciation



Input Run Control ID and **click** the **Search** button to retrieve existing run controls.

Use the Add a New Value tab to create a new run control if necessary.



Request ID – Enter 1 since only one request at a time will be run

Process Frequency – Change to Always

Delete Stage Row – Default is Current. Do not change.

Unit – Enter the Agency Business Unit

Book Name – Populate with the STATE book

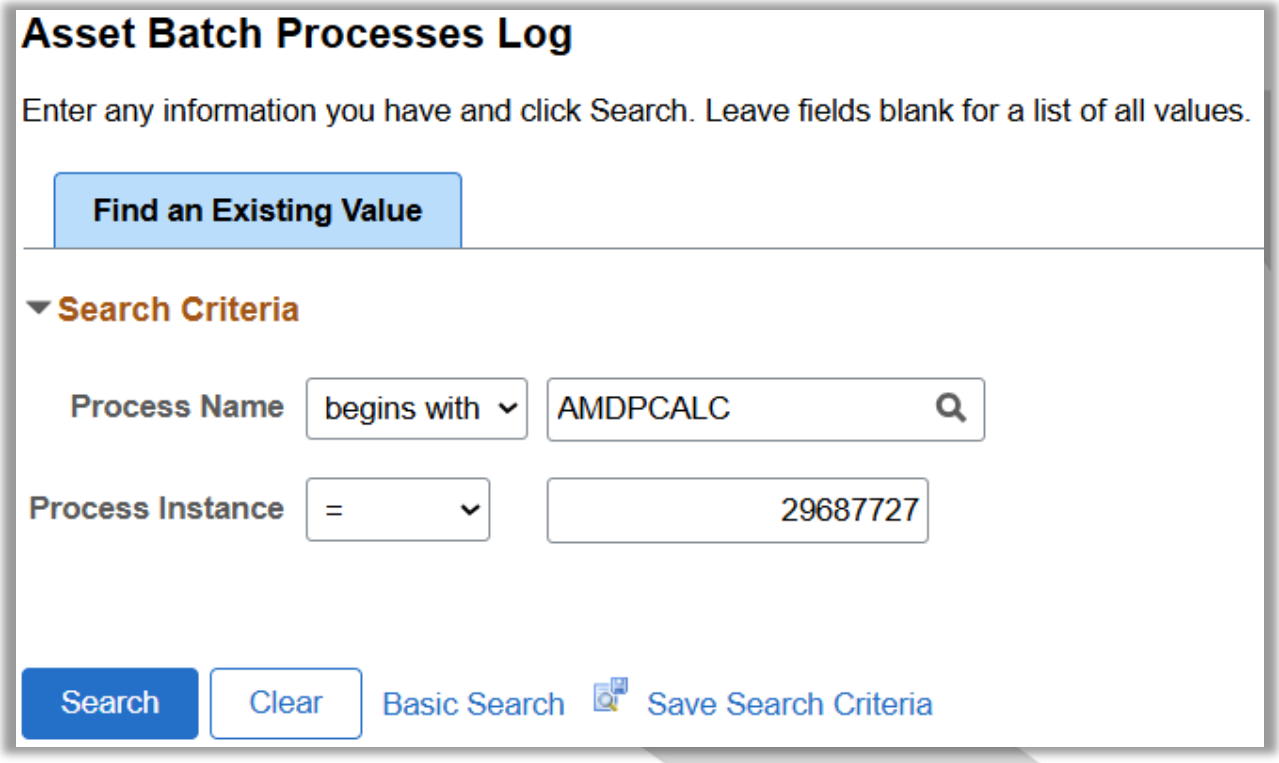
From Asset ID/To Asset ID – Populate to run Depreciation for the range the Assets identified from searching the Open Transactions

Click the **Run** button to execute the job. Run on the PSUNX server or leave Server Name field blank.

NOTE: Note the Process Instance Number of the AMDPCALC job for the next step.

Review the Depreciation Processing Results for Errors

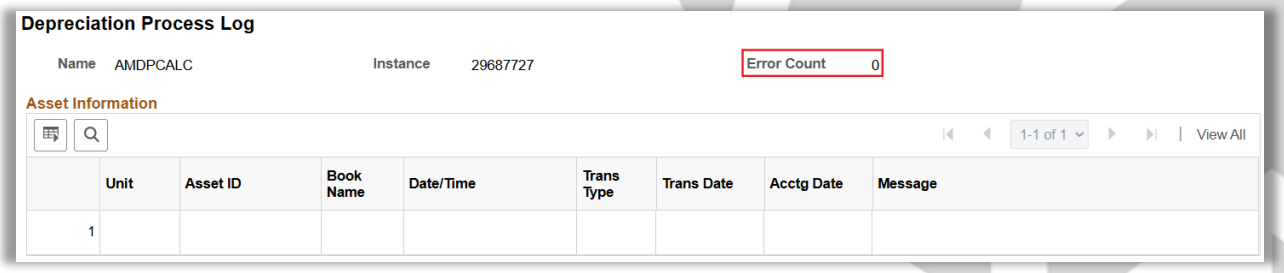
Navigation: Asset Management > Depreciation > Depreciation Process Log



Process Name – Enter or select AMDPCALC.

Process Instance – Enter or search for the Process Instance number of the AMDPCALC job.

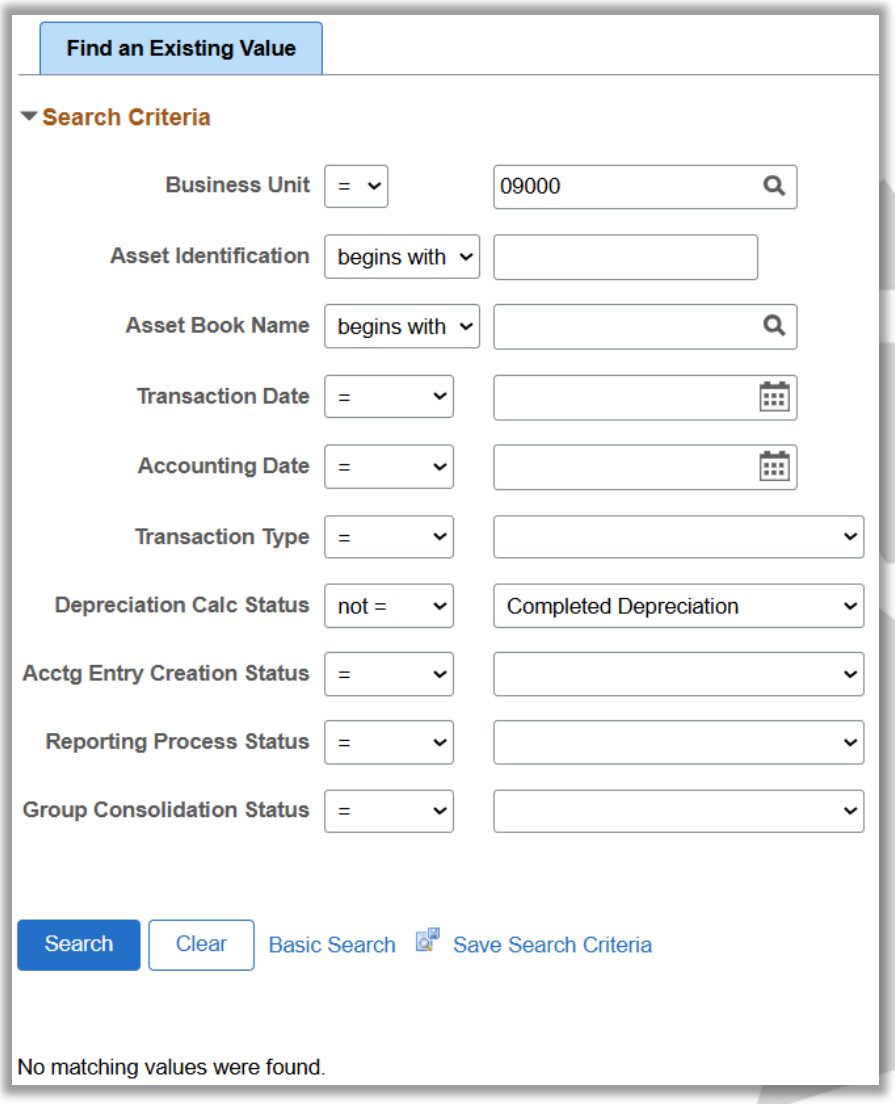
Click the Search button to display the Asset Process Error Log.



Confirm Error Count is zero. Submit a helpdesk case if one or more errors are listed.

Confirm Depreciation Calc Status is Complete

Navigation: Asset Management > Depreciation > Open Transaction > Review Open Transactions > Find an Existing Value

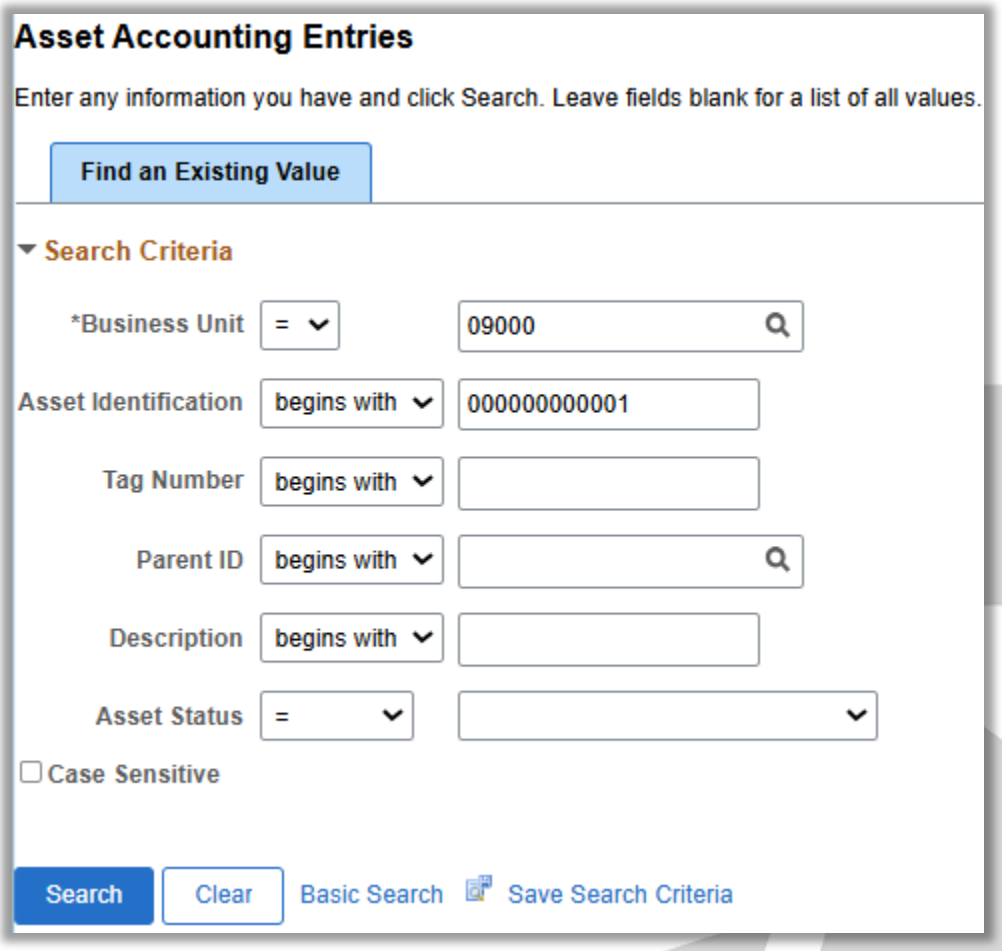


Enter the **Business Unit** and search for Open Transaction where the Depreciation Calc Status does not equal Completed Depreciation. If depreciation was computed on all Open Transactions, the search should return the message, "No matching values were found."

NOTE: The query, OCP_ASSET_OPEN_TRANS_ROWS, can also be run to confirm there are no Open Transactions to depreciate.

Review Asset Accounting Entries

Navigation: Asset Management > Accounting Entries > Review Financial Entries

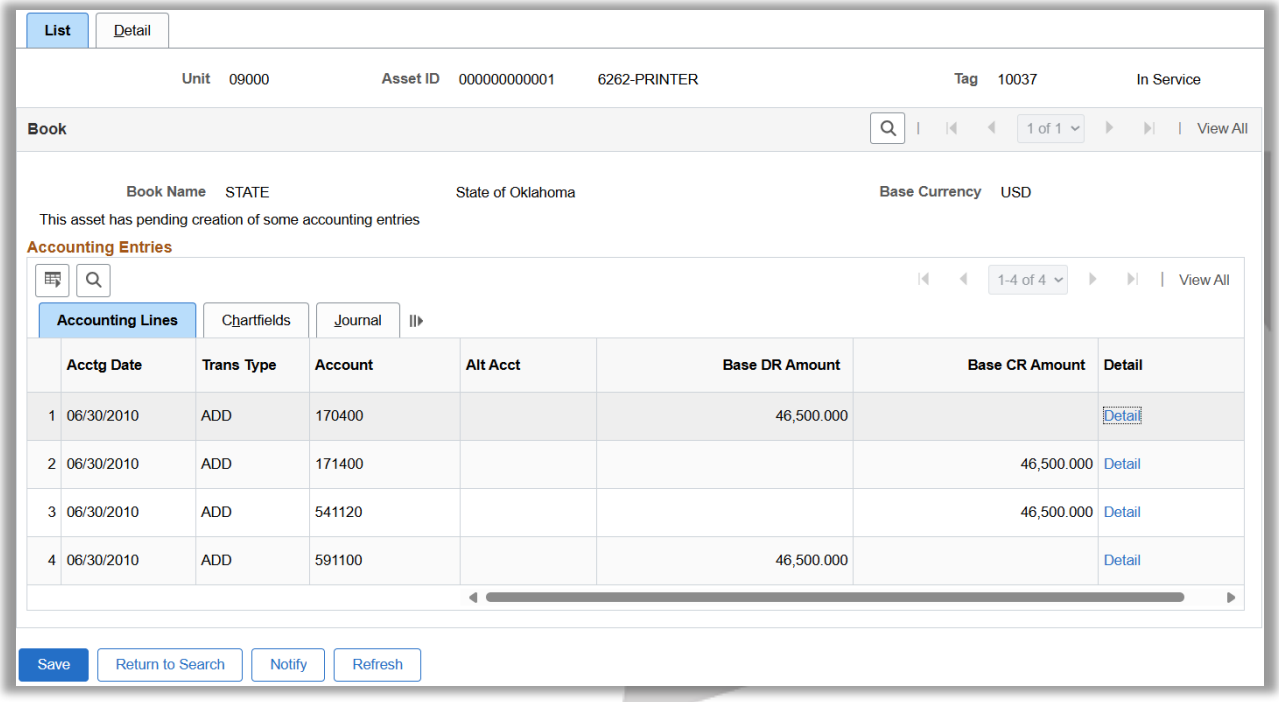


Business Unit - The Agency in which the existing Asset exists. This should default based on the User Preferences setup for the person reviewing the Asset

Asset Identification, **Tag Number**, **Parent ID**, **Description**, **Asset Status** – Use these fields as search criteria to find the Asset Depreciation that will be reviewed**.**

Click the **Search** button.

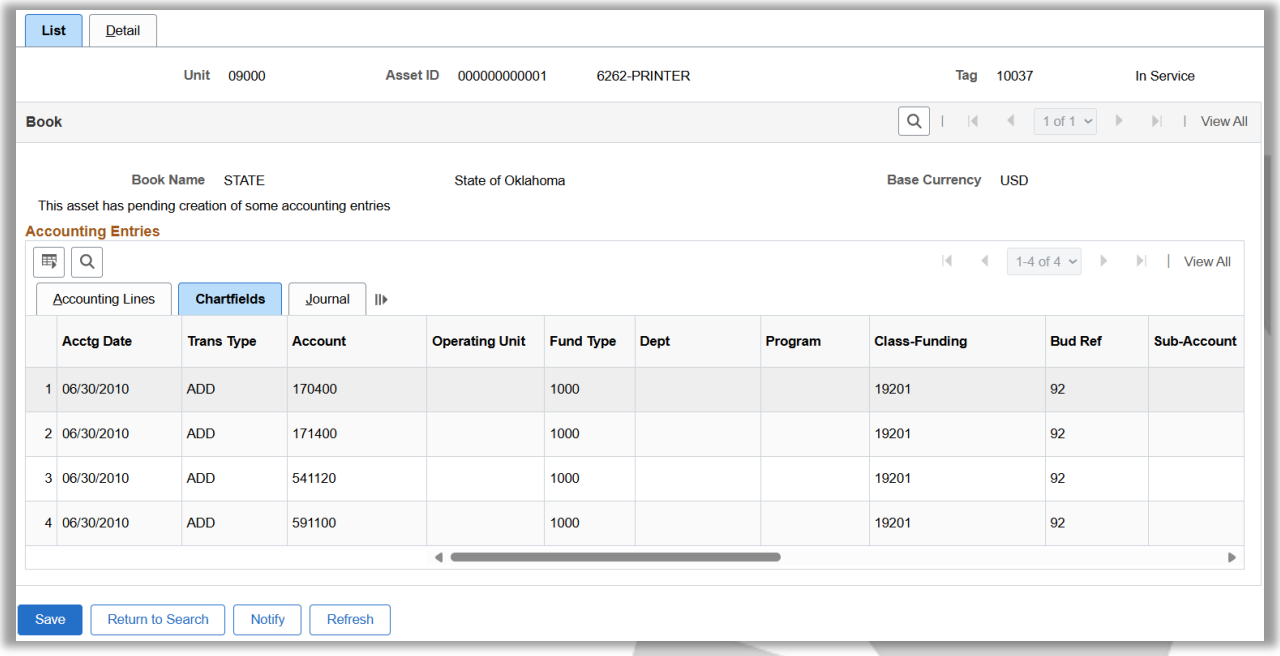
Review Accounting Entries List Page



The Accounting Lines **Tab** displays information about the Accounting Entries, it shows the Accounting Date, Transaction Type, Account, Sub Account and Chartfield Information.

Transaction Type – Indicates the type of Open Transaction. Open Transactions are created whenever an Asset Financial Transaction is created. The more common transactions at the State are **Asset Adds** (ADD), **Transfers** (TRF), **Retirements** (RET), **Adjustments** (ADJ) and **Recategorizations** (RECAT).

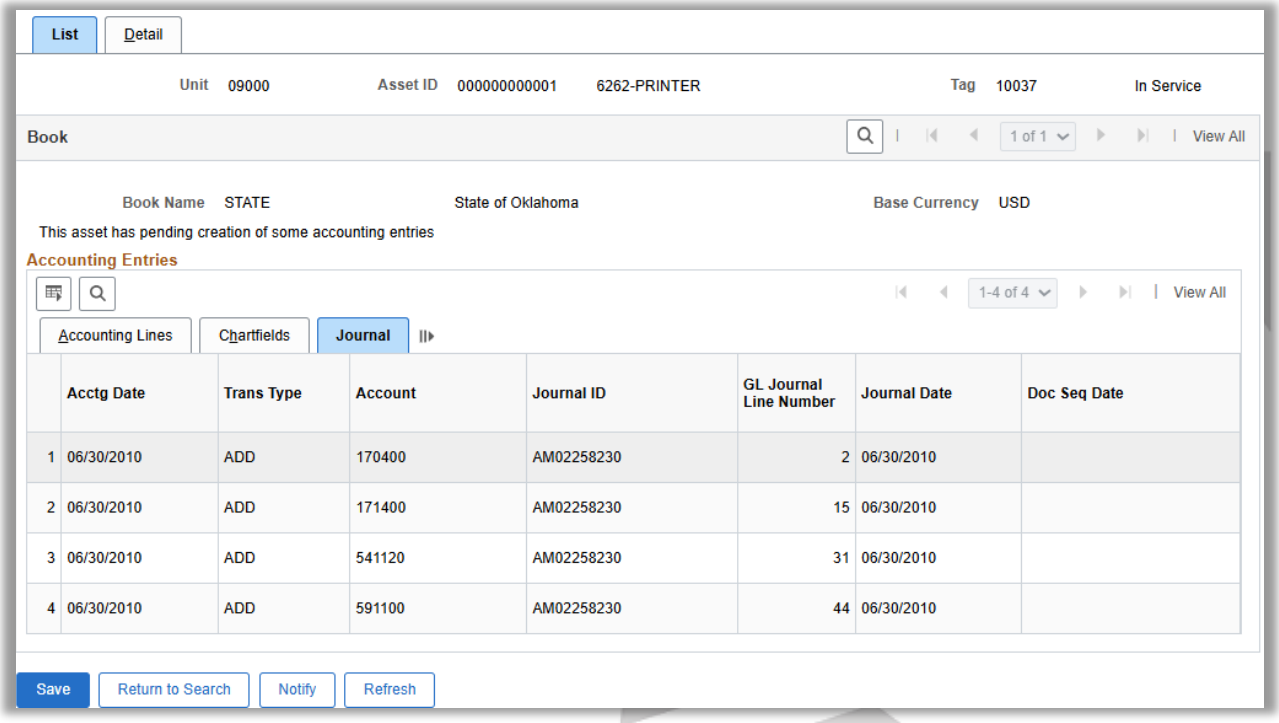
Chartfields Tab



The Chartfields **Tab** displays information about the Chartfield Information, it shows the Accounting Date, Transaction Type, and Account.

Transaction Type – Indicates the type of Open Transaction. Open Transactions are created whenever an Asset Financial Transaction is created. The more common transactions at the State are **Asset Adds** (ADD), **Transfers** (TRF), **Retirements** (RET), **Adjustments** (ADJ) and **Recategorizations** (RECAT).

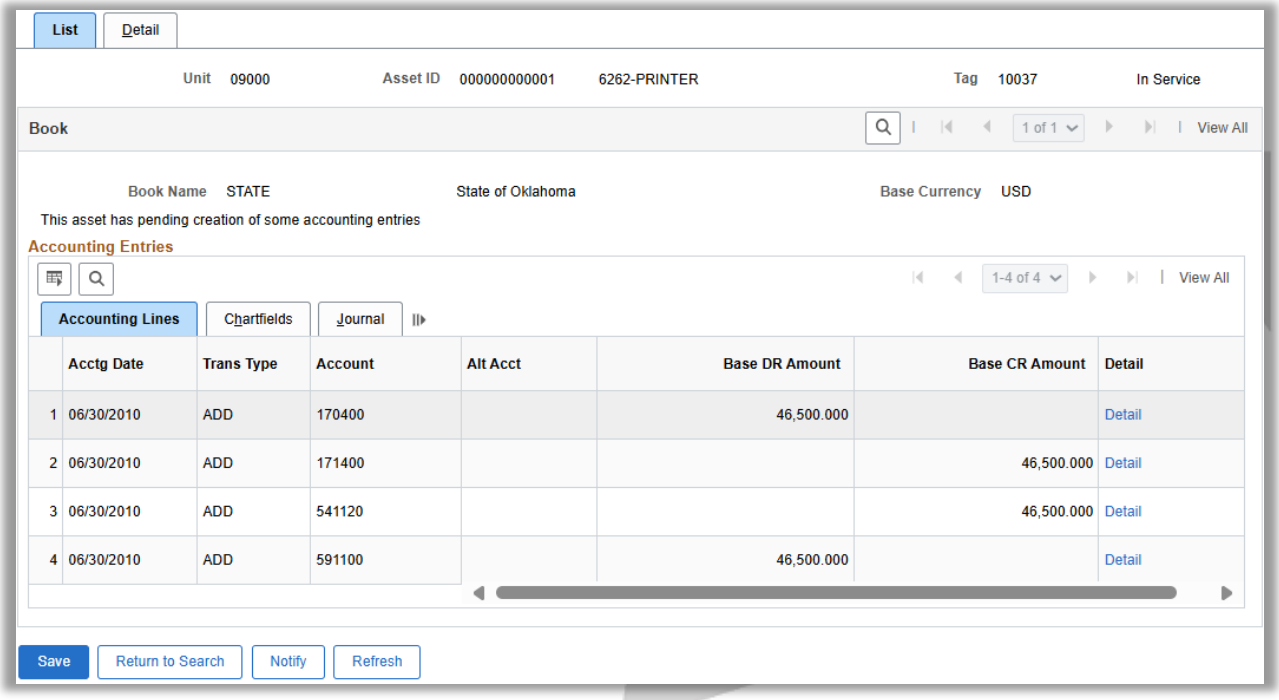
Journal Tab



The **Journal** Tab displays information about the Journals, it shows the Accounting Date, Transaction Type, Account, Journal ID, and Journal Date.

Transaction Type – Indicates the type of Open Transaction. Open Transactions are created whenever an Asset Financial Transaction is created. The more common transactions at the State are **Asset Adds** (ADD), **Transfers** (TRF), **Retirements** (RET), **Adjustments** (ADJ) and **Recategorizations** (RECAT).

Review Accounting Entries List Page Continued

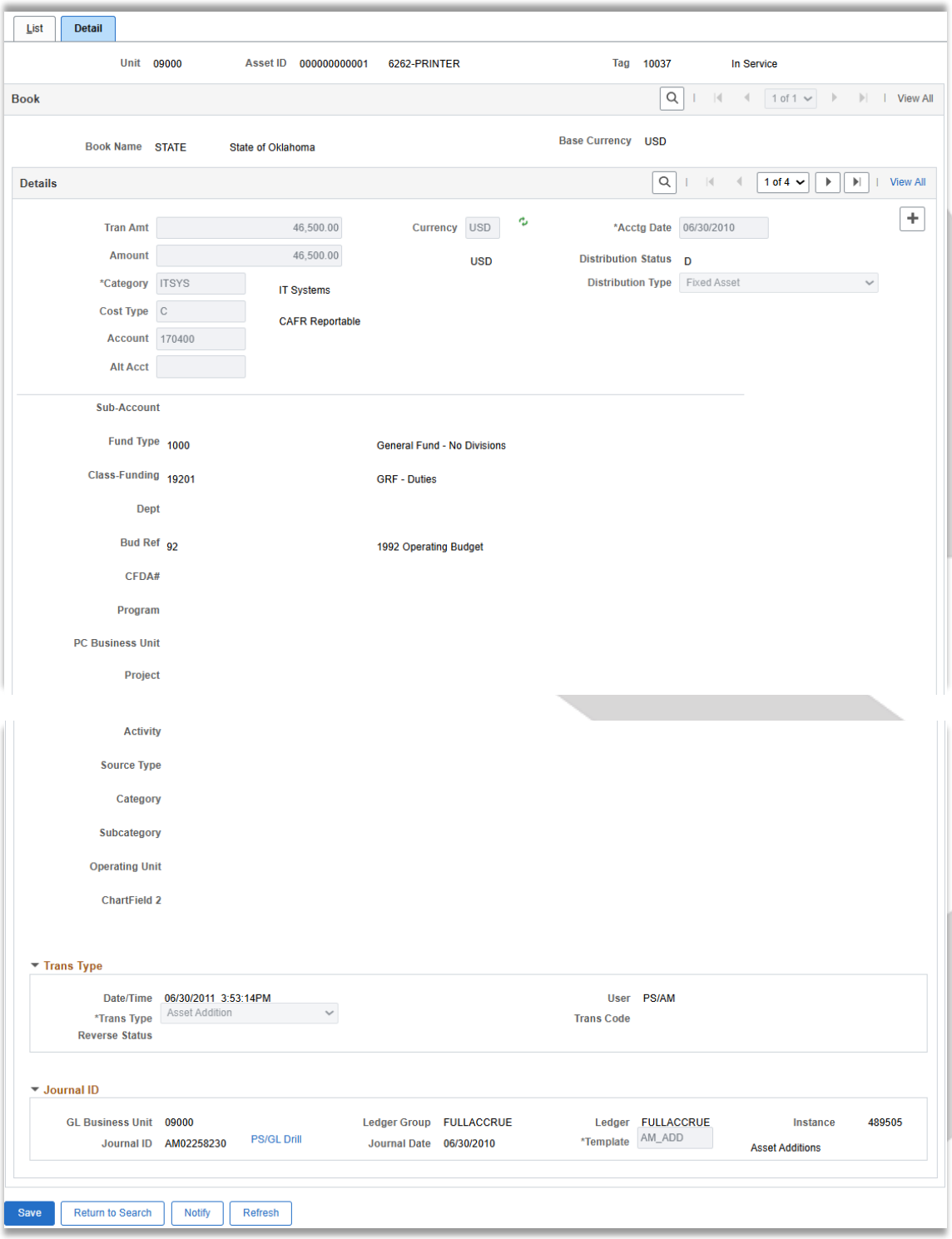


Click on the Arrow to open additional information.

The page displays information about the chartfields, it shows the Accounting Date, Transaction Type, Account, and chartfield information.

Transaction Type – Indicates the type of Open Transaction. Open Transactions are created whenever an Asset Financial Transaction is created. The more common transactions at the State are **Asset Adds** (ADD), **Transfers** (TRF), **Retirements** (RET), **Adjustments** (ADJ) and **Recategorizations** (RECAT).

Review Accounting Entries Detail Page



The **Detail** Link opens the page and displays the information in detail.

Click on **View All** to see all the detail panels.

Load Reporting Tables

Before reports with Depreciation and Net Book Value can be run, Reporting Tables must be populated with Asset Information that the reports use to display desired results. A separate process is executed for the different Reporting Tables to populate depreciation and cost information that delivered reports use to produce results.

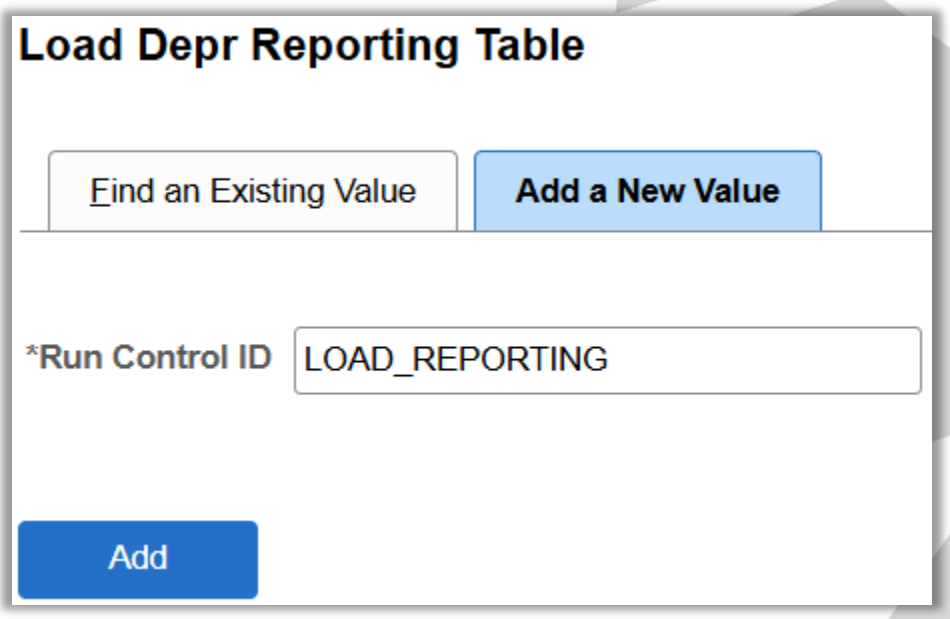
The types of Asset Information stored in each table are:

Depreciation Reporting Table (DEPR_RPT) – stores Depreciation information for an Asset by Year and Period with ChartField detail. The data includes period depreciation, year-to-date depreciation, and life-to-date depreciation.

Net Book Value Reporting Table (ASSET_NBV_TBL) – stores Cost, Depreciation and Net Book Value information for an Asset with ChartField detail. The data also includes Asset Location, Description, and Category.

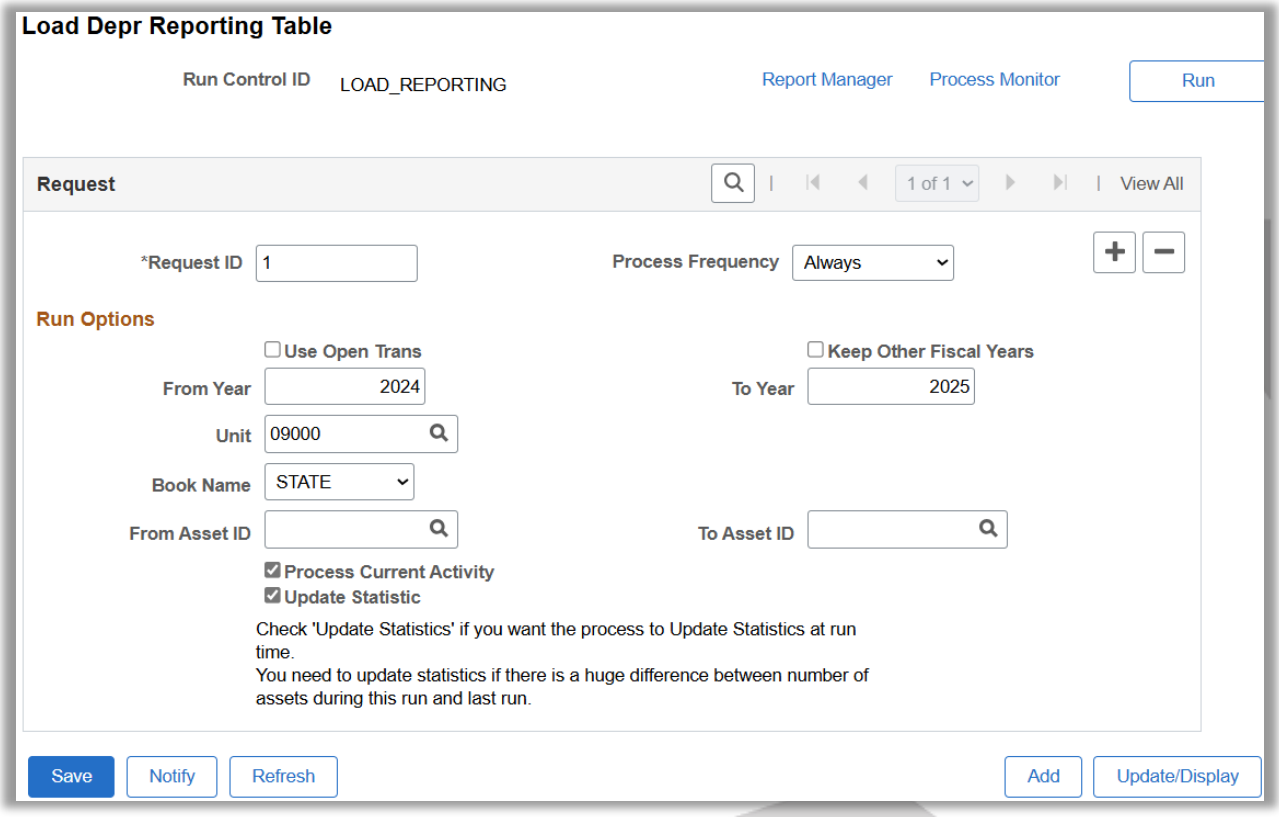
Load Depreciation Reporting Table

Navigation: Asset Management > Financial Reports > Load Reporting Tables > Load Depr Reporting Table



Run Control ID – populate with a new or existing Run Control ID. Use this same Run Control ID to load the Net Book Value table and to run the OCP_AM_ASSET_NET_BOOK_VALUE query.

NOTE: Run the load processes once at the beginning of the year for all assets, and on a monthly or regular basis thereafter for new open transactions.



Request ID – Enter 1 since only one request at a time will be run.

Process Frequency – Change to Always.

Use Open Trans – Select to execute the load process on only those depreciation transactions that are new from the last time the process was executed to pull new Asset activity into the Reporting Tables.

Keep Other Fiscal Years – Select to run the load for a new Fiscal Year but keep the old Fiscal Years that are already in the Reporting Table. Load only the current Fiscal Year or at most two Fiscal Years to improve system performance. This process can select many rows of Asset Information and can take an extended period to complete.

From/To Year – Populate with From and Thru values to populate the table with Asset depreciation transactions within this time frame when "Keep Other Fiscal Years" checkbox is selected.

Unit – Enter the Agency Business Unit.

Book – Populate with the STATE book. Must select **Update Statistics** checkbox to open this field.

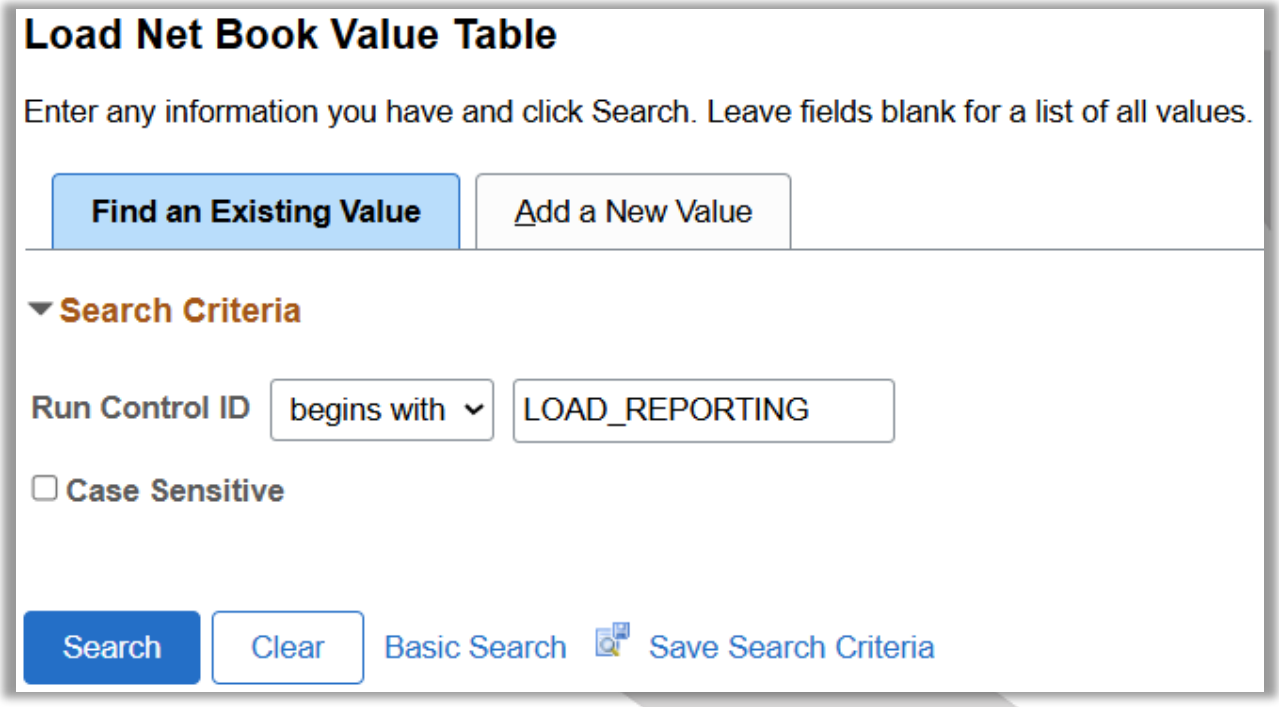
From/To Asset ID – Populate to load the Reporting Table with information for a range of Assets. Must select **Update Statistics** checkbox to open this field.

Process Current Activity – Select to load current activity from the system.

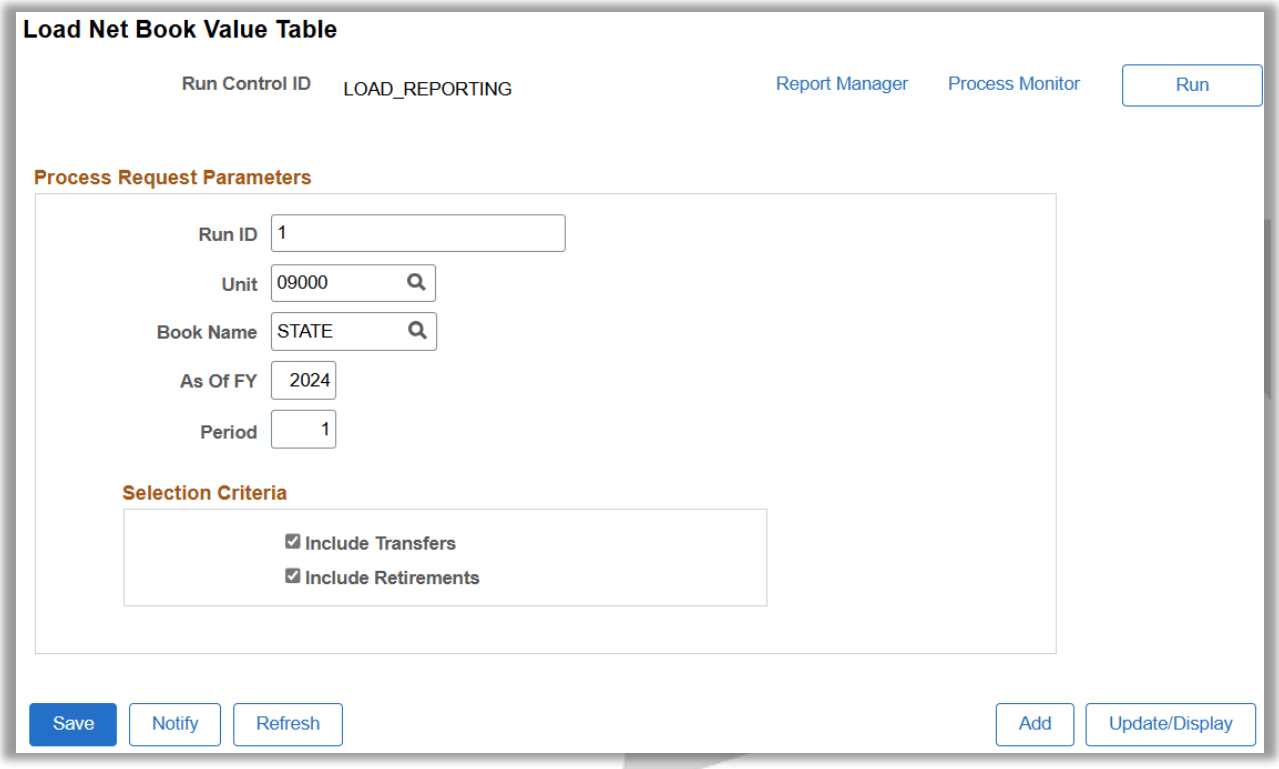
Click the **Run** button to execute the Load Process. Run on the PSUNX server or leave Server Name field blank.

Load Asset Net Book Value Reporting Table

Navigation: Asset Management >Financial Reports > Load Reporting Tables > Load Net Book Value Table



Run Control ID – populate with the Run Control ID used to Load the Depreciation Reporting Table



Run ID – Enter 1 since only one request at a time will be run

Business Unit – Enter the Agency Business Unit.

Book Name – Populate with the STATE book.

As Of Fiscal Year, and Period – Populate with the Fiscal Year and Period through which the load process will be run.

Include Transfers – Select to load Transfer activity.

Include Retirements – Select to load Retirement activity.

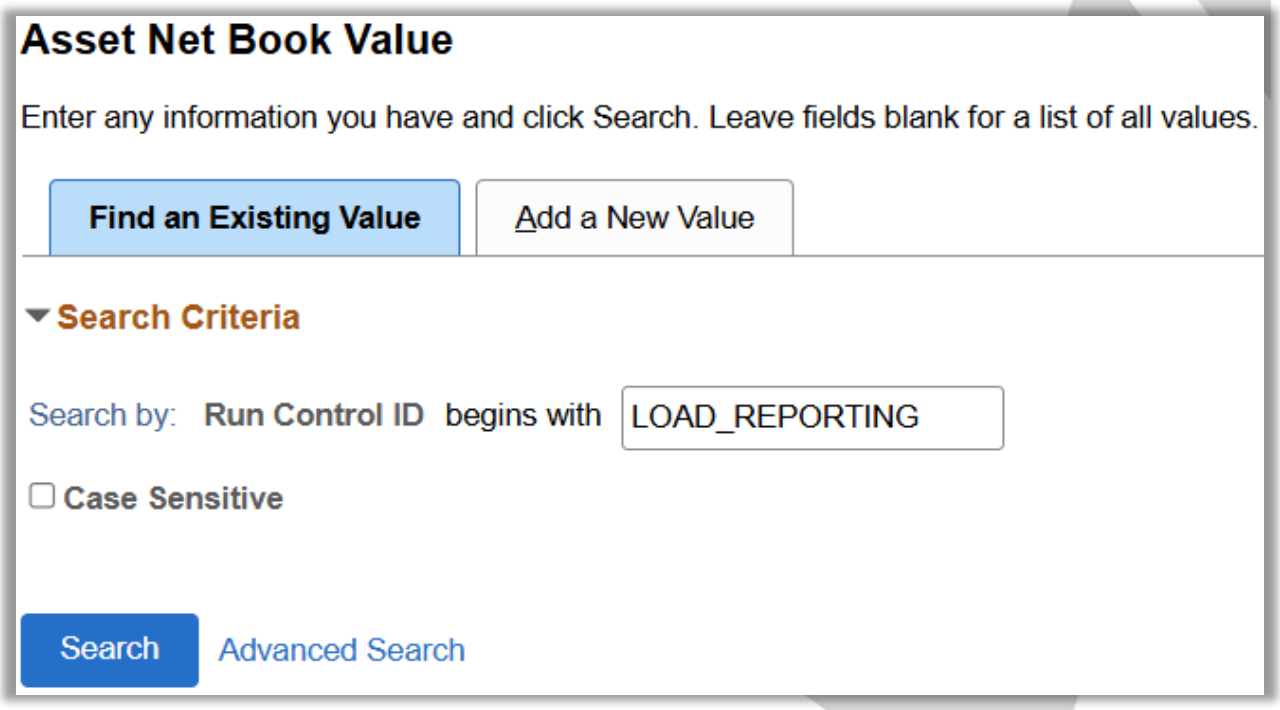
Click the Run button to execute the Report. Run on the PSUNX server or leave Server Name field blank.

NOTE: Once the Net Book Value Reporting Table has been populated, there are multiple Crystal Reports that can be run against that data.

Run Asset Net Book Value Report/Query

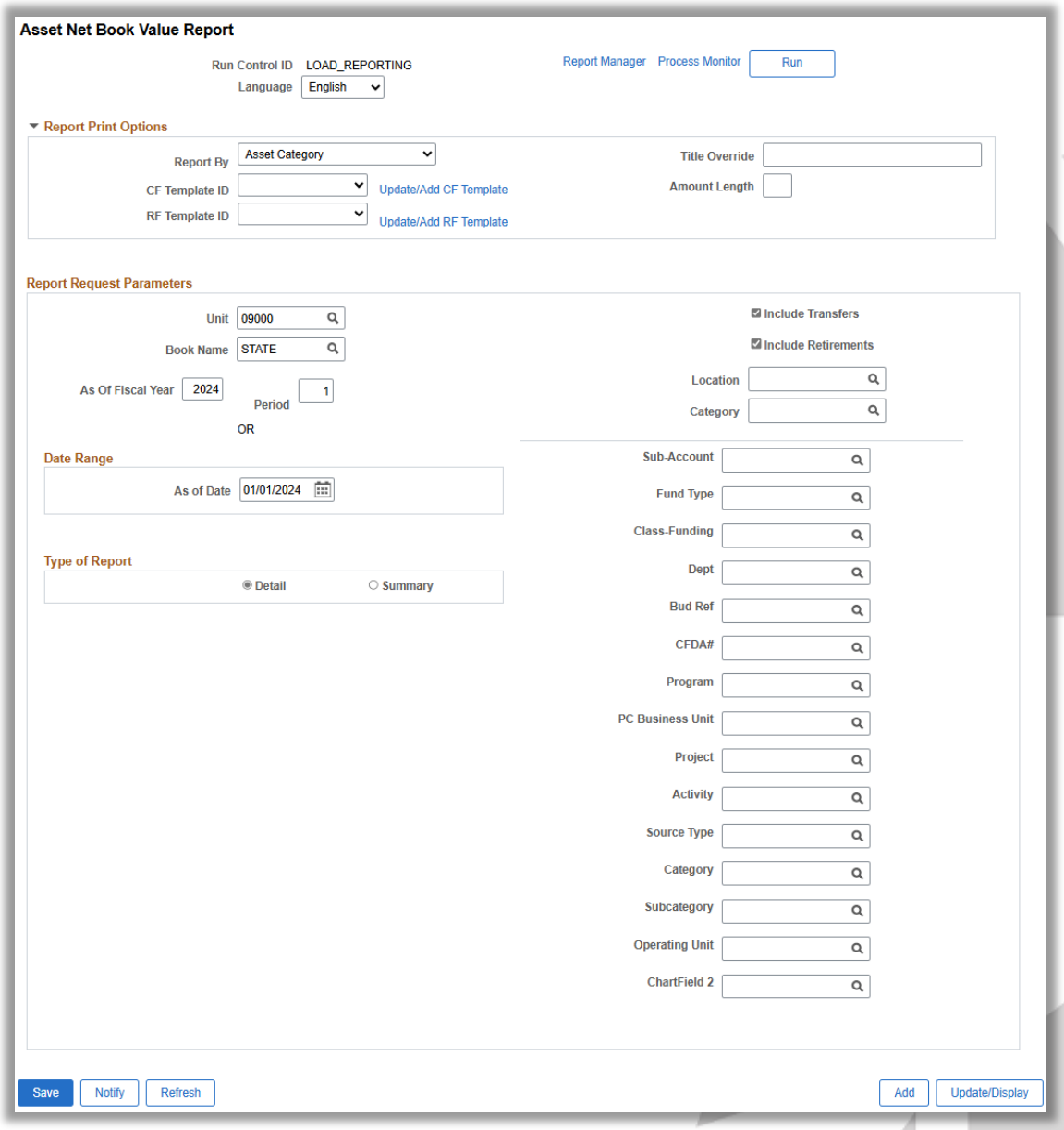
Run the Asset Net Book Value Report or Query and review the assets listed and their associated costs, accumulated depreciation, and net book value for completeness and accuracy.

Navigation: Asset Management > Financial Reports > Cost and Depreciation > Asset Net Book Value Report



Run Control ID – populate with Run Control ID used to Load the Net Book Value Reporting Table

Net Book Value Report Parameters Page

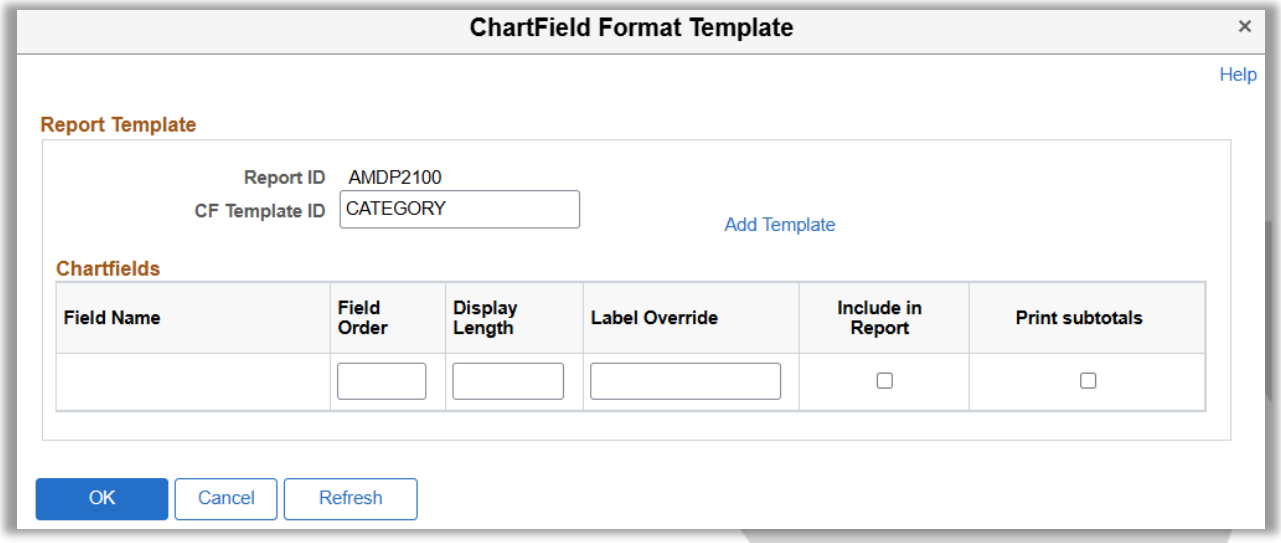


The "**Net Book Value**" reports will produce a list of Assets with depreciation and net book value information. Populate the **Parameters** page with the desired values.

Expand the **Report Print Options** section of the page. For this report, a **Template ID** that indicates which Asset fields to include on the report is required.

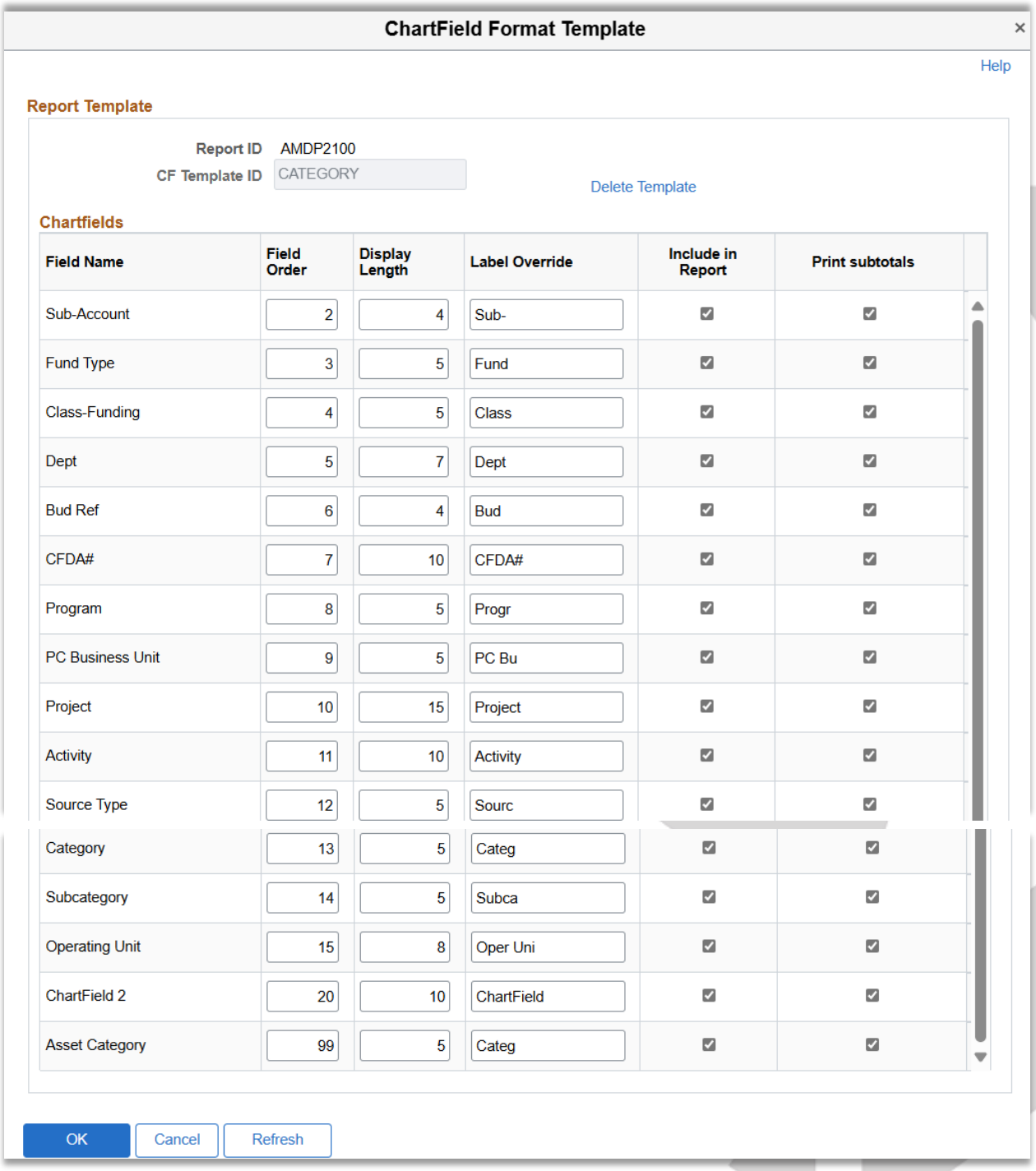
Click the Update/Add CF Template link.

NOTE: If you have previously created a Template for this report a new Template is not required. Simply select the Template that you used previously.



Populate the **Template ID** field with a name for the Template.

Click the Add Template link.



ChartField Format Template

Help

Report Template

Report ID AMDP2100

CF Template ID CATEGORY

Delete Template

Chartfields

Field Name	Field Order	Display Length	Label Override	Include in Report	Print subtotals
Sub-Account	2	4	Sub-	☑	☑
Fund Type	3	5	Fund	☑	☑
Class-Funding	4	5	Class	☑	☑
Dept	5	7	Dept	☑	☑
Bud Ref	6	4	Bud	☑	☑
CFDA#	7	10	CFDA#	☑	☑
Program	8	5	Progr	☑	☑
PC Business Unit	9	5	PC Bu	☑	☑
Project	10	15	Project	☑	☑
Activity	11	10	Activity	☑	☑
Source Type	12	5	Sourc	☑	☑
Category	13	5	Categ	☑	☑
Subcategory	14	5	Subca	☑	☑
Operating Unit	15	8	Oper Uni	☑	☑
ChartField 2	20	10	ChartField	☑	☑
Asset Category	99	5	Categ	☑	☑

OK Cancel Refresh

The **Chartfield Report Format Template** page allows you to define which ChartFields (plus Asset Category) will be included in the results of the report.

Field Order – select the order in which the available fields will be displayed on the Report.

Label Override – to change the column label for a field populate an alternative label.

Include in Report – select each field that you would like to be displayed on the Report.

NOTE: For reports that have been customized in the system (see List of Reports and Queries in this section of the manual), all field values on the Template **MUST BE** selected.

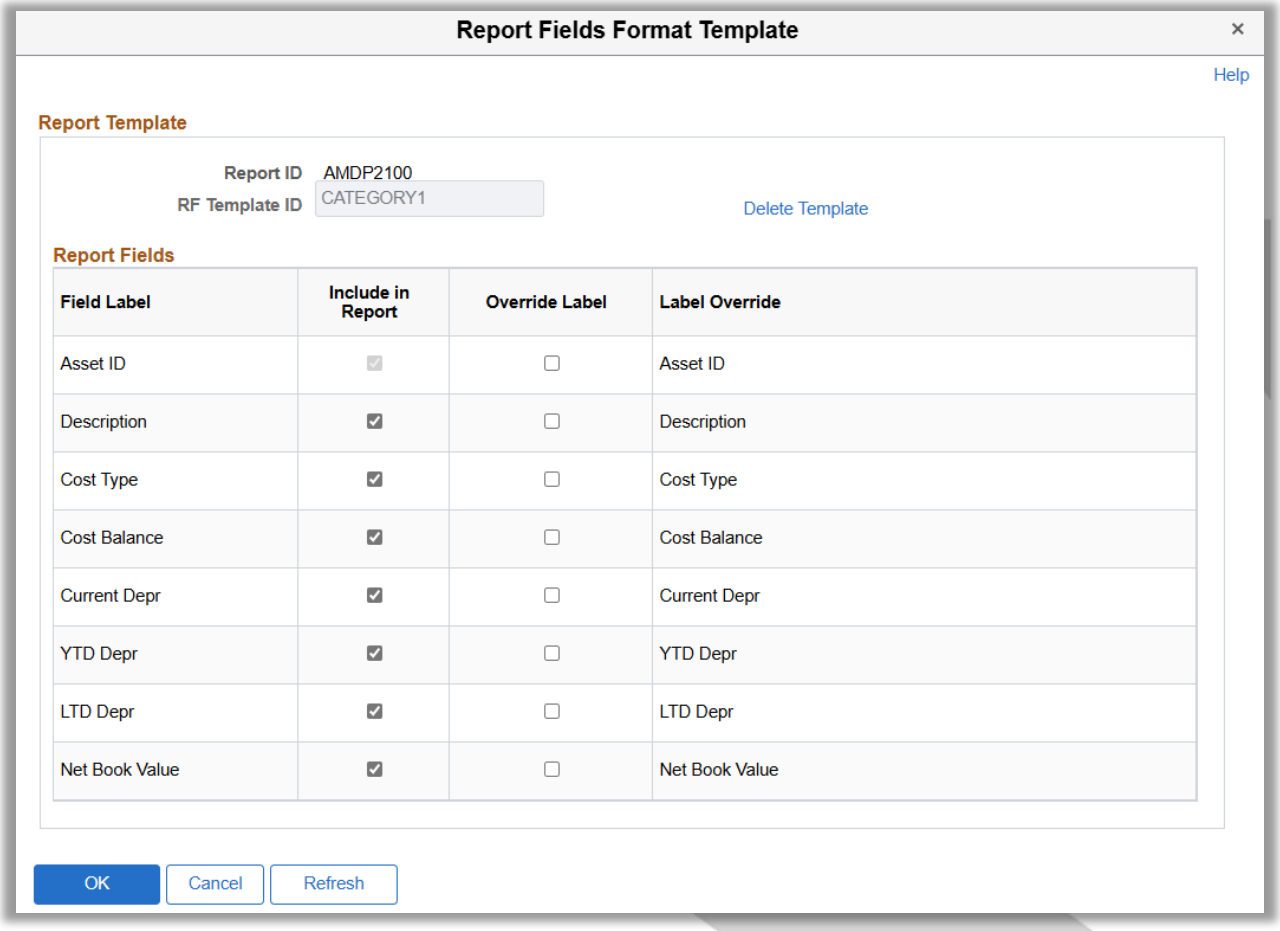
Print Subtotals – select each field for which you would like a subtotal. The subtotals will be displayed on the Report by field.

This template allows you to choose the fields you wish to see on the report. There is also an option to rename these fields by choosing **Override Label** allowing you to type in your own Description.

After you have selected your fields and customized labels, click the **OK** button.

NOTE: If you have previously created Templates for this report new Templates are not required. Simply select the Template that you used previously.

Click the Update/Add RF Template hyperlink.

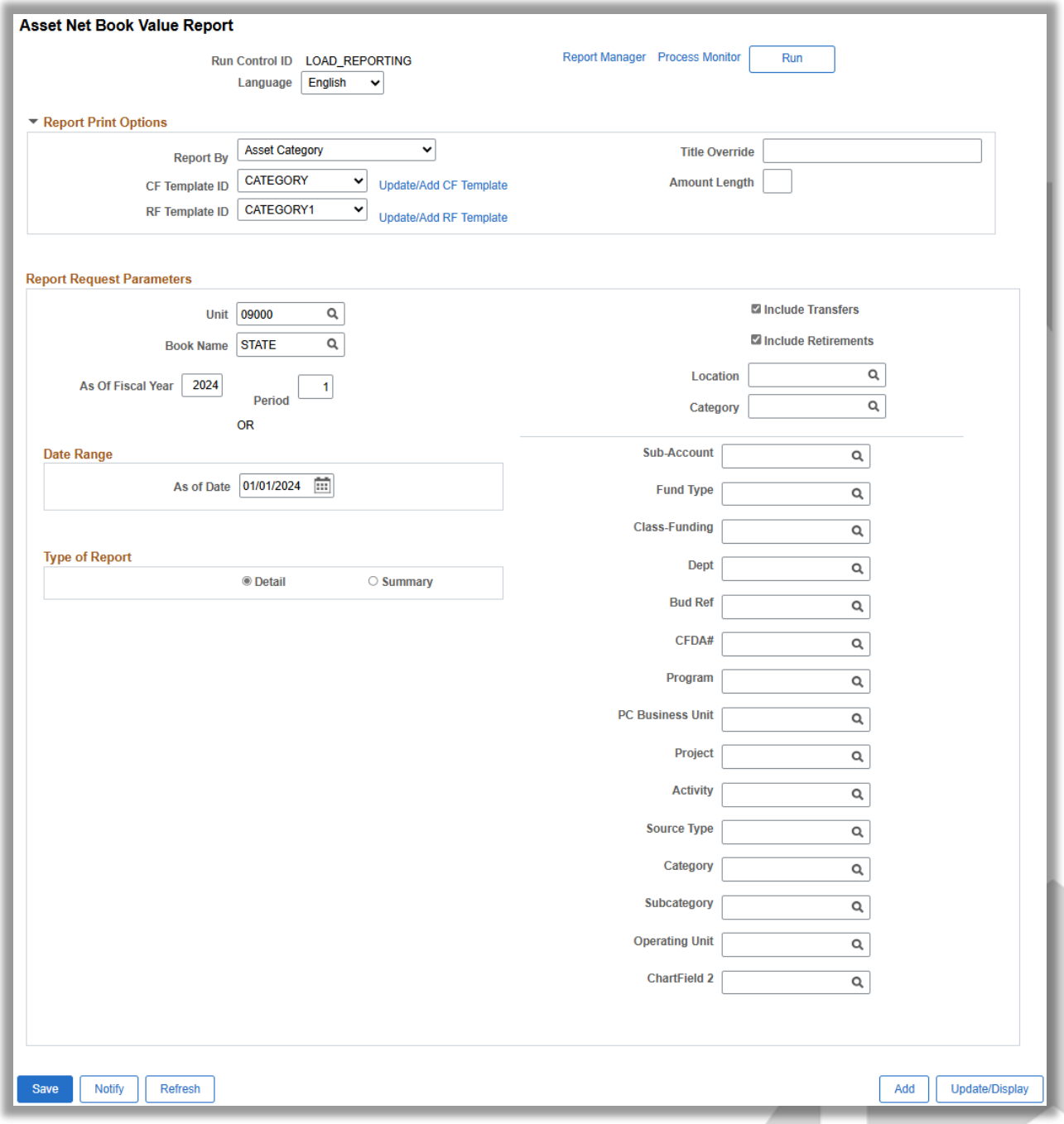


The **Report Field Format Template** page allows you to define which Report Fields will be included in the results of the report.

Populate the **Report Fields Template Id** field with a name for the Template.

Click the **Add Template** **hyperlink.**

After you have selected your fields and customized labels, click the **OK** button.



Unit – populate with the Agency Business Unit.

Book – populate with the 'STATE' book value.

Fiscal Year/Period Range – populate with **From** and **Thru** values to retrieve the Assets between those dates. Alternatively use a Date Range to define the period.

Location – populate a desired value to further define the list of Assets by Location.

ChartFields – populate with desired ChartField values to narrow the List of Assets by Location to those meeting the ChartField values.

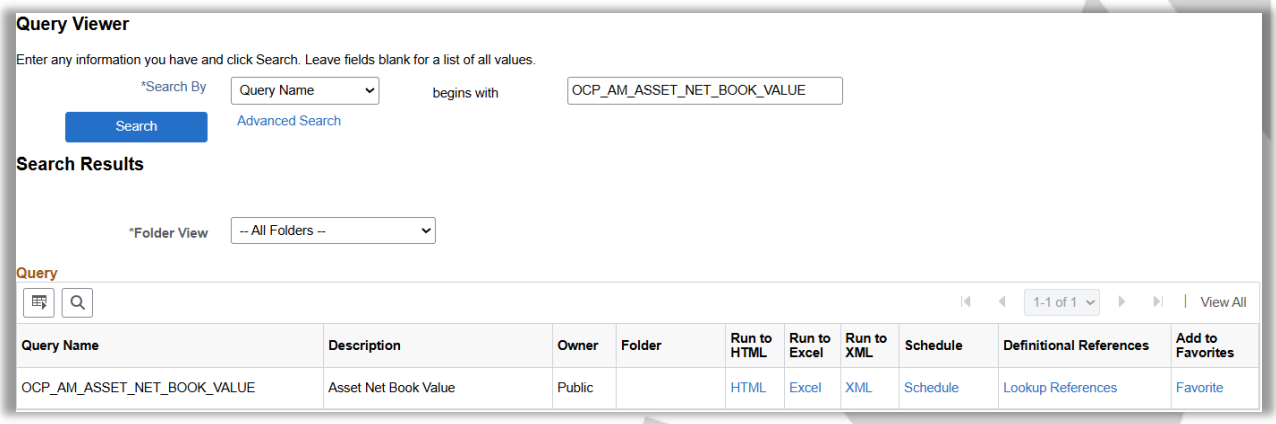
Include Transfers/Retirements – select to include these Asset transactions in the report.

Click the **Run** button to execute the Report. Run on the PSUNX server or leave Server Name field blank.

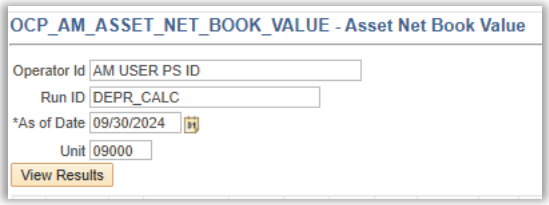
Asset Net Book Value Query Parameters

The Asset Net Book Value Query can be run to obtain the data in an Excel format. The query gives the same information as the Asset Net Book Value report, except that it sorts by Asset ID.

Navigation: Reporting Tools > Query > Query Viewer



Select the **Excel** link to enter the Operator ID, the Run ID, the last day of the month that the tables were loaded for and the Business Unit.



Operator Id – populate with your Operator ID.

Run ID – populate with the same Run Control ID used to load the Reporting Tables.

As of Date – populate with the last calendar day of the month the Net Book Value Table was loaded for.

Unit – populate with the Agency Business Unit.

NOTE: Schedule the query if your agency has several assets. The assets that report in the query are the assets that are loaded in the Depreciation Reporting Table.

Analyzing Net Book Value Query Results

The following are guidelines for steps that can be taken to analyze the data in the Query.

1. Validate missing Asset IDs
    a. Highlight Asset ID column
    b. In Word 2007, while on cell C3, click the Home ribbon > Conditional Formatting > New Rule > Use a formula to determine which cells to format.
    c. In the formula box, enter "+(C4-C3)>1"
    d. Click Format, Fill Tab, and select a color
    e. Filter by color and research missing Asset IDs (may be retired, deleted, not capitalized, etc.)

2. Filter to Identify:
    a. Asset IDs without Tag IDs
    b. Orphan Child Assets
    c. Incorrect Asset Status (if disposals were included)
    d. Descriptions that should be revised in Basic Add
    e. Incorrect Categories for recently added Assets
    f. Blank Asset Subtypes for ITSYS Assets
    g. Blank Fund Type and Class Funding (and any other agency required funding) for assets entered manually
    h. In Service Assets with a Cost Type of "C" and lives not greater than 12 months and/or costs < $25,000
    i. Standalone Assets > or = to $25,000 without a Cost Type of "C"
    j. Incomplete or incorrect locations

3. Update Basic Add or perform a Financial Transaction to correct incorrect or missing information. Financial Transactions require Depr_Calc to be run for accounting entries to generate for the transaction.

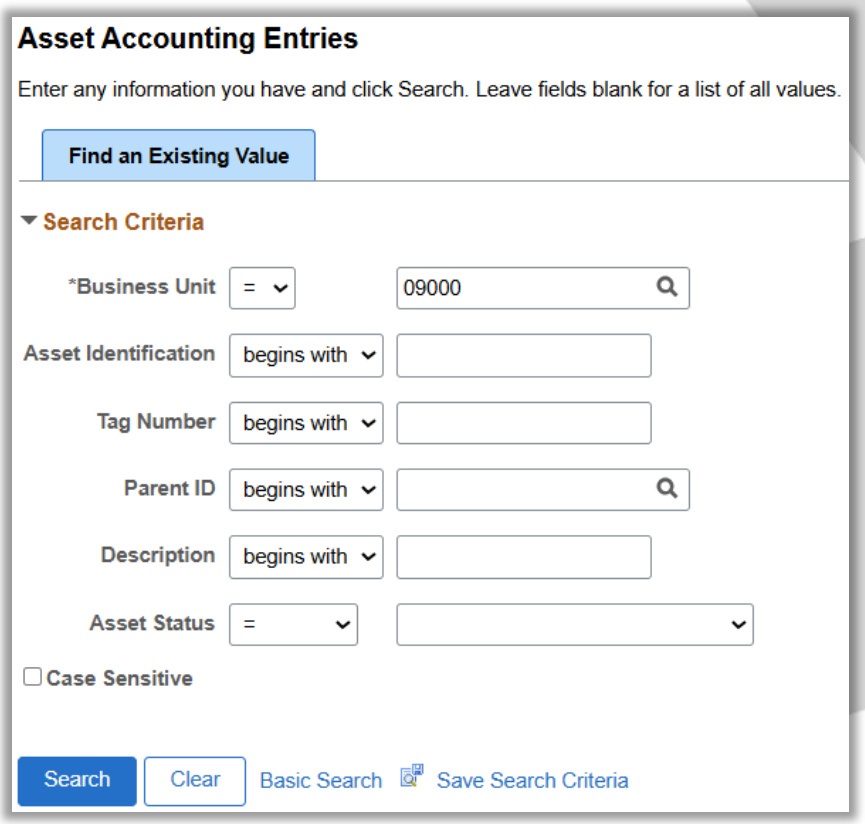
Request and Review Accounting Entries

Once the data on the Net Asset Book Value report is complete and accurate, request OMES to create the month end entries.

When Assets are added, retired, or modified in the system, i.e., adjustments, transfers, recategorizations, etc., corresponding **Accounting Entries** are created. These Accounting Entries will be Journal Generated to the FullAccrue General Ledger to reflect these modifications. Accounting Entries can be viewed once they have been created and stored in the system.

Review Asset Financial Entries

Navigation: Asset Management > Accounting Entries> > Review Financial Entries > Find an Existing Value

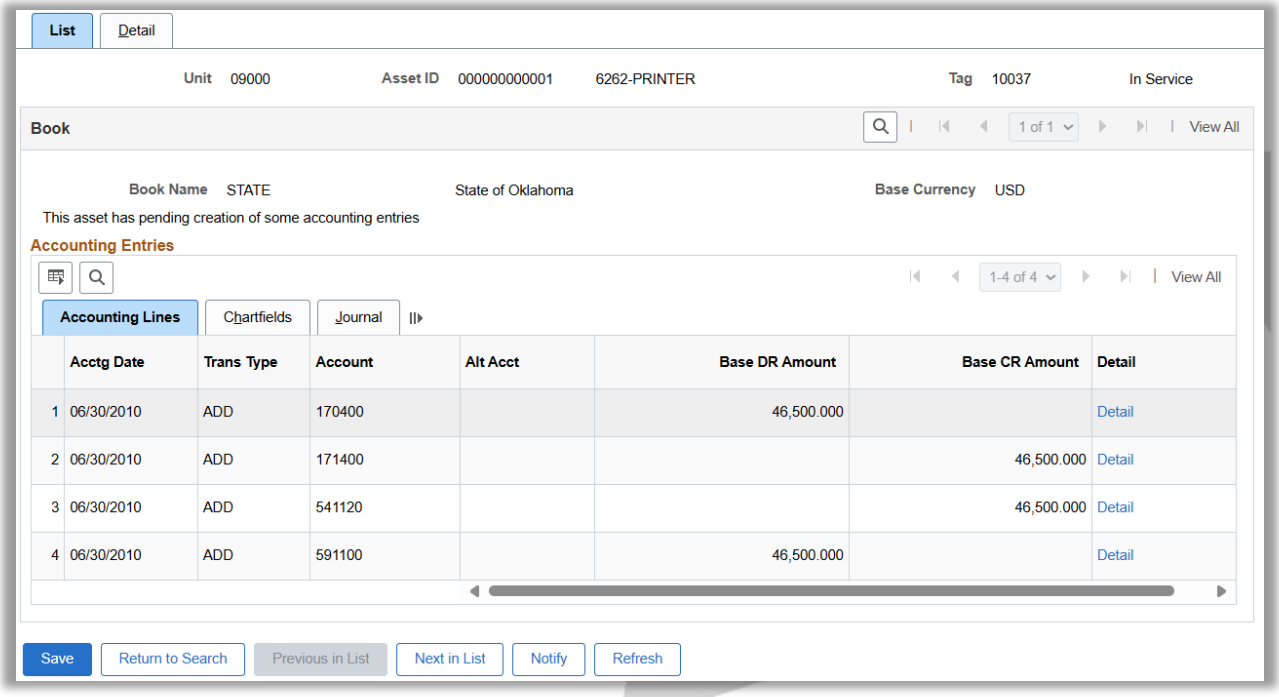


Business Unit - The Agency in which the existing Asset exists. This should default based on the User Preferences setup for the person reviewing the Asset.

Asset Identification, Tag Number, Parent ID, Description, Asset Status – Use these fields as search criteria to find the Asset Accounting Entries that will be reviewed.

Click the **Search** button to enter the **Asset Accounting Entries** pages.

List Page



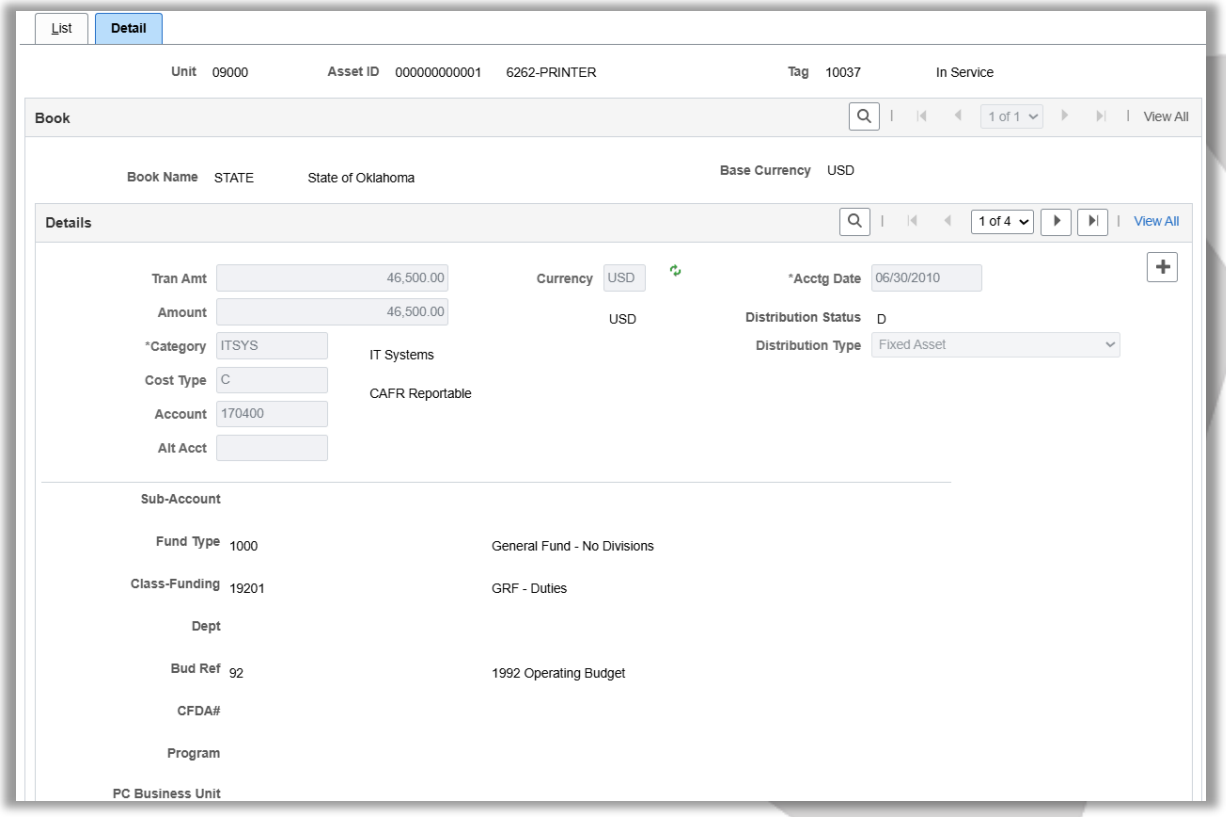
The Accounting List page displays by Book the history of Accounting Entries for the Asset. The Accounting Entries will be comprised of a Debit (positive amount) and a Credit (negative amount). The corresponding ChartFields are also listed on both sides of the Accounting Entry.

The Journal tab will display Journal IDs for the Accounting Entries once they are Journal Generated to the General Ledger.

Click the **Detail** tab.

Detail Page

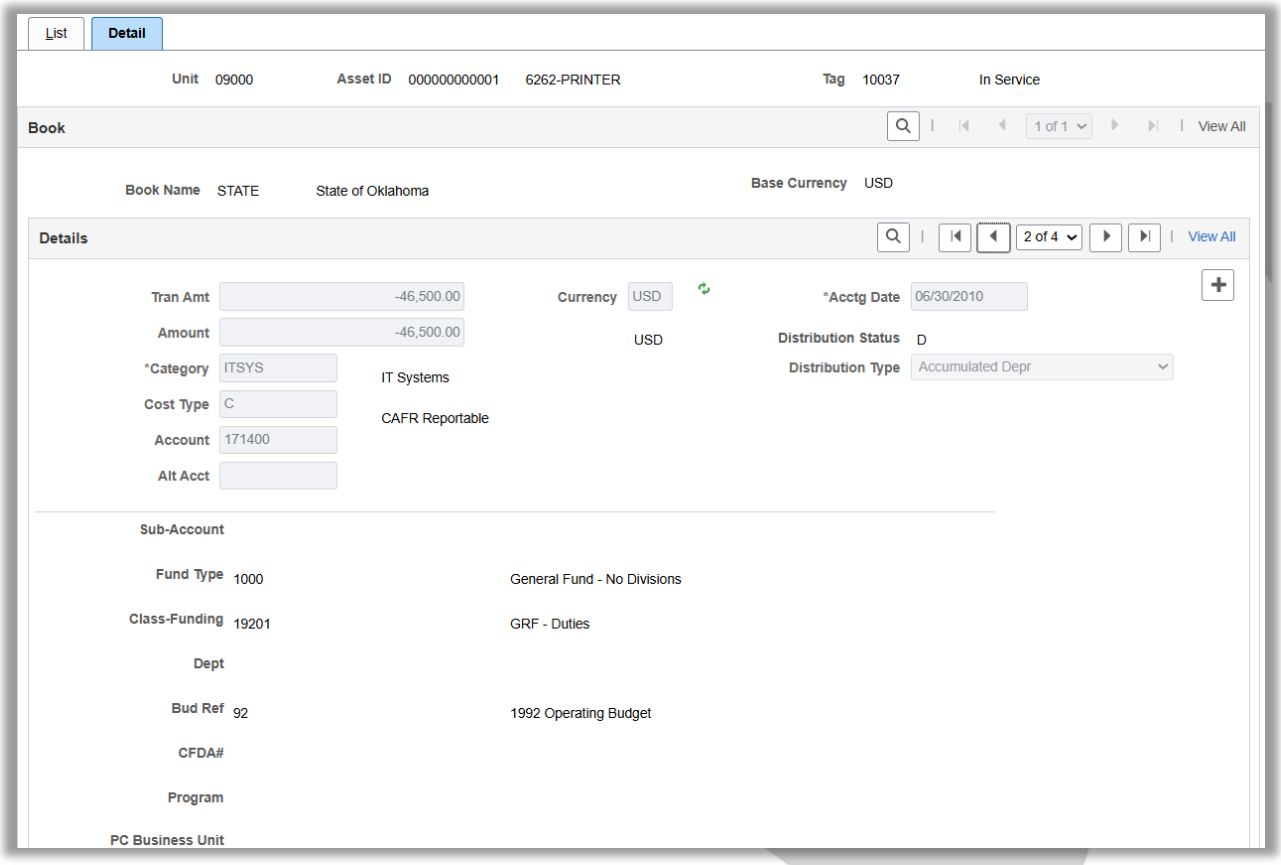
The **Detail page** displays the same Accounting Entry Lines as are visible on the **List** page. The ChartField descriptions are also available on this page.



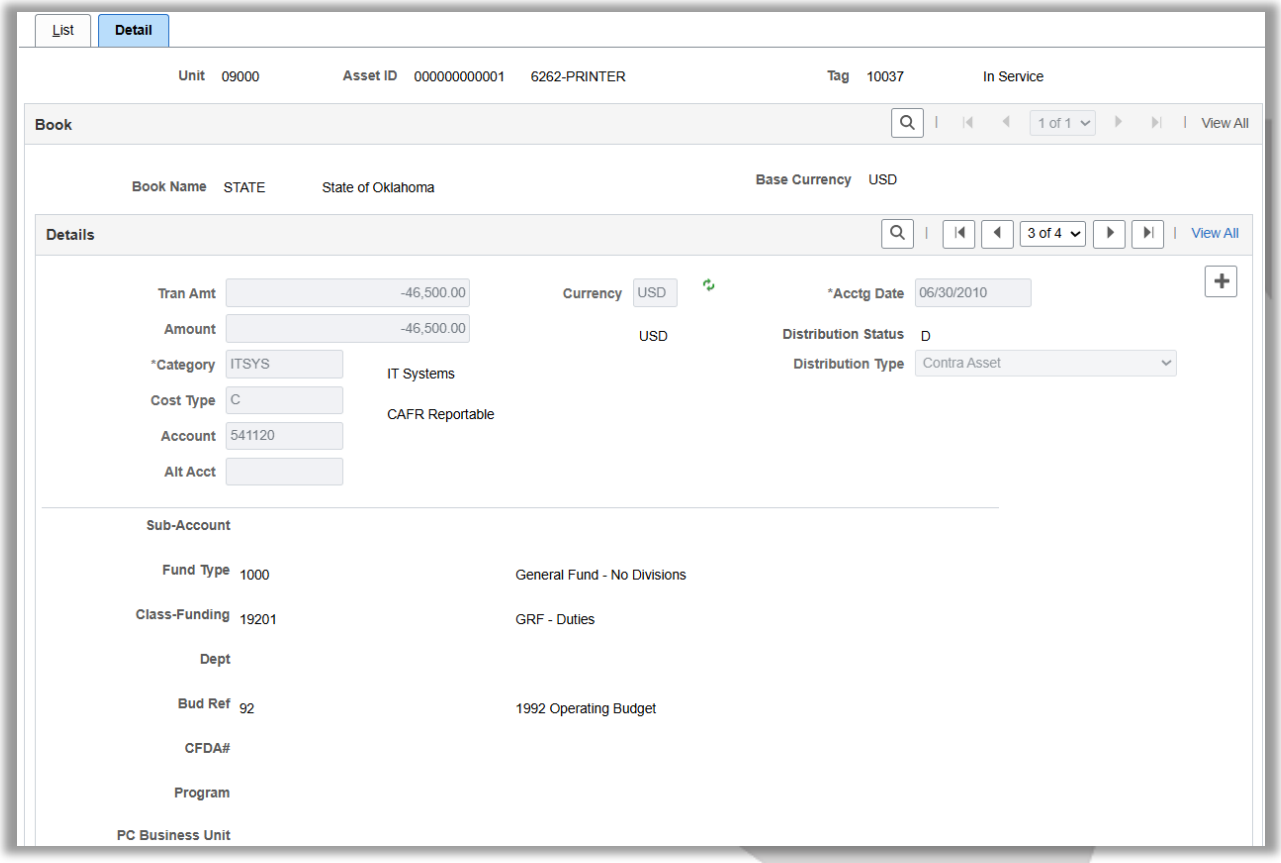
In the Details section of the page, click the Arrow button to view the next Accounting Row on the page.

NOTE: There will be a row on the Detail page for both the Debit and Credit sides of the Accounting Entry.

The second detail page has the accounting distribution information for the accumulated depreciation.



The third detail page has the accounting distribution information for the Contra asset account.



Accounting Entries recorded in the Ledgers

Following are examples of ACFR asset accounting entries recorded in the Actuals and FullAccrue ledgers when assets are purchased or disposed.

Accounting Entries – ADD Transaction

Purchased Asset for $25,000, 5 Yr Life, HY Convention

1. Asset Purchase – Record Accrual
2. Asset Payment – Record Payment
3. Creation – Record Asset in Asset Management
4. Depreciation – Record Depreciation for Year 1

Transaction	LEDGER	Expense 54XXXX	Accrual 202000	Cash 101000	Asset 170XXX	A/D 171XXX	Depr 591100
	ACTUALS						
Asset Purchase		$25,000	($25,000)				
Asset Payment			$25,000	($25,000)			
	FULLACCRUE						
Asset Creation		($25,000)			$25,000		
Depreciation						($2,500)	$2,500
	NET ACTUALS/ FULLACCRUE						
Total				($25,000)	$25,000	($2,500)	$2,500

Accounting Entries – RETIRE Transaction

Sale of Asset costing 25,000, A/D $22,500, Proceeds $5,000, Removal Costs $1,000

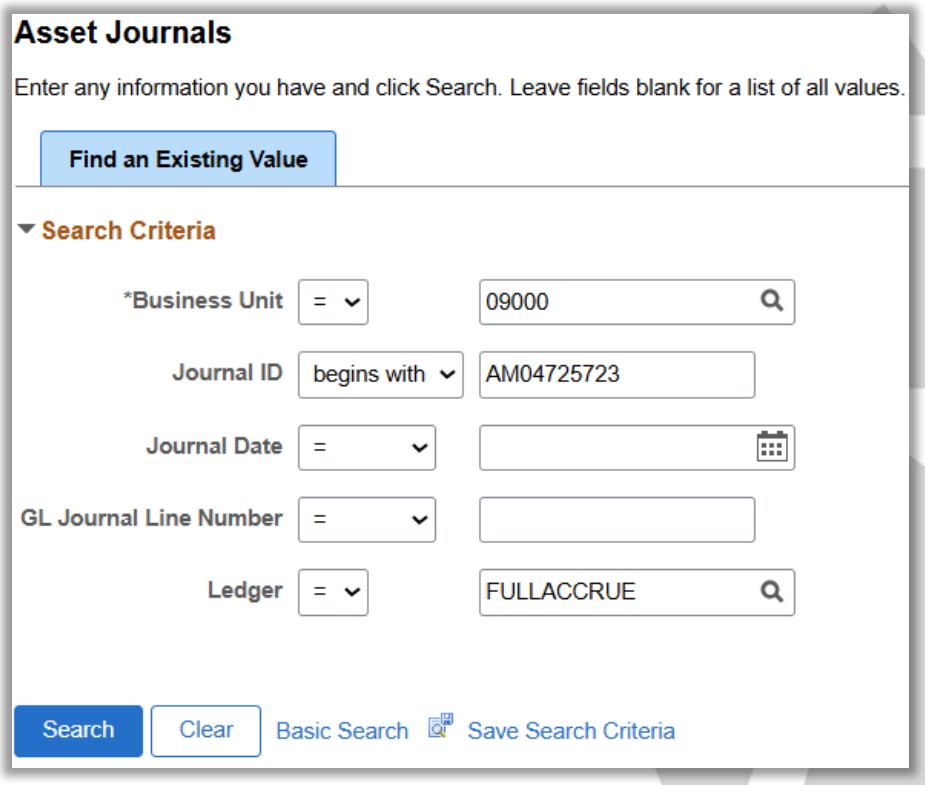
1. Cash Proceeds – Record Cash Deposit
2. Removal Payment – Record Removal Expense
3. Asset Retirement – Record Asset Disposal

Transaction	LEDGER	Cash 101000	Sale 4836XX	Expense 54XXXX	Asset 170XXX	A/D 171XXX
	ACTUALS					
Cash Proceeds		$5,000	($5,000)			
Removal Payment		($1,000)		$1,000		
	FULLACCRUE					
Asset Retirement					($25,000)	$22,500
Proceeds			$5,000			
Removal			($1,000)			
Gain/Loss			($1,500)			
	NET ACTUALS/ FULLACCRUE					
Total		$4,000	($2,500)	$1,000	($25,000)	$22,500

Review Asset Journals

The individual asset transactions are posted to AM journal IDs based on the different posting processes. The Asset Journals are used to review the Asset Management journal details for a General Ledger journal.

Navigation: Asset Management > Accounting Entries > Review Asset Journals > Find an Existing Value



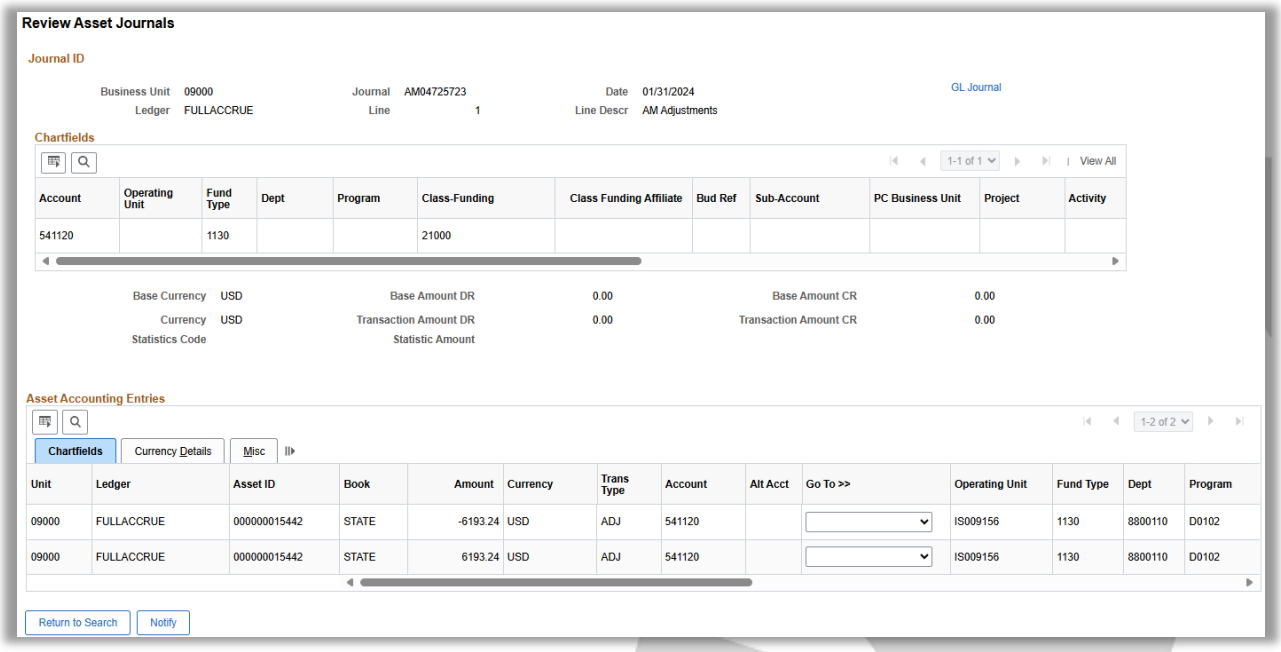
Business Unit - The Agency in which the existing Asset exists. This should default based on the User Preferences setup for the person reviewing the Asset Journals.

Journal ID, Journal Date, GL Journal Line Number – Use these fields as search criteria to find the Asset Journal(s) that will be reviewed.

Click the **Search** button to enter the Asset Journal page.

An AM journal ID is associated with a specific posting process, and a GL journal line is returned for each account number and chartfield combination. If a journal ID is not entered on the search page, all transactions are listed in the Search Results.

Review Asset Journals



Review Asset Journals

Journal ID

Business Unit 09000 Journal AM04725723 Date 01/31/2024 GL Journal
Ledger FULLACCRUE Line 1 Line Descr AM Adjustments

Chartfields

1-1 of 1 View All

Account	Operating Unit	Fund Type	Dept	Program	Class-Funding	Class Funding Affiliate	Bud Ref	Sub-Account	PC Business Unit	Project	Activity
541120		1130			21000						

Base Currency USD Base Amount DR 0.00 Base Amount CR 0.00
Currency USD Transaction Amount DR 0.00 Transaction Amount CR 0.00
Statistics Code Statistic Amount

Asset Accounting Entries

1-2 of 2

Chartfields | Currency Details | Misc

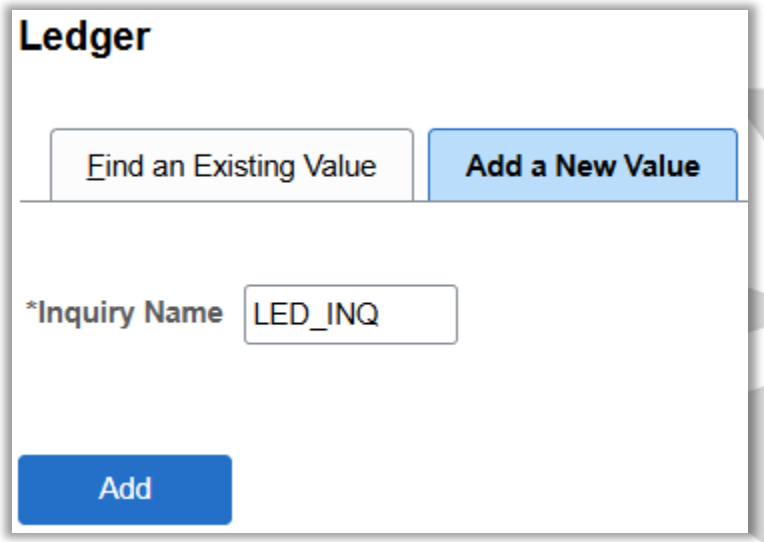
Unit	Ledger	Asset ID	Book	Amount	Currency	Trans Type	Account	Alt Acct	Go To >>	Operating Unit	Fund Type	Dept	Program
09000	FULLACCRUE	000000015442	STATE	-6193.24	USD	ADJ	541120			IS009156	1130	8800110	D0102
09000	FULLACCRUE	000000015442	STATE	6193.24	USD	ADJ	541120			IS009156	1130	8800110	D0102

Return to Search Notify

Review Ledger Information

Ledger Inquiry summarizes account balances based on selected criteria and can be used to review the Asset Management accounts. The Balance Sheet totals recorded in the FullAccrue ledger as of fiscal year end should agree to the Total Cost and Accumulated Depreciation totals in the Net Book Value report and the totals reported on the GAAP Capital Asset Package H, and Infrastructure Package Y.

Navigation: General Ledger > Review Financial Information > Review Ledger Information > Ledger Inquiry

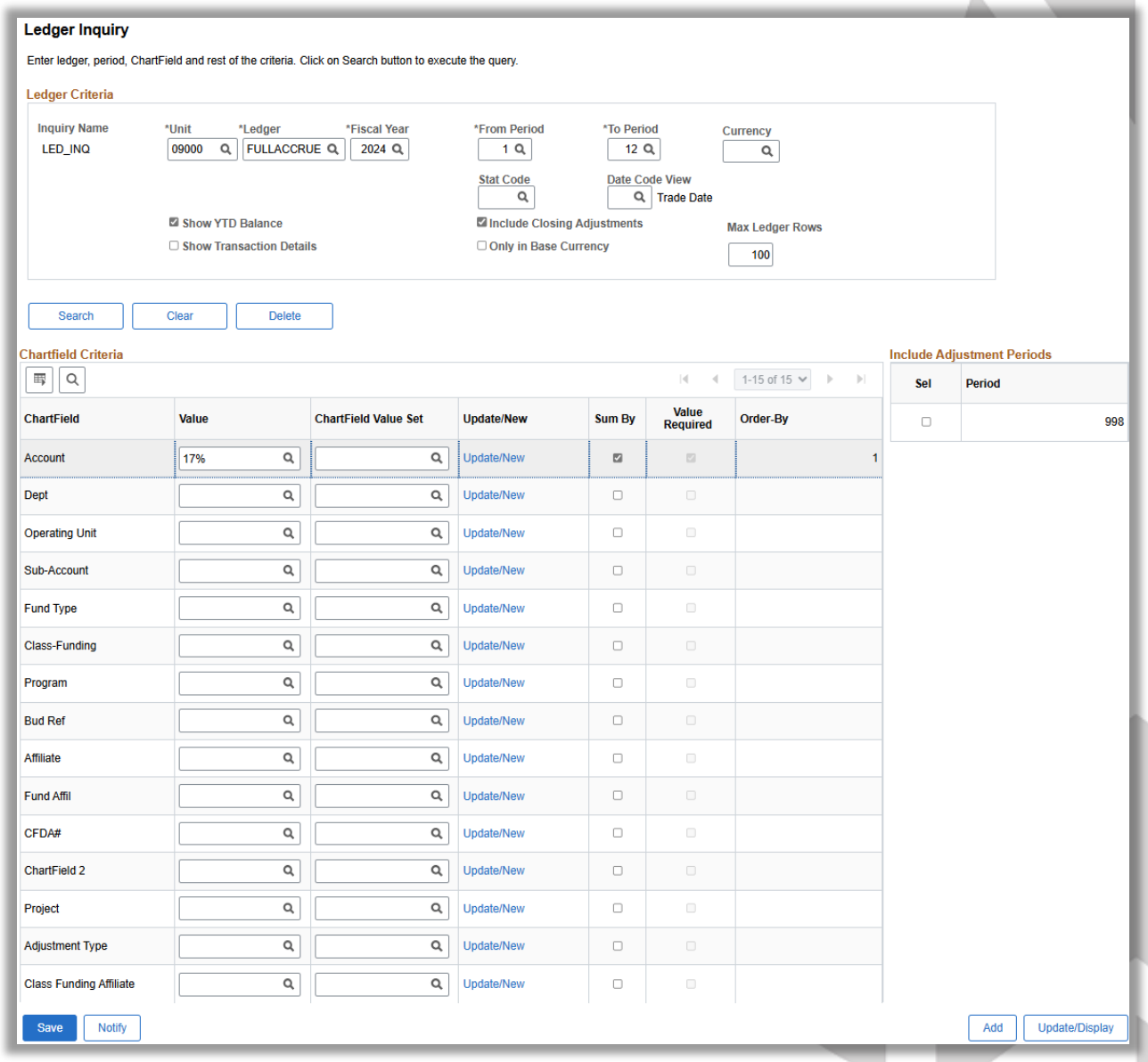


Run Control ID – populate with an existing Run Control ID or add a New Value.

Click the **Add** button if you are creating a new run control ID.

Ledger Inquiry

Enter or select at a minimum the fields shown to establish ledger inquiry criteria for asset balance sheet account cumulative balances. The remaining fields are optional and serve to further refine your inquiry. See the COR123 Journal, Ledger, Budget Inquiry, Query and Reports Manual for additional details about Ledger Inquiry.



Unit – populate with the Agency Business Unit

Ledger – populate with the 'FULLACCRUE' ledger value

Fiscal Year/ From Period/To Period – populate with the appropriate Fiscal Year and Periods. The From Period must be populated with "1" to obtain cumulative balance sheet account balances.

Show YTD Balance – select to return a summary of selected data by period totals.

Include Closing Adjustments – select to include closing balances (entered by the ACFR group) along with the current period options.

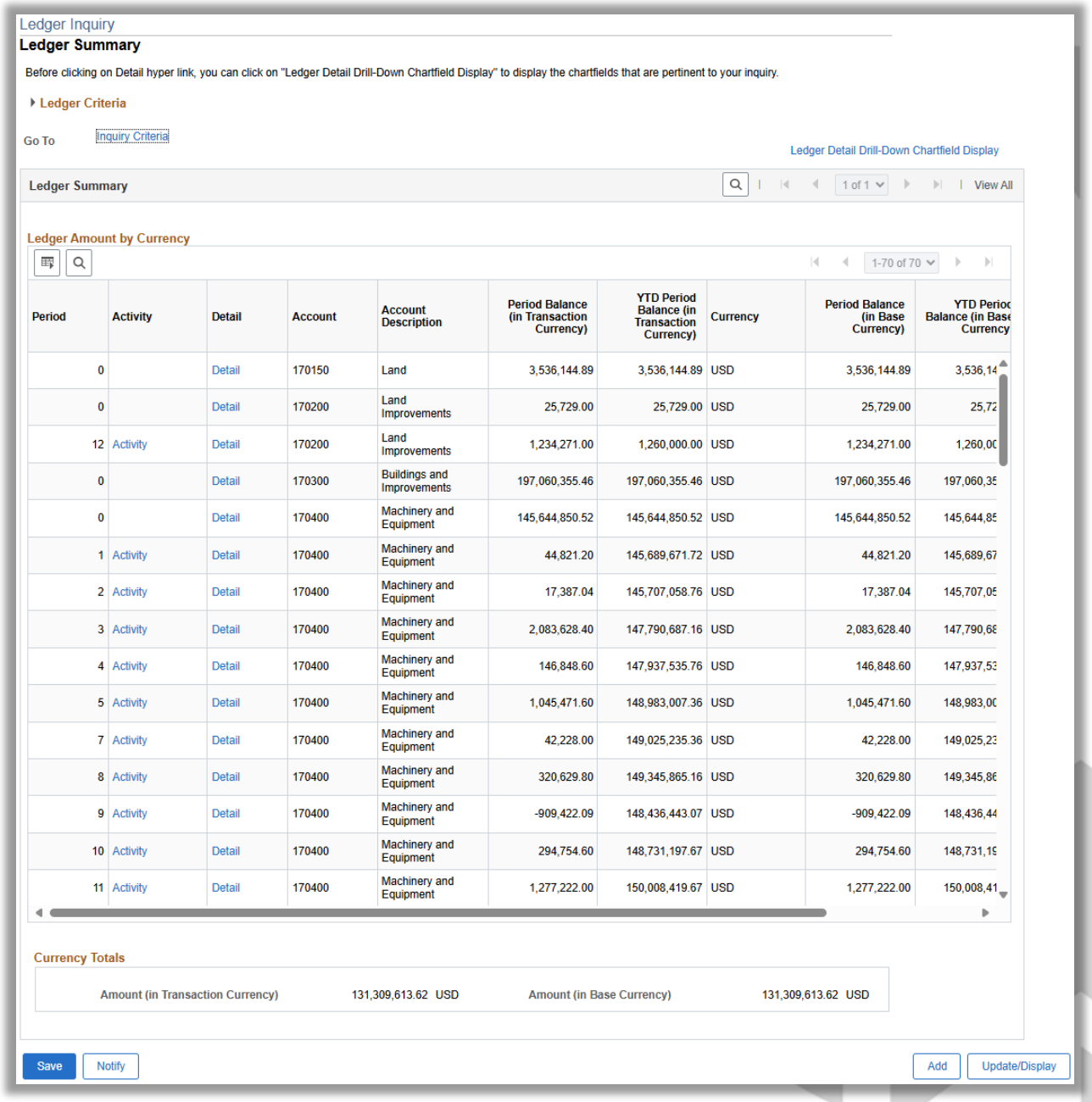
Account Chartfield – populate with 17% to view the cumulative asset related balance sheet accounts.

Sum By – select to sum data by chartfield selected. Selection for at least one chartfield is required.

Click the **Search** button to enter the Ledger Summary page.

Ledger Summary

The cumulative asset balance sheet account balances display as of the fiscal year To Period. The Amount at the bottom of the page should be the Net Book Value of all combined assets.



Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency
0		Detail	170150	Land	3,536,144.89	3,536,144.89	USD	3,536,144.89	3,536,14
0		Detail	170200	Land Improvements	25,729.00	25,729.00	USD	25,729.00	25,72
12	Activity	Detail	170200	Land Improvements	1,234,271.00	1,260,000.00	USD	1,234,271.00	1,260,0
0		Detail	170300	Buildings and Improvements	197,060,355.46	197,060,355.46	USD	197,060,355.46	197,060,3
0		Detail	170400	Machinery and Equipment	145,644,850.52	145,644,850.52	USD	145,644,850.52	145,644,8
1	Activity	Detail	170400	Machinery and Equipment	44,821.20	145,689,671.72	USD	44,821.20	145,689,67
2	Activity	Detail	170400	Machinery and Equipment	17,387.04	145,707,058.76	USD	17,387.04	145,707,0
3	Activity	Detail	170400	Machinery and Equipment	2,083,628.40	147,790,687.16	USD	2,083,628.40	147,790,6
4	Activity	Detail	170400	Machinery and Equipment	146,848.60	147,937,535.76	USD	146,848.60	147,937,5
5	Activity	Detail	170400	Machinery and Equipment	1,045,471.60	148,983,007.36	USD	1,045,471.60	148,983,0
7	Activity	Detail	170400	Machinery and Equipment	42,228.00	149,025,235.36	USD	42,228.00	149,025,2
8	Activity	Detail	170400	Machinery and Equipment	320,629.80	149,345,865.16	USD	320,629.80	149,345,8
9	Activity	Detail	170400	Machinery and Equipment	-909,422.09	148,436,443.07	USD	-909,422.09	148,436,4
10	Activity	Detail	170400	Machinery and Equipment	294,754.60	148,731,197.67	USD	294,754.60	148,731,1
11	Activity	Detail	170400	Machinery and Equipment	1,277,222.00	150,008,419.67	USD	1,277,222.00	150,008,4

Activity – Click to view transaction details on the Ledger Inquiry – Transaction Details page.

Detail – Click the link to view ledger details on the Ledger Inquiry – Ledger Details page.

Asset Month/Year-End Checklist

	Task	Initials	Date	Comment
1.01	Run **OCP_AM_RECV_NOT_PUSHED_TO_AM** query to identify asset-related receivers not pushed to AM when receiver was created.			
	a. Research reason for receipts showing pending AM status versus moved AM status.			
	b. Contact appropriate personnel and ask if there is any reason the receipt should not be pushed.			
1.02	Run **OCP_AM_PHY_A_RCPTS_TO_REVIEW** query to identify Physical Load Lines that are not Approved.			
	a. Quantity > 1 – **Unitize** to create additional Load Lines.			
	b. Quantity < 1 – **Consolidate** with the other Load Lines from the receipt.			
	c. Research transactions in Error or In process Status. Submit a helpdesk case if necessary.			
1.03	Run **OCP_AM_PRE_AM_VCHRS_NEXT_ID** query to identify vouchers in the AM Pre Interface Table with associated Asset IDs that need to be retrieved.			
1.04	Review **Pending, Error, or In Process** transactions in the **Pre-AM, Financial, and Physical Interface** tables. Enter the interface ID or search by Load Status.			
	a. Asset Management > Send/Receive Information > Preview AP/PO Information > Find an Existing Value			
	b. Asset Management > Send/Receive Information > Approve Physical Information > Review-A > Find an Existing Value			
2.01	Complete processes to run **Depreciation Calculation**. Note: Once depreciation calculation has been run, an asset cannot be deleted.			
	Review **Open Transactions**			
	Asset Management > Depreciation > **Open Transactions** > Review > Find an Existing			
	Identify Assets with **Depreciation Calc Status** not equal to Completed Depreciation.			
	Run **OCP_ASSET_OPEN_TRANS_ROWS** query if there are more than 300 Open Transactions.			
	Make note of beginning and ending Asset ID numbers.			

	Task	Initials	Date	Comment
	a. Run the **Depreciation Calculation** Process			
	1. Asset Management > Depreciation > Processing > Calculate			
	2. Review **Depreciation Error Log** – Asset Management > Depreciation > Depreciation Process Log			
	3. Review Open Transactions or run the OCP_ASSET_OPEN_ TRANS_ROWS query and confirm there are no Depreciation Calculation Open Transactions.			
3.01	4. **Load Reporting Tables** to populate Asset Information used in Depreciation and Net Book Value reports.			
	b. Asset Management > Financial Reports > Load Reporting Tables > **Depr Reporting Table** (Select Run Control ID for the remaining processes)			
	1. Asset Management > Financial Reports > Load Reporting Tables > **Net Book Value Table**			
3.02	Run the **OCP_AM_ASSET_NET_BOOK_VALUE** query as of a specified date using Run Control ID used to load reporting tables.			
	2. Highlight Asset ID column.			
	In Word 2007, while on cell C3, click the Home ribbon > Conditional Formatting > New Rule > Use a formula to determine which cells to format.			
	a. In the formula box, enter "+(C4-C3)>1"			
	b. Click Format, fill tab, and select a color			
	Filter by color and research Missing Asset IDs (may be retired, deleted, etc.)			
	a. **Filter** to Identify:			
	1. Asset IDs without Tag IDs			
	2. Orphan Child Assets			
	3. Incorrect Asset Status (if disposals were included)			
	4. Descriptions that should be revised in Basic Add			
	b. Incorrect Categories for recently added Assets			
	1. Blank Asset Subtypes for ITSYS Asset Category			
	2. Blank Fund Type and Class Funding (and any other agency required funding) for assets entered manually			

	Task	Initials	Date	Comment
	3. In Service Assets with a Cost Type of C and lives not greater than 12 months and/or costs < $25,000			
	4. Standalone Assets > or = to $25,000 without a Cost Type of "C"			
	5. Incomplete or incorrect locations			
	6. Update Basic Add or perform a Financial Transaction to correct incorrect or missing information			
3.03	7. Run **OCP_AM_ASSET_ID_NOT_CAPITALIZED** query to identify Asset IDs not capitalized timely and research.			
4.01	8. Contact OMES to run accounting entries and journal generation once information is complete and accurate.			
5.01	9. Compare General Ledger Asset Account balances as of specified date to total of ACFR assets on Net Book Value query			

Financial Reports

Within the system there are both **Reports** and **Queries**. Reports are executed through a Run Control page and produce an instance of the report containing desired details. Reports can generally be printed with report headers, subtotals, and footers. Queries are executed through the Query Tool and produce "raw data" that can be viewed or exported into Excel. Queries typically do not have header, summary, or footer information.

The reports below in BOLD were modified from their delivered format for increased functionality and usefulness. When executing these reports using a Template (described later in this chapter), ALL field values available on the Template MUST BE selected. The instructions on adding and populating Report Templates are illustrated later in this chapter.

List of Reports and Queries

PeopleSoft Report Title	Report Description	Typical Report Use	Notes
Asset Details			
AMAS2100 - Asset Acquisition by ChartField	Lists asset information and includes Cost, LTD and YTD depreciation, and NBV with CF totals for specified period or date range.	Report to review asset acquisitions by CF, by dept ID	Uses report formatting features to include/exclude CF data, override title, and change amount column widths. Hard coded to sort by Dept.
AMAS2110 Asset Acquisitions by In Service Date	Lists asset information and includes Cost, LTD and YTD depreciation, and NBV with CF, and In-service Period/Year totals for specified period or date range.	Report to review asset acquisitions by in-service period/year.	Uses report formatting features to include/exclude CF data, override title, and change amount column widths.
AMAS2200 Asset List by Location	Lists information on assets by location for assets acquired during a specified period or date range.	Report to review asset by location. Has column for physical inventory, but report includes disposed assets.	Can narrow report to location and include/exclude CF data. Provides column for asset status.
AMAS2210 Asset List by Asset ID	Lists asset by Asset ID for specified period or date range and includes Cost, LTD and YTD depreciation, and NBV.	Report to review asset IDs acquired during a specified period or date range.	Can narrow report to location and include/exclude CF data. Does not exclude disposed assets.

PeopleSoft Report Title	Report Description	Typical Report Use	Notes
AMDE4001 Physical Inventory List	Lists detailed information about assets within inventory.	Report is not real helpful for physical inventory. Each department must be run separately, and report includes disposed assets.	Sequence is asset ID, and only three assets print on a page.
AMDE4002 Physical Inventory List	Lists summarized information about assets within inventory.	Report is not particularly helpful for physical inventory. Each department must be run separately, and report includes disposed assets.	Sequence is asset ID, and each asset prints on one line.
AMAS2201 Hazardous Assets by Location	Lists assets designated as hazardous by location as of a specified date.	Report to review hazardous assets and codes.	Can narrow report to location. Provides column for asset status.
Cost and Depreciation			
AMAS 2000 Cost Activity	Beginning Cost plus/minus additions, adjustments, transfers, recategorizations, retirements, reinstatements equal Ending Cost activity by CF, by category for specified period or date range.	Roll-forward report used to reconcile and identify asset transactions.	Uses report formatting features to include/exclude CF data, override title, and change amount column widths. Can be sorted by account, but report will use FullAccrue ledger accounts.
AMAS 2300 Asset Transfer by ChartField	Lists asset transfers transactions ordered by CF for specified period or date range.	Report to identify In and Out transfer transactions.	Uses report formatting features to include/exclude CF data, override title, and change amount column widths. Sorts by department ID so In and Out transaction may be apart.
AMAS 2400 Asset Reclassification by ChartField	Lists asset recategorizations ordered	Report to identify In and	Uses report formatting features to include/exclude

PeopleSoft Report Title	Report Description	Typical Report Use	Notes
	by CR for specified period or date range.	Out recategorization transactions.	CF data, override title, and change amount column widths. Sorts by department ID so In and Out transaction may be apart.
AMNB 1000 Net Book Value by ChartField	Lists asset information and includes Cost, Period, YTD, and LTD depreciation, and NBV totals as of a specified date. Sums by department.	Crystal report summarizing cost, depreciation, and NBV by department as of specified date.	Must load DEPRCALC and NBV tables before running. Can include/exclude transfers and retirements when loading NBV. Sorts by department. Includes category but no physical information.
AMNB 1010 Net Book Value by Category	Lists asset information and includes Cost, Period, YTD, and LTD depreciation, and NBV totals as of a specified date. Sums by category.	Crystal report summarizing cost, depreciation, and NBV by category as of specified date.	Must load DEPRCALC and NBV tables before running. Can include/exclude transfers and retirements when loading NBV. Sorts by department. Includes department but no physical information.
AMNB 1030 Net Book Value by Locations	Lists asset information and includes Cost, Period, YTD, and LTD depreciation, and NBV totals as of a specified date. Sums by location.	Crystal report summarizing cost, depreciation, and NBV by location as of specified date.	Must load DEPRCALC and NBV tables before running. Can include/exclude transfers and retirements when loading NBV. Sorts by department. Includes department but no physical information.
AMGL1000 AM to GL Reconciliation by Department	Reconciles AM To GL by ChartField. Sums by Department ID.	Crystal report summarizing cost, YTD, and LTD depreciation by department ID as of a specified date.	Must load DEPRCALC, NBV, and AM_GL Recon tables before running. Can include/exclude transfers and retirements when loading NBV. Sorts by department and includes category, operating unit, sub-account, and project. Class funding, cost type, and tag # are not included.
AMGL1010 AM to GL Reconciliation by Category	Reconciles AM To GL. Sums by category.	Crystal report summarizing cost, YTD, and LTD depreciation by category as of a specified date.	Must load DEPRCALC, NBV, and AM_GL Recon tables before running. Can include/exclude transfers and retirements when loading NBV. Sorts by category and includes department, operating unit, sub-account, and project. Class funding,

PeopleSoft Report Title	Report Description	Typical Report Use	Notes
			cost type, and tag # are not included.
AMDP2000 Depreciation Activity	Beginning depreciation plus/minus PDP, recategorization, depreciation, additions, transfers, and retirements equal Ending depreciation activity by CF, by category for specified period range.	Roll-forward report used to reconcile and identify depreciation transactions.	Must load DEPRCALC, NBV, and AM_GL Recon tables before running. Can include/exclude transfers and retirements when loading NBV. Sorts by department and includes category, operating unit, sub-account, and project. Cost type and class funding are not included.
AMDP2100 Net Book Value	Sorts cost activity by CF, by category or location.	Report to identify current, YTD and LTD depreciation, and NBV for assets or categories.	Must load DEPRCALC, NBV, and AM_GL Recon tables before running. Can include/exclude transfers and retirements when loading NBV. Sorts by department and includes category, operating unit, sub-account, and project. Cost type and class funding are not included.
AMDP2200 Depreciation by Period	Sorts assets by period depreciation at asset, category, department, or project levels for specified period or date range.	Delivered PDF and CSV report difficult to use to identify depreciation for ACFR and Federal assets.	Must load DEPRCALC, NBV, and AM_GL Recon tables before running. Can include/exclude transfers and retirements when loading NBV. Sorts by department and includes category, operating unit, sub-account, and project. Cost type and class funding are not included.

PeopleSoft Report Title	Report Description	Typical Report Use	Notes
AMDP2300 Depreciation by Fiscal Year	Sorts assets by fiscal year depreciation at asset, category, project, or department levels by specified period range.	Delivered PDF and CSV report difficult to use to identify depreciation for ACFR and Federal assets.	Must load DEPRCALC, NBV, and AM_GL Recon tables before running. Can include/exclude transfers and retirements when loading NBV. Sorts by department and includes category, operating unit, sub-account, and project. Class funding and cost type are not included.
Retirement			
AMRT 2000 Retirement by ChartField	Sorts retirement information by CF, by department for specified period or date range. Subtotals by category and CF.	Report to obtain retirement totals by category and CF. Report is not user friendly.	Hard coded to sort by department. Can select ChartField values.
AMRT 2010 Retirement by In Service Date	Lists retirement related information with totals per in service year/period.	Report to group retired assets by their in-service dates. Report is not user friendly.	Can select ChartField values. Does not identify retirement date.
AMRT 2100 Retirement Activity	Lists retirement related information as of a specified date.	Report to identify retired assets, disposal code, proceeds, accumulated depreciation, and gain/loss.	Provides a history of all retirement activity. Retirement activity is reported for reinstated assets. No date range option.
Accounting Entries			
AMAE2100 Accounting Entry Detail	Listing accounting entry detail as of a specified date range or fiscal year.	Report to review entries and obtain subtotals for each ChartField string by account number. Includes transaction type and journal ID and date.	Can select an account or journal ID and choose detail or summary.

PeopleSoft Report Title	Report Description	Typical Report Use	Notes
AMAE2110 Accounting Entry Detail - Cost	Lists costs and related transaction amounts per asset, with ChartField and report totals for a date range or as of a specified date.	Report to review cost accounting entries by transaction amount and obtain subtotals for each ChartField string by account number.	Can select account and choose detail or summary. Transfers and retirements can be included or excluded.
AMAE2120 Accounting Entry Detail - Depreciation	Lists depreciation and related transaction amounts per asset, with ChartFields and report totals for a date range or as of a specified date.	Report to review depreciation accounting entries by transaction amount and obtain subtotals for each ChartField string by account number.	Can select account and choose detail or summary. Transfers and retirements can be included or excluded.
AMAE2130 Accounting Entry Detail - Net Book Value	Lists cost balance, YTD, and LTD depreciation and NBV amounts per asset for a date range or as of a specified date. Subtotals by category and account number.	Report to review net book value calculations for each asset and obtain subtotals for each category by account number.	Can select account and choose detail or summary. Transfers and retirements can be included or excluded.
AMAS2030 Account Activity Summary - Cost	Lists cost and related transaction amounts per account with ChartFields and report totals for a date range or as of a specified date.	Report to obtain summary account activity.	Can select account. Transfers and retirements can be included or excluded.
AMDP2030 Account Activity Summary - Depreciation	Lists depreciation and related transaction amounts per account with ChartFields and report totals for a date range or as of a specified date.	Report to obtain summary depreciation activity.	Can select account. Transfers and retirements can be included or excluded.

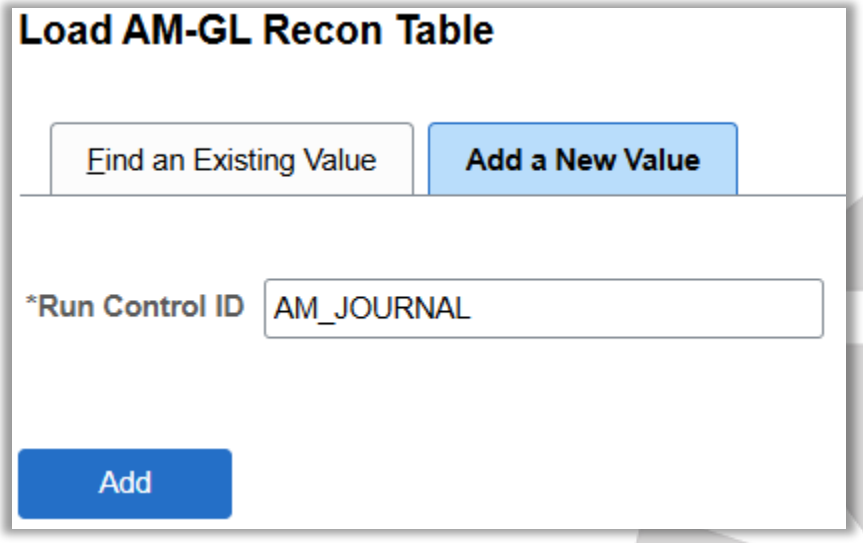
PeopleSoft Report Title	Report Description	Typical Report Use	Notes
AMDP2130 Account Activity Summary - Net Book Value	Lists cost balance, YTD, and LTD depreciation and NBV amounts per account for a date range or as of a specified date.	Report to obtain summary net book value activity.	Can select account. Transfers and retirements can be included or excluded.
Queries			
OCP_AM_ASSET_NET_BOOK_VALUE	Lists current, YTD, and accumulated depreciation, and net book value amounts by asset ID.	To obtain current depreciation and net book value for each asset with current depreciation and/or net book values.	Must load DEPRCALC and NBV tables before running. Can include/exclude transfers and retirements when loading NBV. Must select retirements to obtain YTD depreciation for assets retired in FY. Prompts by user ID and run control. Sorts by BU and asset ID.
OCP_AM_ASSET_ACQ_BY_JRNL_DATE	Add and Adjust transactions posted to the ledger during the specified period are added together to report acquisition costs.	To obtain assets acquisition costs during a specified period.	Prompts by journal date. Sorts by BU, Category, Cost Type (descending), and asset ID.
OCP_AM_ASSET_TRSFR_BY_JRNL_DATE	Lists asset transfers transactions posted to the ledger during the specified period.	To review asset transfers by asset ID.	Prompts by journal date. Sorts by BU and asset ID.
OCP_AM_ASSET_RECAT_BY_JRNL_DATE	Lists asset recategorizations transactions posted to the ledger during the specified period.	To review asset recategorizations by asset ID.	Prompts by journal date. Sorts by BU and asset ID.
OCP_AM_ASSET_RET_BY_JRNL_DATE	RET and REI transactions posted to the ledger during the specified periods are added together to report asset retirements.	To obtain a listing of assets with a disposal status during a specified period.	Prompts by journal date. Sorts by BU, Category, Cost Type (descending), and asset ID.
OCP_AM_IT_ASSET_LISTING	List of received and in service IT assets.	To comply with OMES requirements.	Prompts by BU and is in format required by OMES . Sorts by BU, category, and asset ID. May need crystal report for larger agencies.

PeopleSoft Report Title	Report Description	Typical Report Use	Notes
OCP_AM_REINSTATED_ASSETS	List of reinstated assets posted to the ledger during the specified period.	To obtain a listing of reinstated assets during a specified period.	Prompts by BU and retirement date range. Sorts by BU and asset ID. Criteria s based on REI transactions and a status not equal to disposed. Comments are included in query and only the latest comment is included if an asset has multiple comments.
OCP_AM_RCVR_NOT_PUSHED_TO_AM	List of asset-related receipts not pushed to Asset Management.	To ensure the physical information is integrated to AM before the assets are capitalized from Accounts Payable.	Prompts by BU, sorts by receipt number, and includes description, user ID, serial status, amount, and receipt date and time.
OCP_AM_PHY_A_RCPTS_TO_REVIEW	List of receipt load lines that are not approved in the AM Interface table.	To review, document, and track the AM Interface Load Lines and identify changes to be made after the asset ID is created since the Physical A Page is not editable.	Prompts by BU, sorts by interface ID and interface line number, and provides information such as quantity, amount, profile ID, PO and receipt information, and other physical information that is not available on the Load Preview Physical A search page.
OCP_AM_PRE_AM_VCHRS_NEXT_ID	List of vouchers without an Asset ID in the Pre-AM Interface table.	To identify associated receipts that have been completely interfaced to AM so voucher load lines can be interfaced to the AM Interface Table.	Prompts by BU, sorts by voucher ID and Pre-Interface ID, and provides the corresponding information for the receipt on the voucher in the AM Interface Table.
OCP_AM_VCHR_BEFORE_RECVR	List of vouchers integrated to AM with no corresponding receipt in the Interface Tables.	To prevent vouchers from creating an Asset ID before the physical information is loaded to AM.	Prompts by BU, sorts by Pre-Interface ID and Pre-Interface Line number, and identifies the PO and receipt on the vouchers.

PeopleSoft Report Title	Report Description	Typical Report Use	Notes
OCP_AM_ASSET_ID_NOT_CAPITALIZE	List of Asset IDs that have not been capitalized.	To follow up on Asset IDs not capitalized, including assets 'Consolidated' in AM.	Prompts by BU, sorts by asset ID, and provides description, amount, and PO and receipt information.
ASSET_BY_CUSTODIAN	List of assets assigned to a custodian	To obtain a listing of assets assigned to a custodian.	Prompts by Empl ID and is sorted by Empl ID and location code. Includes only physical information.
ASSETS_BY_VOUCHER_ID	List of asset IDs capitalized from a voucher ID.	To obtain a listing of assets associated with a voucher.	Prompts by Voucher ID and includes Profile ID and Invoice information.
ASSETS_RECEIVED	Lists assets with a status of received.	To obtain a listing of assets are that are received but not in service	No prompts. Lists 'Received' assets by BU and asset ID order and includes physical information only.
ASSETS_TAGGABLE_UNTAGGED	Lists assets flagged as taggable, but no tag number is entered.	To obtain a listing of untagged assets that should be tagged.	No prompts. Lists untagged taggable assets by BU and asset ID order and includes physical information only.
ASSET_COST_CURRENT_BALANCE	Lists asset cost and funding for a specified asset ID.	To obtain the cost and funding of a particular asset for each period and fiscal year.	Prompts by BU and asset ID. Uses Cost_Asof2_VW table.
ASSET_OPEN_TRANSACTION_ROW	List of open transaction review by asset ID for each asset transaction type.	To obtain open transaction review in query form.	Prompts by BU and sorts by asset ID.

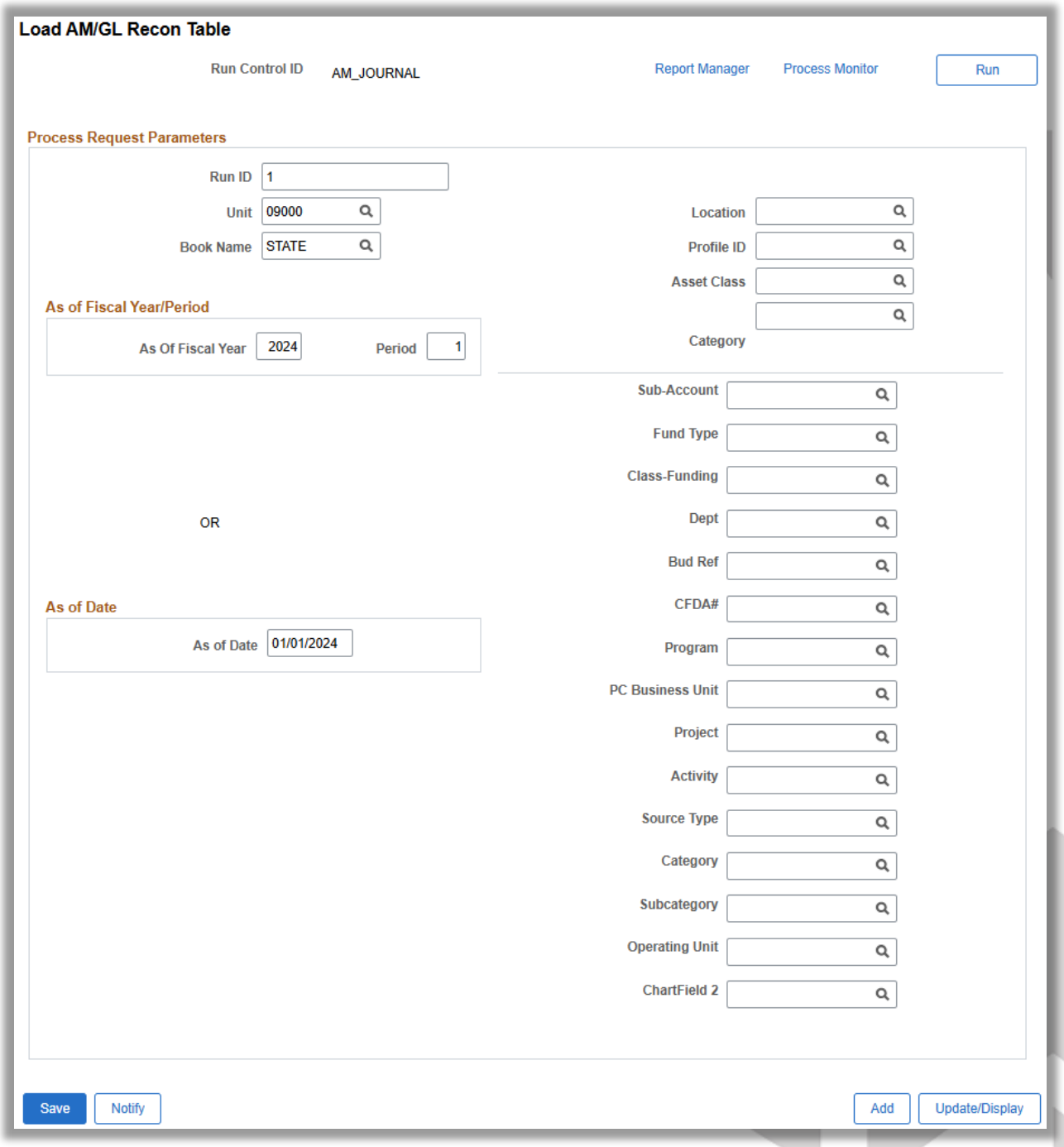
Load AM/GL Recon Table

Navigation: Asset Management > Financial Reports > Load Reporting Tables > Load AM/GL Recon Table > Find an Existing Value



Run Control ID – Populate with a new or existing Run Control ID.

Parameters Page



Run ID – populate with any number to represent this execution of the process

Business Unit – populate with the Agency Business Unit.

Book – populate with the 'STATE' book.

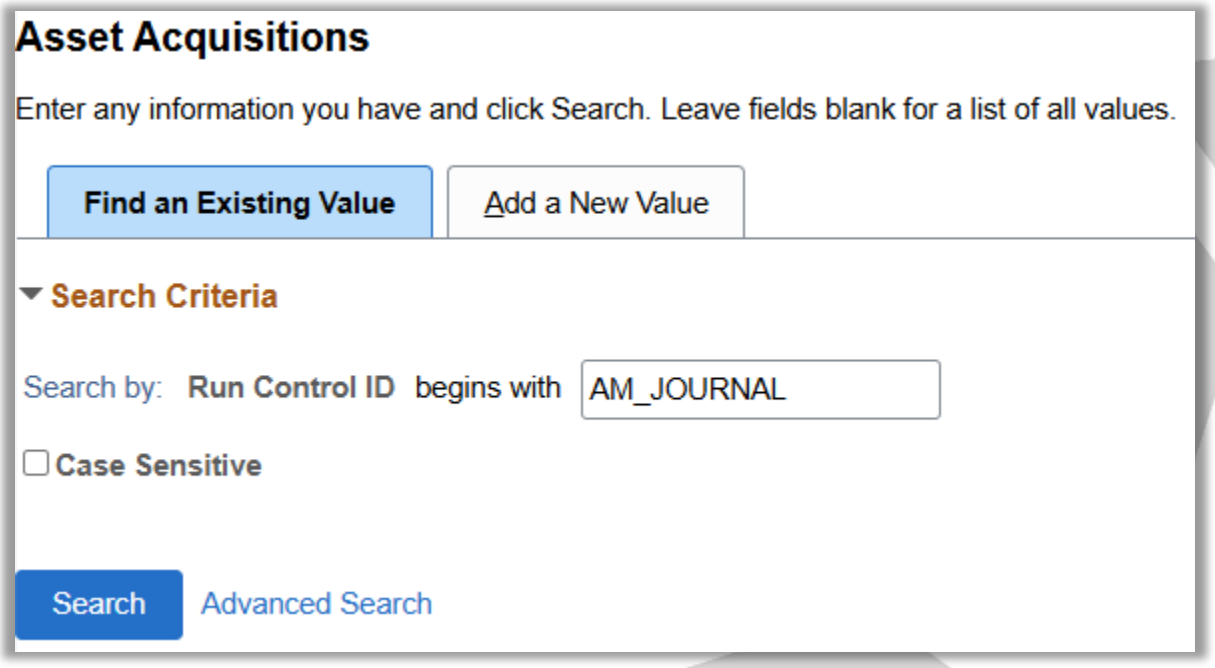
As Of Fiscal Year, and Period – populate with the Fiscal Year and Period through which the load process will be run. Alternatively, use the As of Date field.

ChartFields – populate with desired ChartField values to narrow the List of Assets by Location to those meeting the ChartField values.

Click the **Run** button to execute the Report. Run on the PSUNX server or leave Server Name field blank.

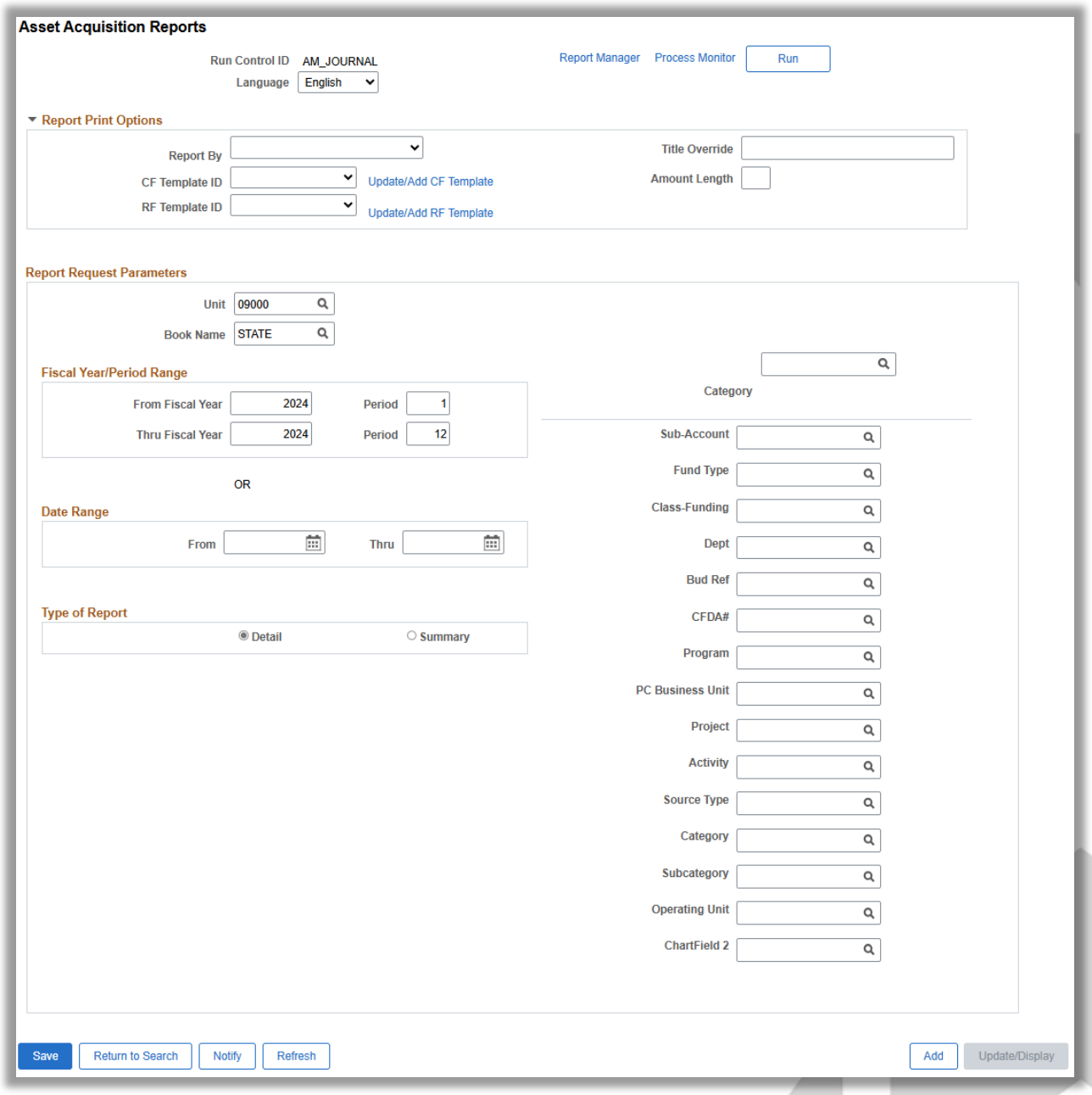
Asset Acquisitions Report

Navigation: Asset Management > Financial Reports > Asset Details > Asset Acquisition > Find an Existing Value



Run Control ID – Populate with a new or existing Run Control ID.

Parameters Page

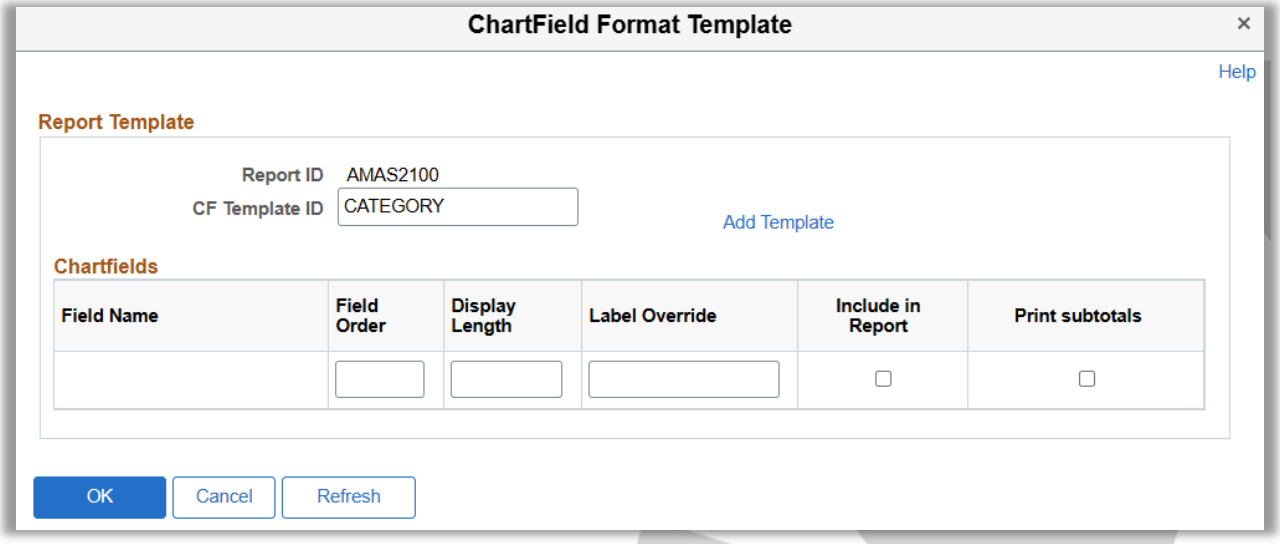


The Assets Acquisition reports will produce a list of all Assets acquired within a date range. Populate the **Parameters** page with the desired values to run the report and produce a list of Assets.

Expand the **Report Print Options** section of the page. For this report, a **Template ID** that indicates which Asset fields to include on the report is required.

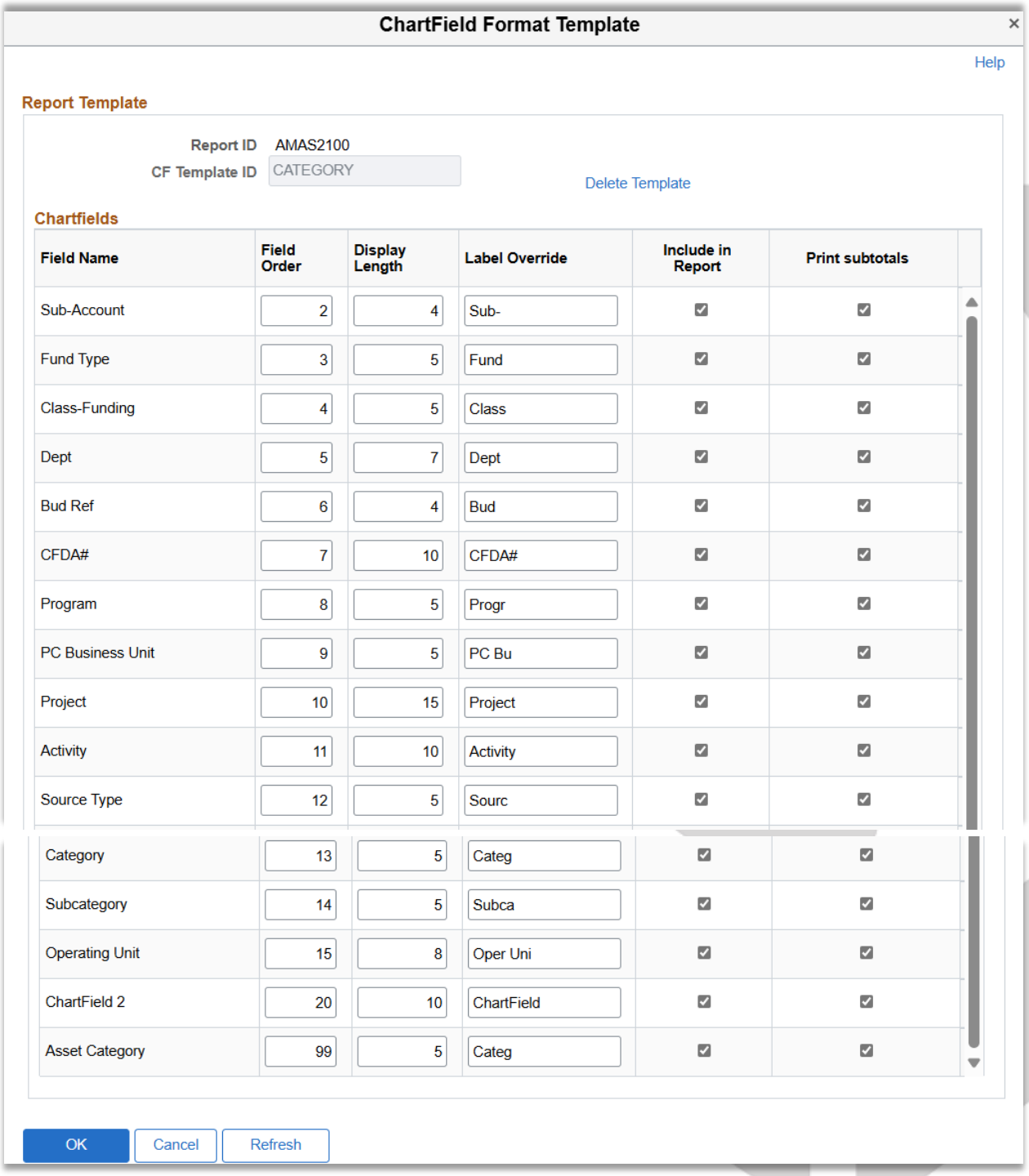
Select the Update/Add CF Template hyperlink**.**

NOTE: If you have previously created a Template for this report a new Template is not required. Simply select the Template that you used previously.



Populate the **Template ID** field with a name for the Template.

Click the Add Template link.


ChartField Format Template
Help
Report Template
Report ID AMAS2100
CF Template ID CATEGORY
Delete Template
Chartfields
Field Name
Field Order
Display Length
Label Override
Include in Report
Print subtotals
Sub-Account 2 4 Sub-
Fund Type 3 5 Fund
Class-Funding 4 5 Class
Dept 5 7 Dept
Bud Ref 6 4 Bud
CFDA# 7 10 CFDA#
Program 8 5 Progr
PC Business Unit 9 5 PC Bu
Project 10 15 Project
Activity 11 10 Activity
Source Type 12 5 Sourc
Category 13 5 Categ
Subcategory 14 5 Subca
Operating Unit 15 8 Oper Uni
ChartField 2 20 10 ChartField
Asset Category 99 5 Categ
OK
Cancel
Refresh

The **Chartfield Report Format Template** page allows you to define which ChartFields (plus Asset Category) will be included in the results of the report.

Field Order – select the order in which the available fields will be displayed on the Report.

Label Override – to change the column label for a field populate an alternative label.

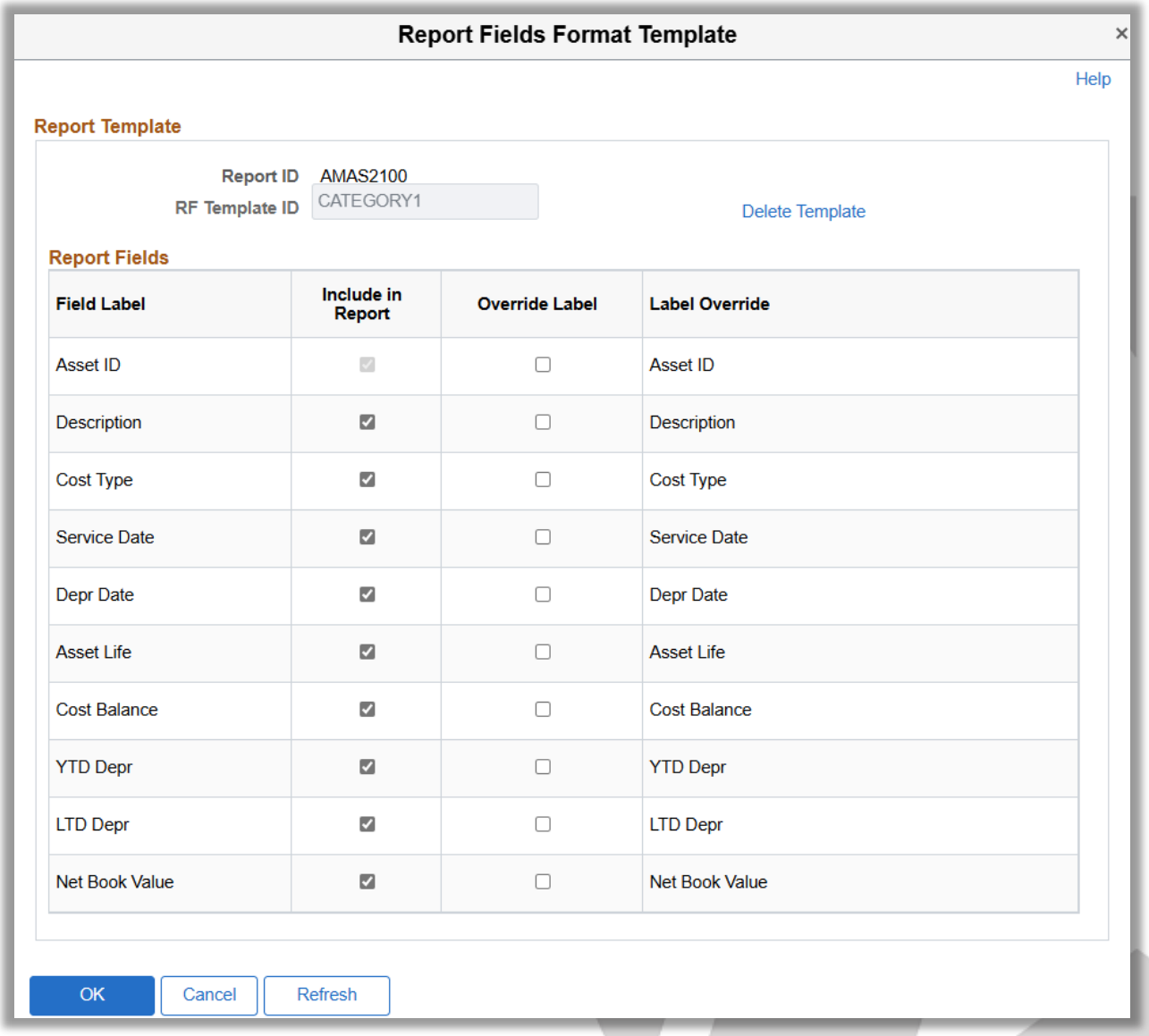
Include in Report – select each field that you would like to be displayed on the Report.

NOTE: For reports that have been customized in the system (see List of Reports and Queries in this section of the manual), all field values on the Template **MUST BE** selected.

Print Subtotals – select each field for which you would like a subtotal. The subtotals will be displayed on the Report by field.

After you have selected your fields and customized labels, click the **OK** button.

Click the Update/Add RF Template hyperlink.

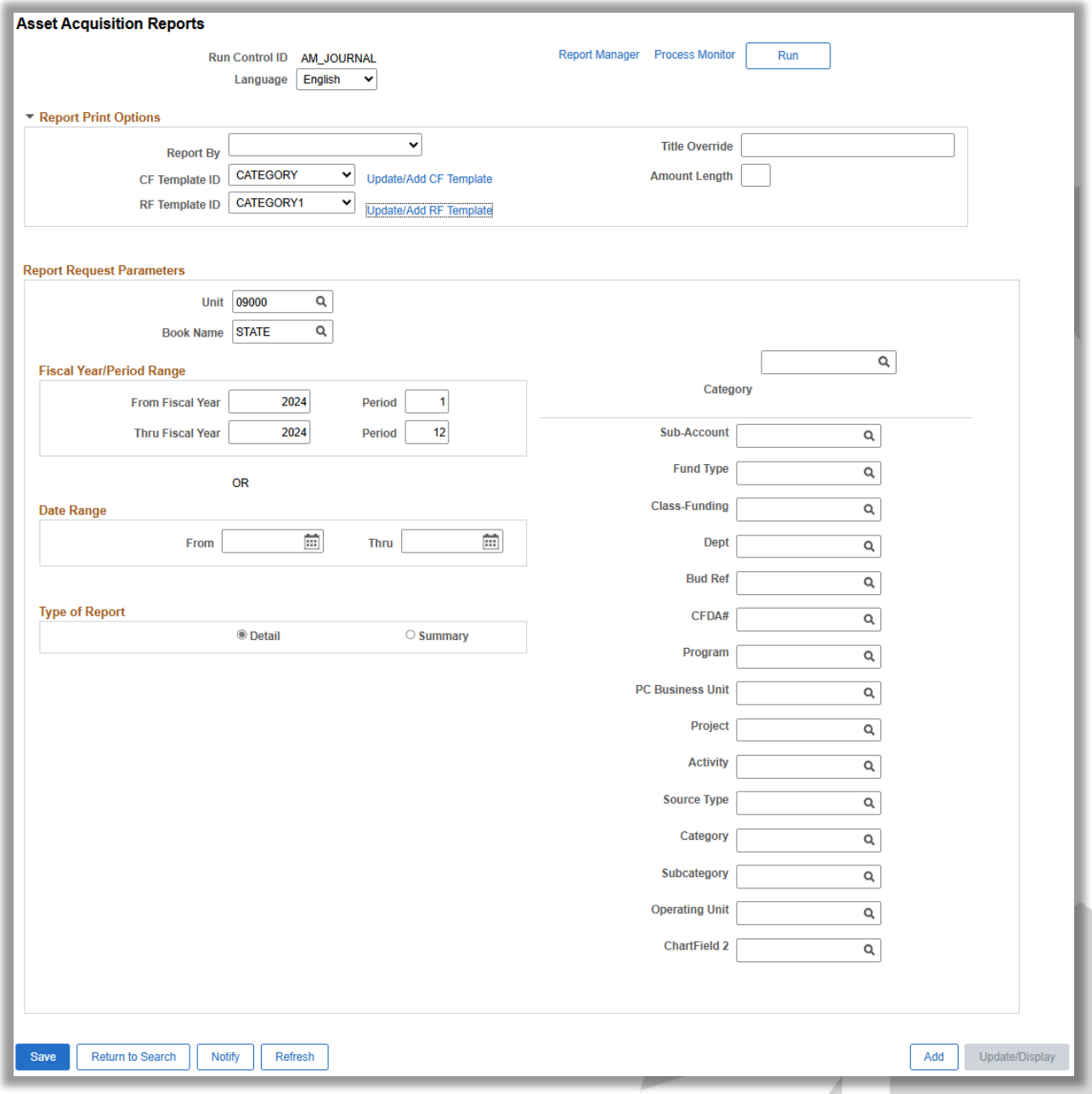


The **Report Field Format Template** page allows you to define which Report Fields will be included in the results of the report.

Populate the **Report Fields Template ID** field with a name for the Template.

Click the **Add Template** hyperlink**.**

After you have selected your fields and customized labels, click the **OK** button.



The Parameters page displays the **Template ID** created.

Unit – populate with the Agency Business Unit.

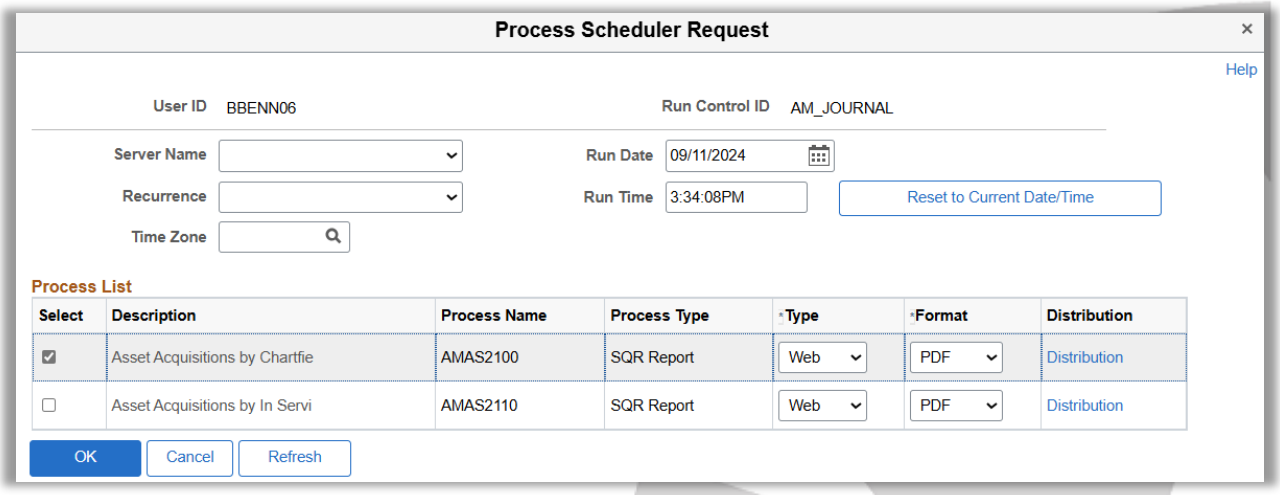
Book Name – populate with the 'STATE' book.

From/Thru Fiscal Year and Period – populate with From and Thru values to report on Asset transactions in that time frame. Alternatively, use a Date Range.

Type of Report – define whether the Asset List will provide Summary or Detail data.

ChartFields – populate with desired ChartField values to narrow the List of Assets by Location to those meeting the ChartField values.

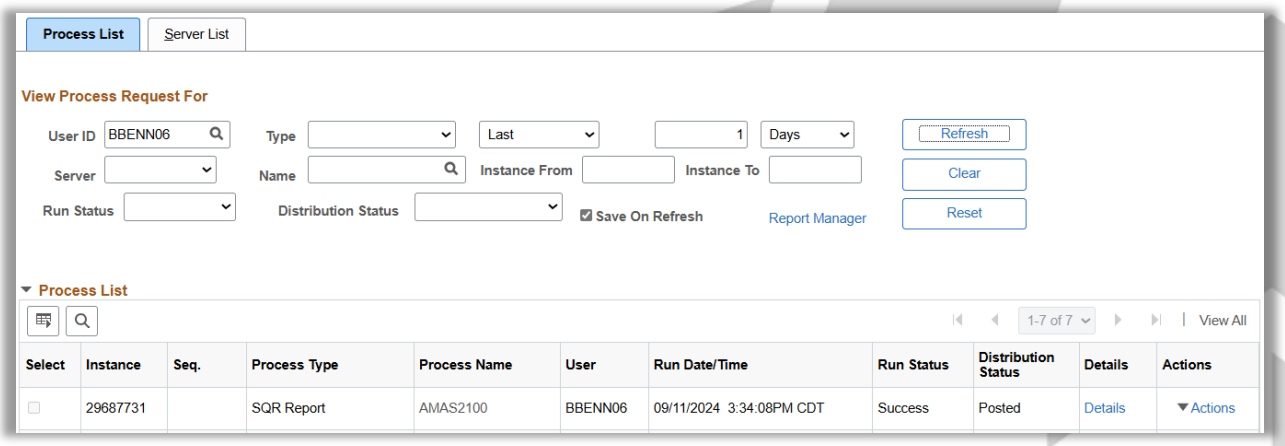
Click the **Run** button to execute the Report.



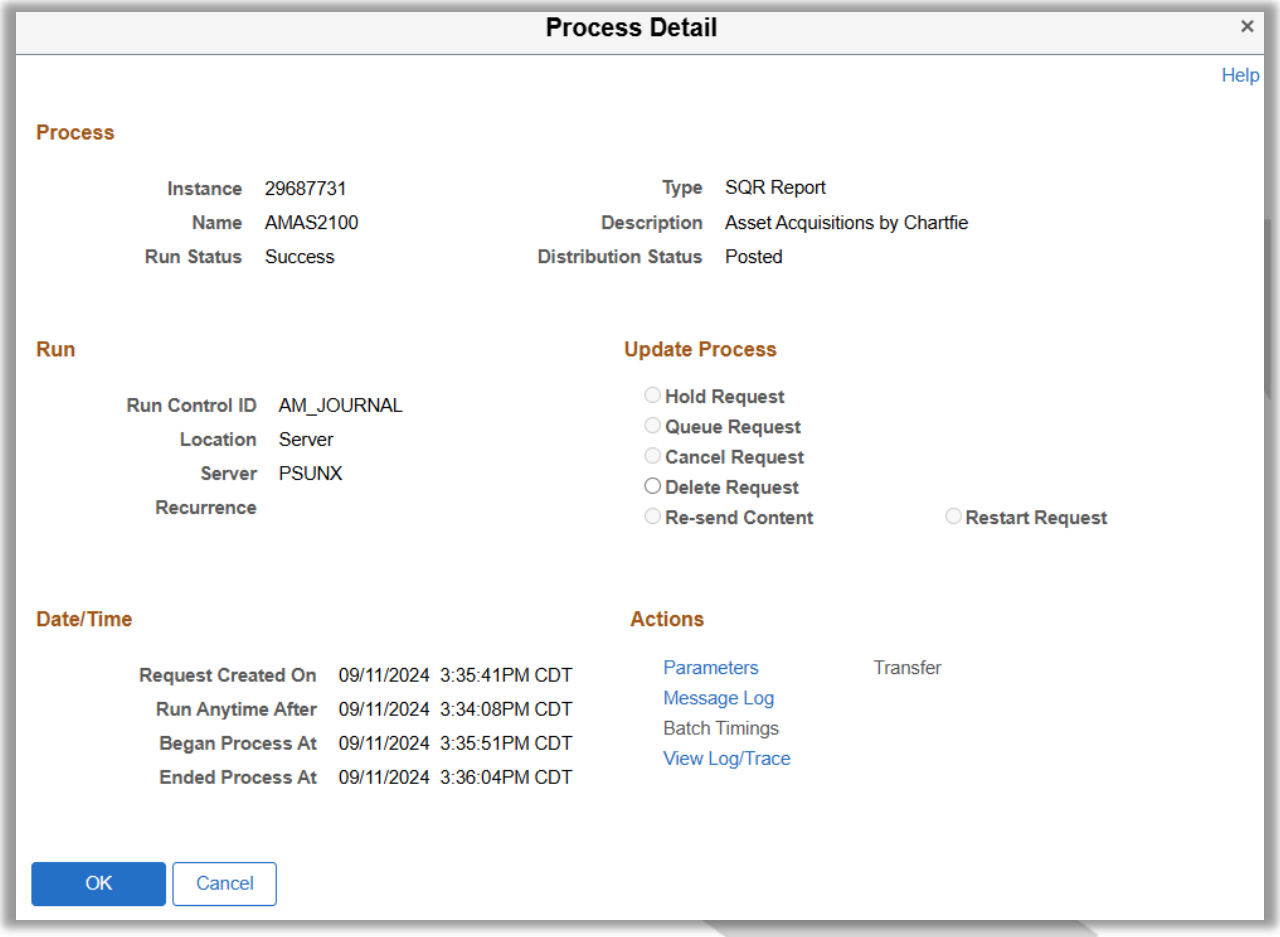
Select the checkbox next to the desired Report. For an explanation of reports, see the **List of Reports and Queries** in this Manual.

Click the **OK** button to execute the Report.

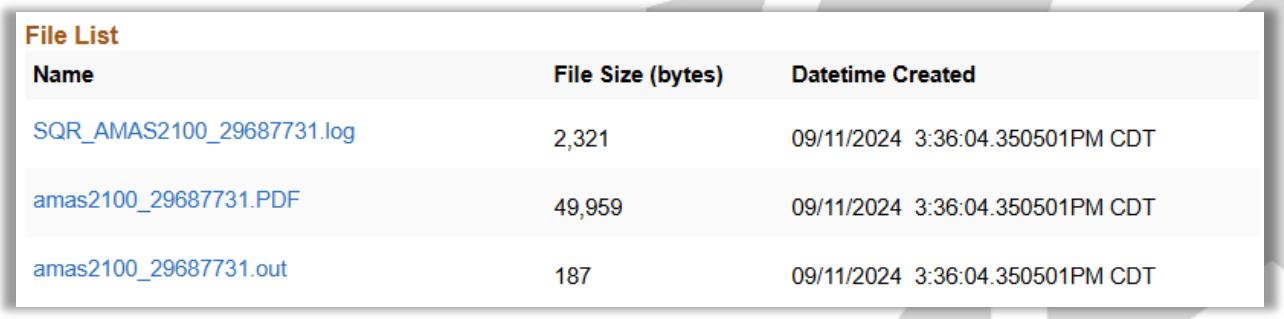
Click the Process Monitor link to view the Report instance.



Click the Details hyperlink to find the Log containing the report results.



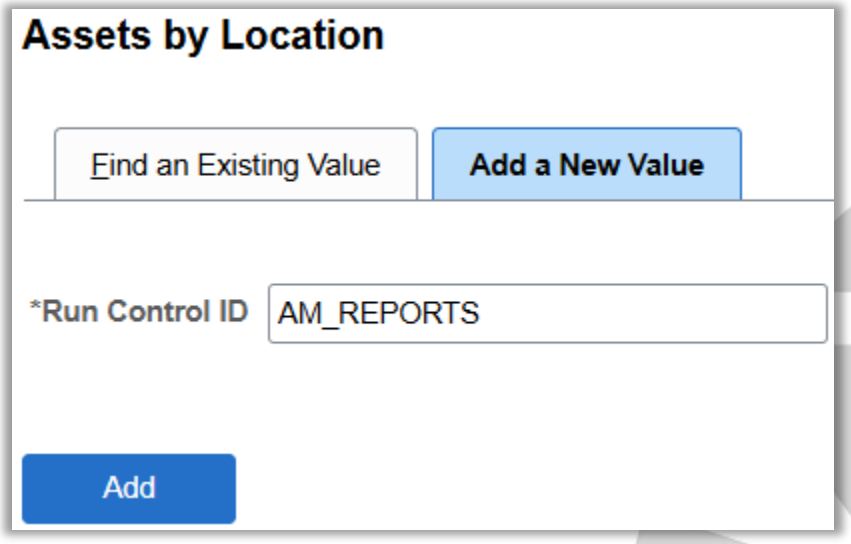
Click the View Log/Trace link.



Click the .PDF file containing the report results.

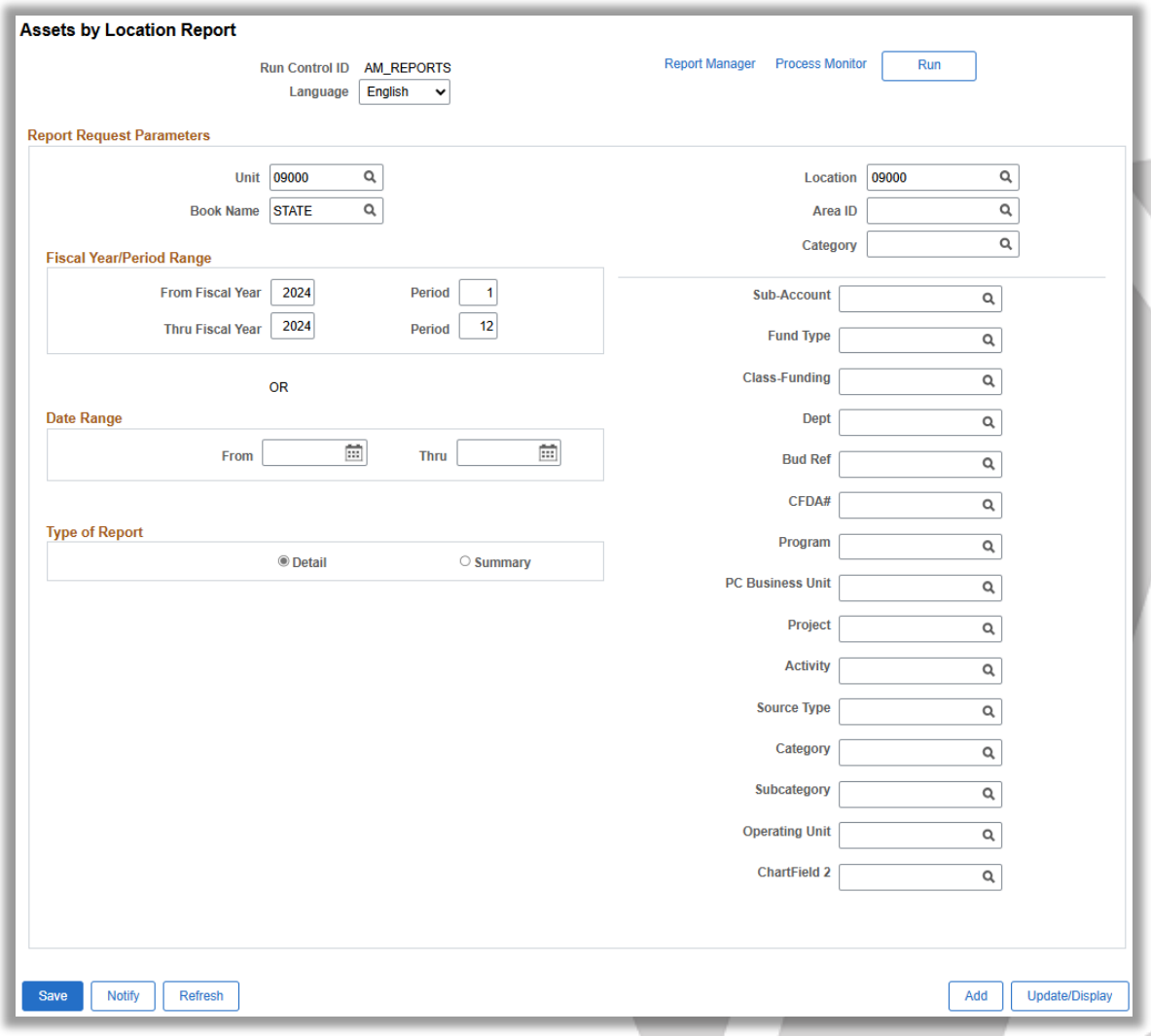
Assets by Location Report

Navigation: Asset Management > Financial Reports > Asset Details > Assets by Location Report



Run Control ID – populate with a new or existing Run Control ID.

Parameters Page



The "Assets by Location" reports will produce a list of all Assets at a particular Location. Populate the **Parameters** page with the desired values to run the report and produce a list of Assets.

Unit – populate with the Agency Business Unit.

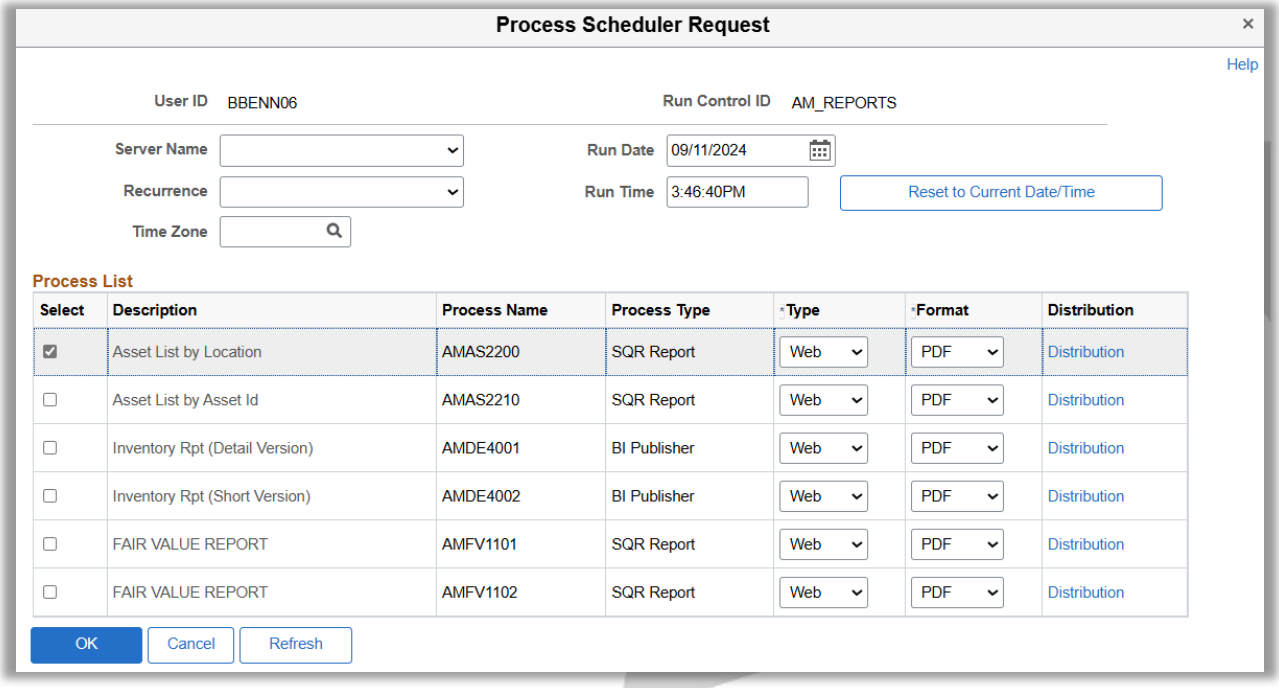
Location – populate with the Location value for which the Asset List will be retrieved.

Fiscal Year – populate with **From** and **Thru** values to retrieve the Assets between those dates.

ChartFields – populate with desired ChartField values to narrow the List of Assets by Location to those meeting the ChartField values.

Type of Report – define whether the Asset List will provide Summary or Detail data.

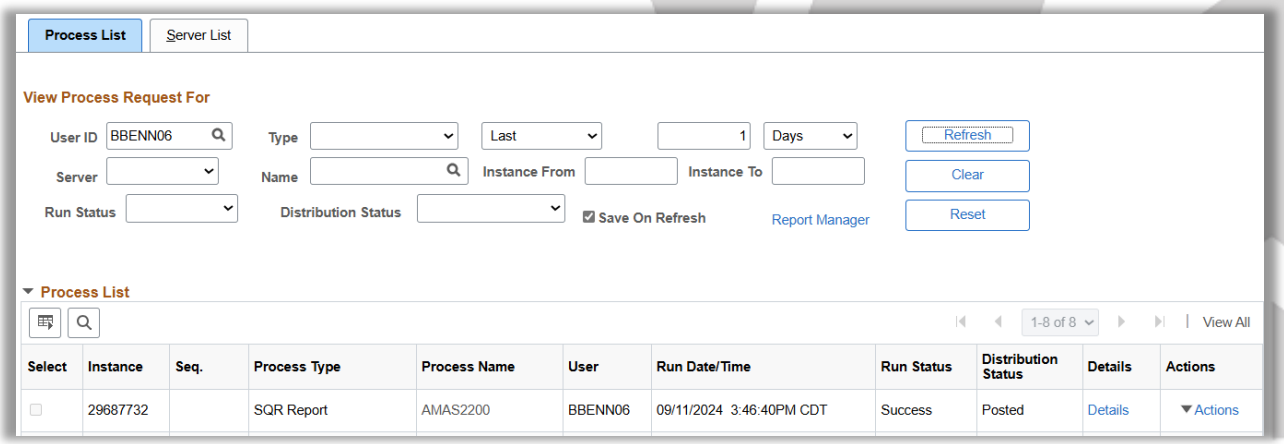
Click the **Run** button to execute the Report.



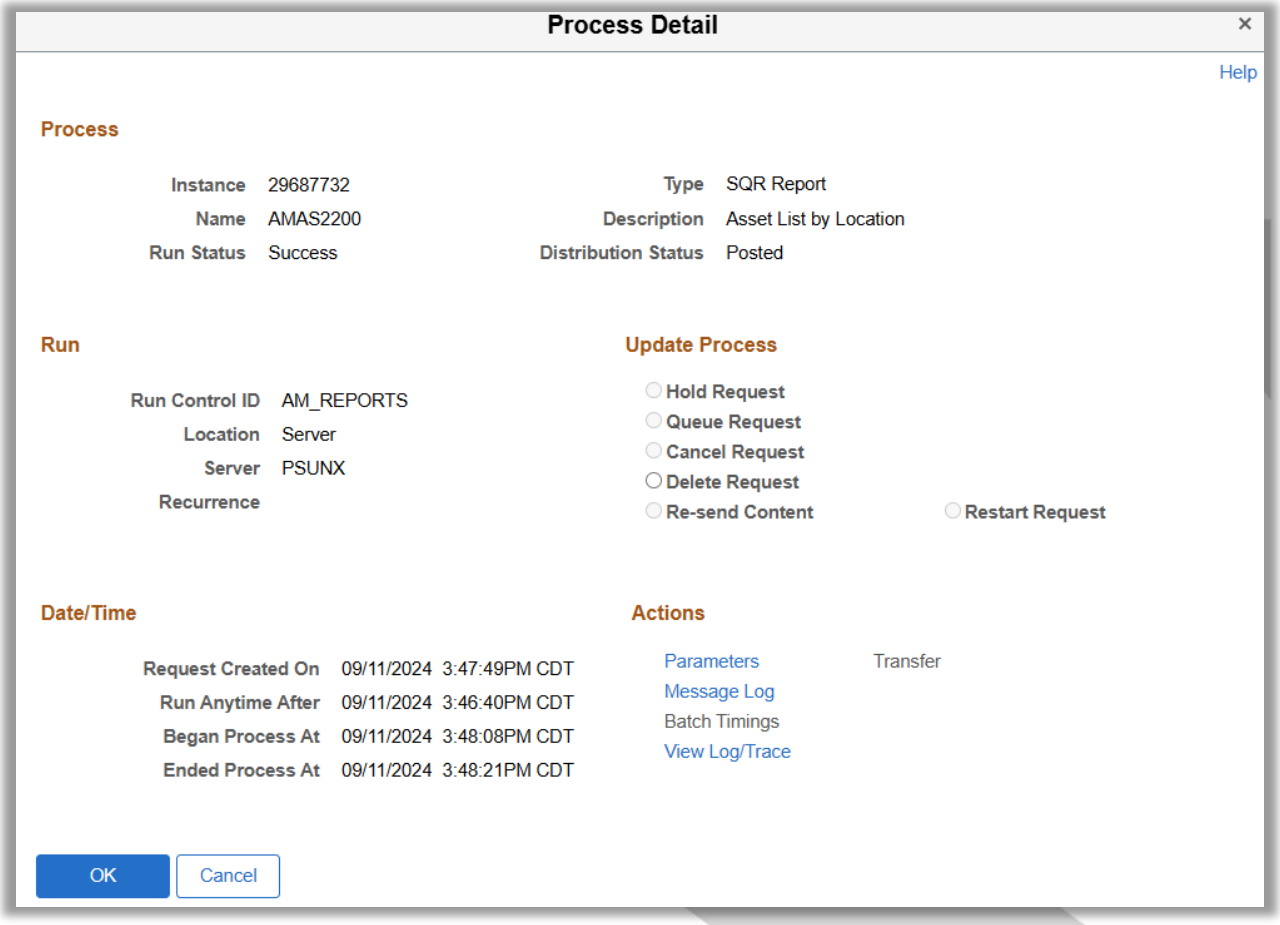
Select the checkbox next to the desired Report. For an explanation of reports, see the **List of Reports and Queries** in this Manual.

Click the **OK** button to execute the Report.

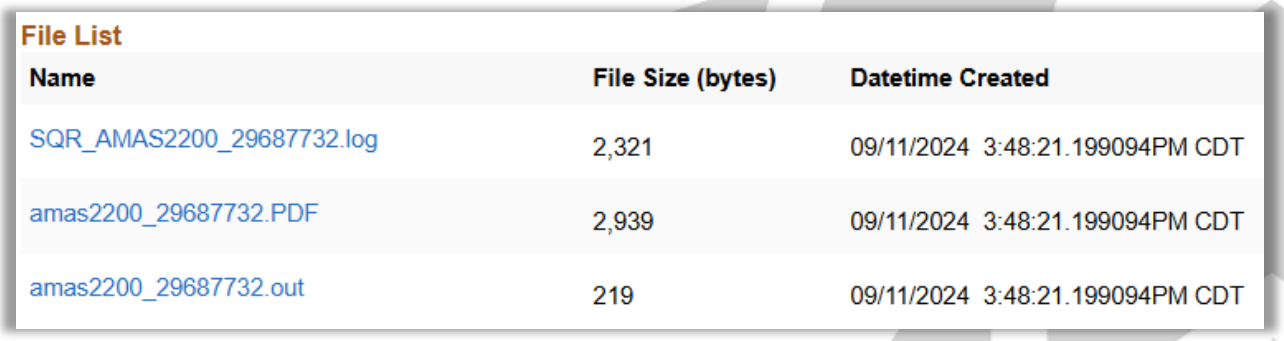
Click the Process Monitor link to view the Report instance.



Click the Details hyperlink to find the Log containing the report results.



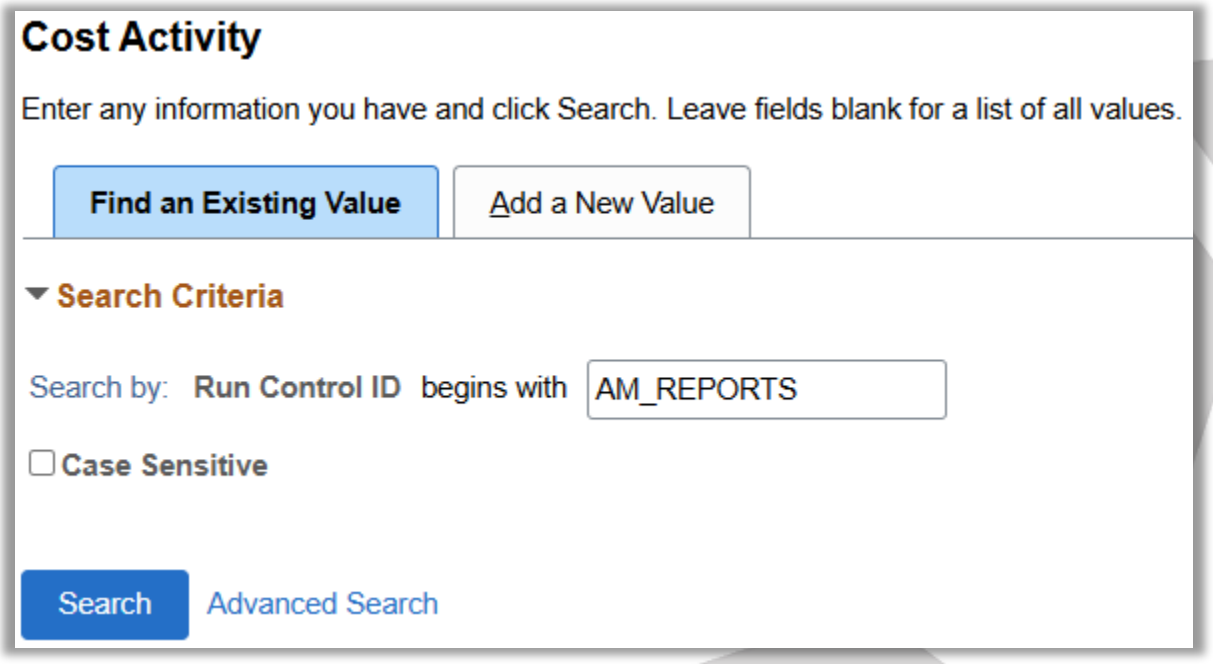
Click the View Log/Trace hyperlink to find the report instance.



Click the .PDF hyperlink to view the report results.

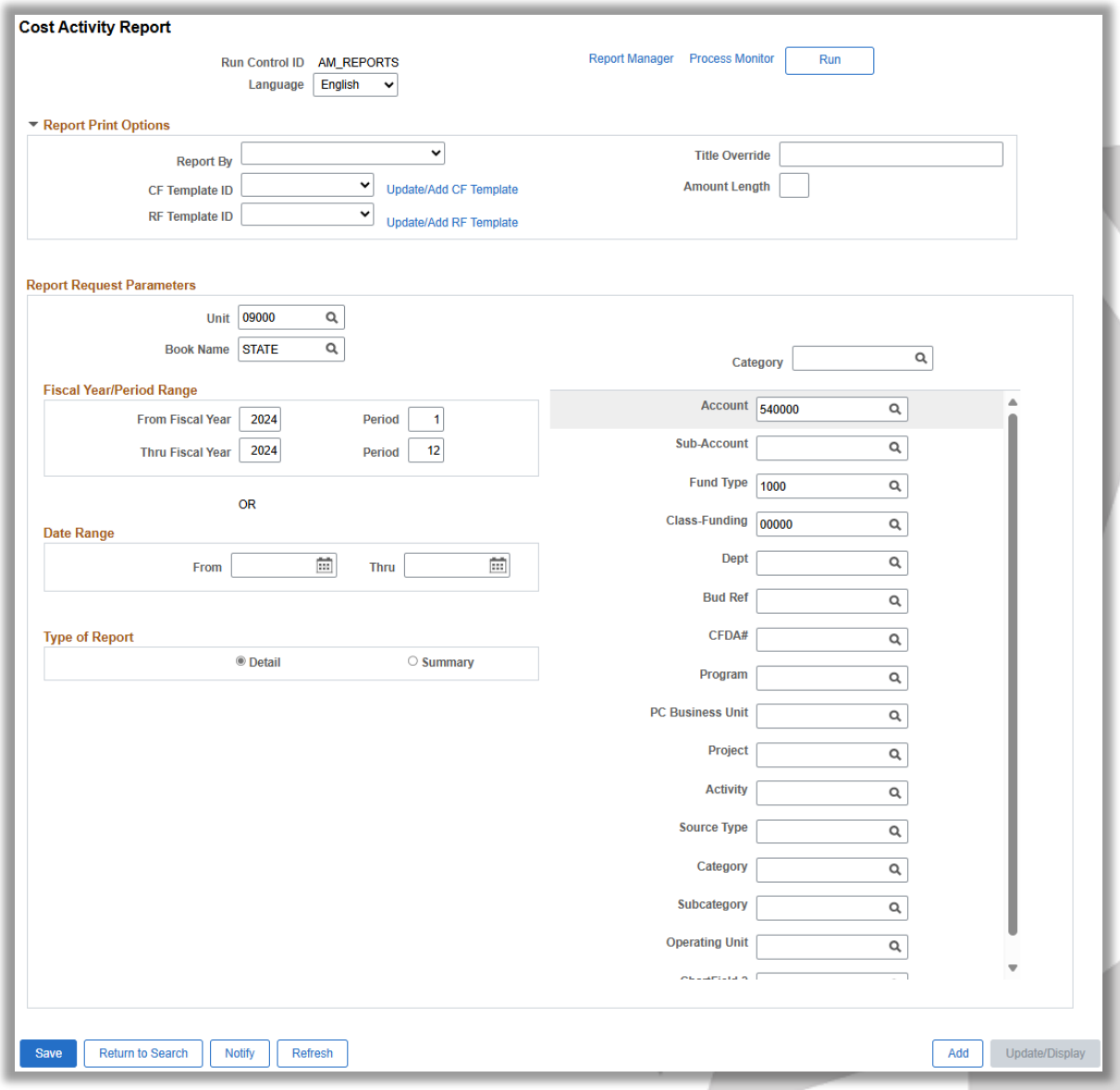
Asset Cost Activity Report

Navigation: Asset Management>Financial Reports>Cost and Depreciation>Cost Activity Report>Find an Existing Value



Run Control ID – populate with a new or existing Run Control ID.

Cost Activity Page



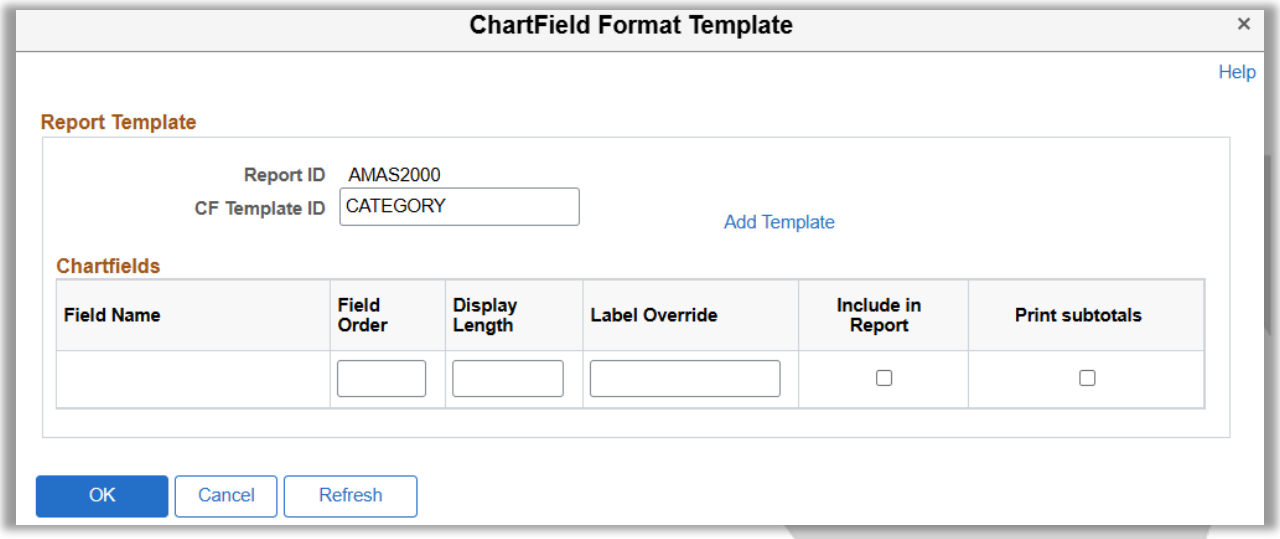
The "Assets Cost Activity" reports will produce a list of all Assets at with Cost information. Populate the **Parameters** page with the desired values to run the report and produce a list of Assets.

Expand the **Report Print** Options section of the page. For this report, a **Template ID** that indicates which Asset fields to include on the report is required.

NOTE: If you have previously created a Template for this report a new Template is not required. Simply select the Template that you used previously.

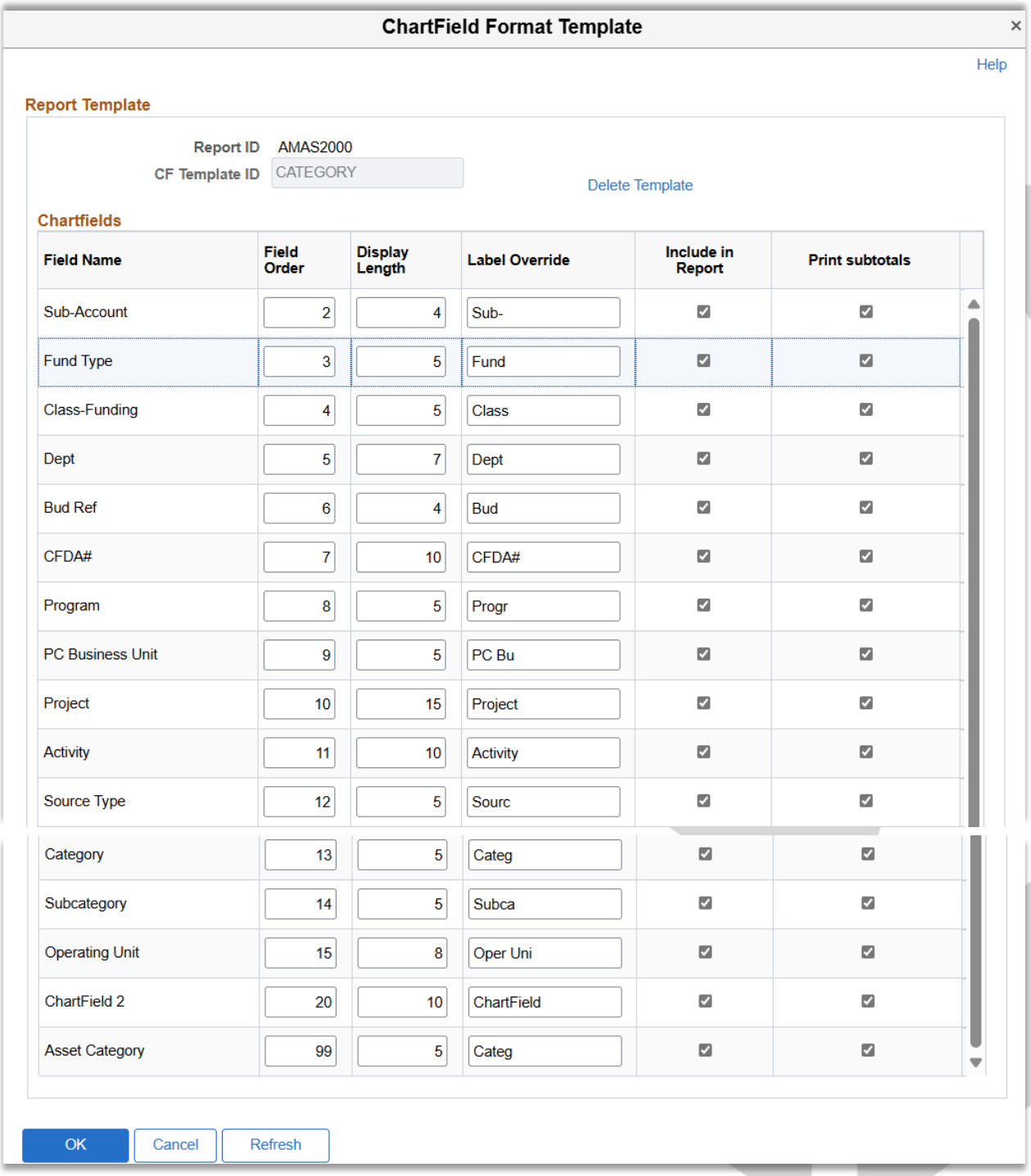
Select the Update/Add CF Template hyperlink.

Report Template Page



Populate the **Template ID** field with a name for the Template.

Click the Add Template link.



ChartField Format Template

Help

Report Template

Report ID AMAS2000

CF Template ID CATEGORY

Delete Template

Chartfields

Field Name	Field Order	Display Length	Label Override	Include in Report	Print subtotals
Sub-Account	2	4	Sub-	☑	☑
Fund Type	3	5	Fund	☑	☑
Class-Funding	4	5	Class	☑	☑
Dept	5	7	Dept	☑	☑
Bud Ref	6	4	Bud	☑	☑
CFDA#	7	10	CFDA#	☑	☑
Program	8	5	Progr	☑	☑
PC Business Unit	9	5	PC Bu	☑	☑
Project	10	15	Project	☑	☑
Activity	11	10	Activity	☑	☑
Source Type	12	5	Sourc	☑	☑
Category	13	5	Categ	☑	☑
Subcategory	14	5	Subca	☑	☑
Operating Unit	15	8	Oper Uni	☑	☑
ChartField 2	20	10	ChartField	☑	☑
Asset Category	99	5	Categ	☑	☑

OK Cancel Refresh

The **Chartfield Report Format Template** page allows you to define which ChartFields (plus Asset Category) will be included in the results of the report.

Field Order – select the order in which the available fields will be displayed on the Report.

Label Override – to change the column label for a field populate an alternative label.

Include in Report – select each field that you would like to be displayed on the Report.

NOTE: For reports that have been customized in the system (see List of Reports and Queries in this section of the manual), all field values on the Template **MUST BE** selected.

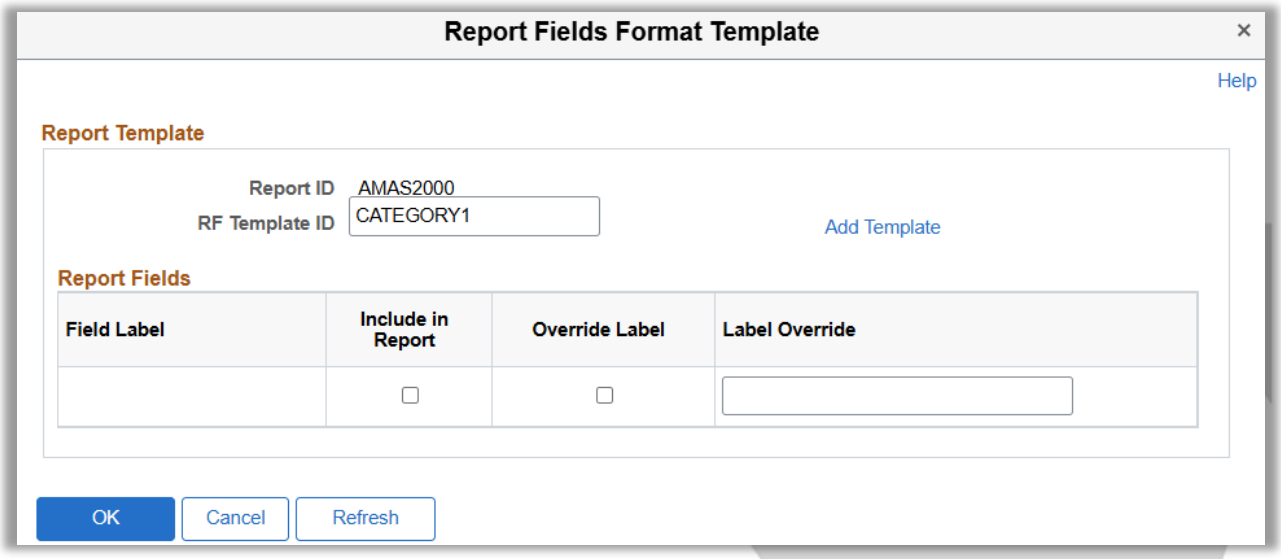
Print Subtotals – select each field for which you would like a subtotal. The subtotals will be displayed on the Report by field.

This template allows you to choose the fields you wish to see on the report. There is also an option to rename these fields by choosing **Override Label** allowing you to type in your own Description.

Click the **OK** button.

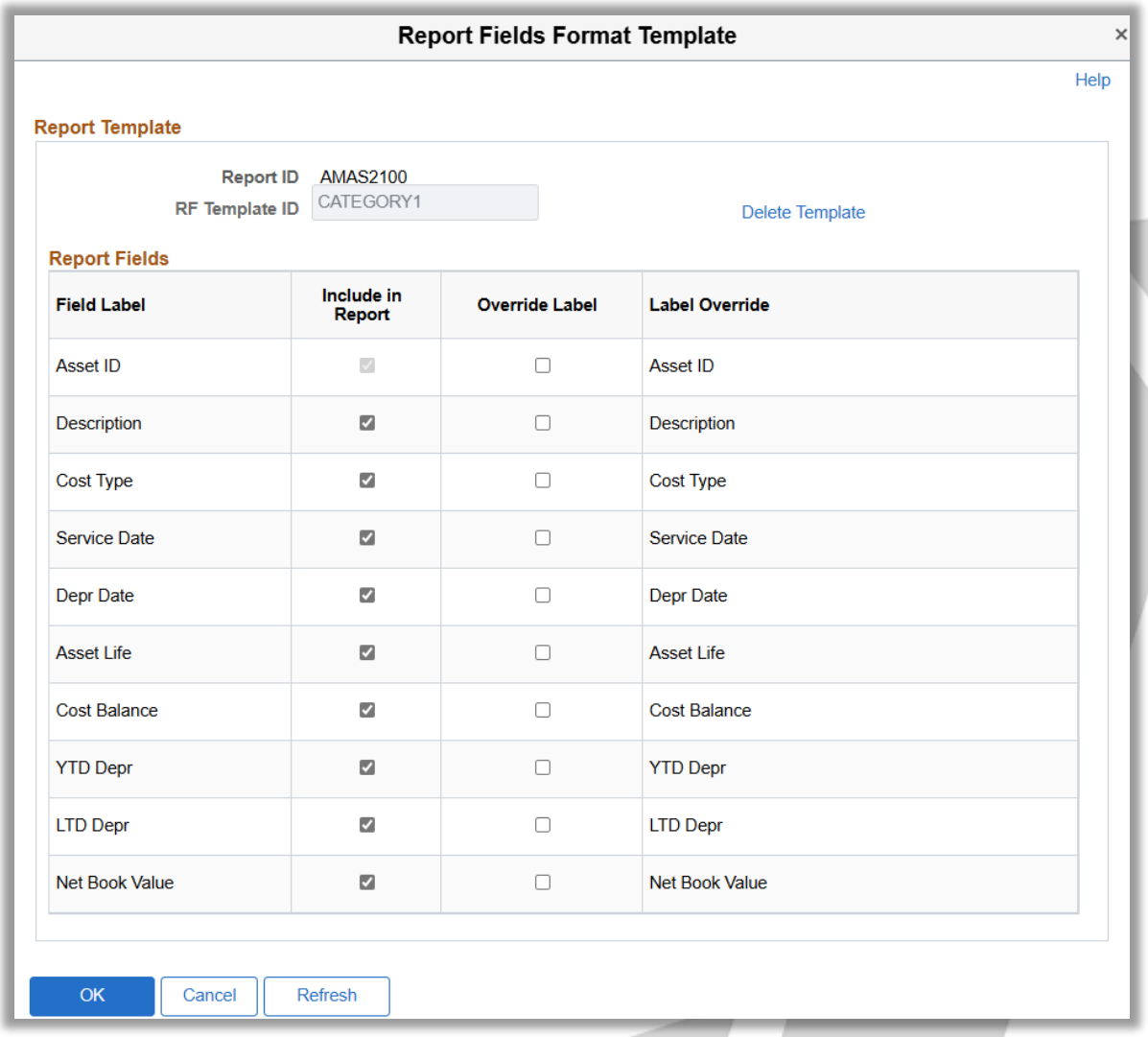
Click the Update/Add RF Template hyperlink.

NOTE: If you have previously created a Template for this report a new Template is not required. Simply select the Template that you used previously.



Populate the **Report Fields Template ID** field with a name for the Template.

Click the **Add Template** hyperlink**.**



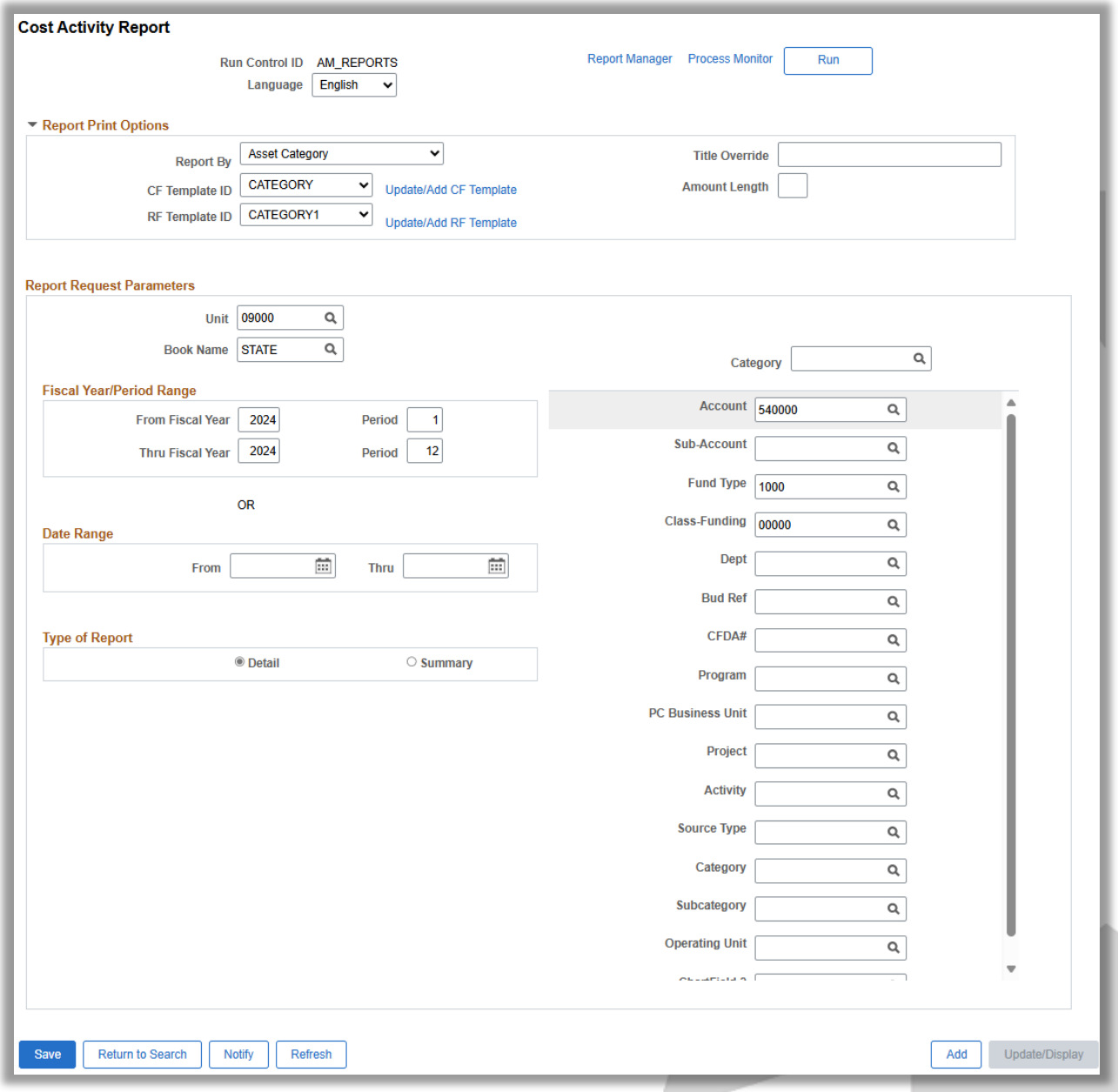
The **Report Field Format Template** page allows you to define which Report Fields will be included in the results of the report.

Override Label – to change the column label for a field populate an alternative label.

Include in Report – select each field that you would like to be displayed on the Report.

NOTE: For reports that have been customized in the system (see List of Reports and Queries in this section of the manual), all field values on the Template MUST BE selected.

Click the **OK** button to complete the template.



Report by – select from the available values to group report data together.

Unit – populate with the Agency Business Unit.

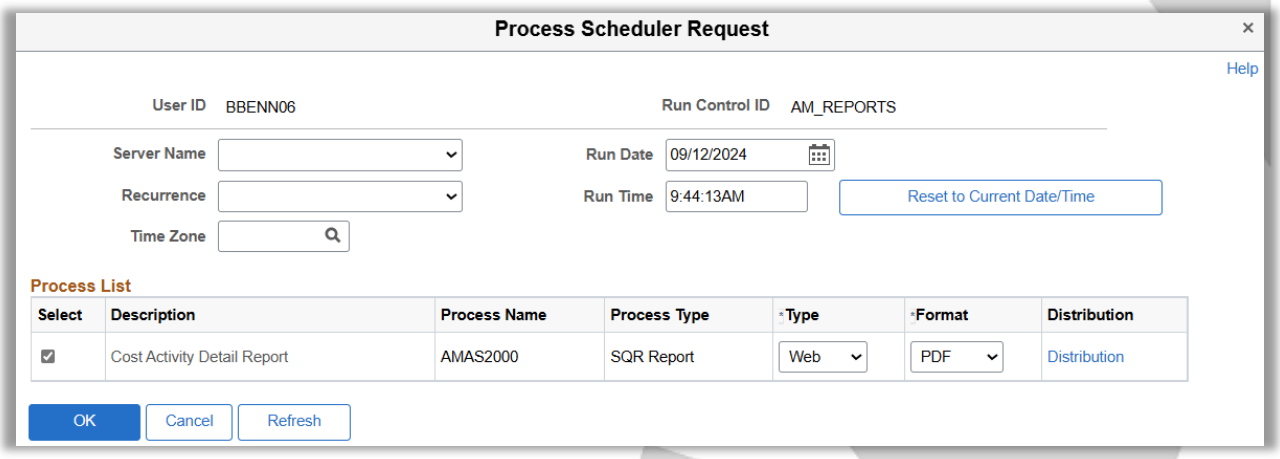
Book – populate with the 'STATE' book value.

Fiscal Year/Period Range – populate with **From** and **Thru** values to retrieve the Assets between those dates. Alternatively use a **Date Range** to define the period.

Type of Report – define whether the Asset List will provide **Summary** or **Detail** data.

ChartFields – populate with desired ChartField values to narrow the List of Assets by Location to those meeting the ChartField values.

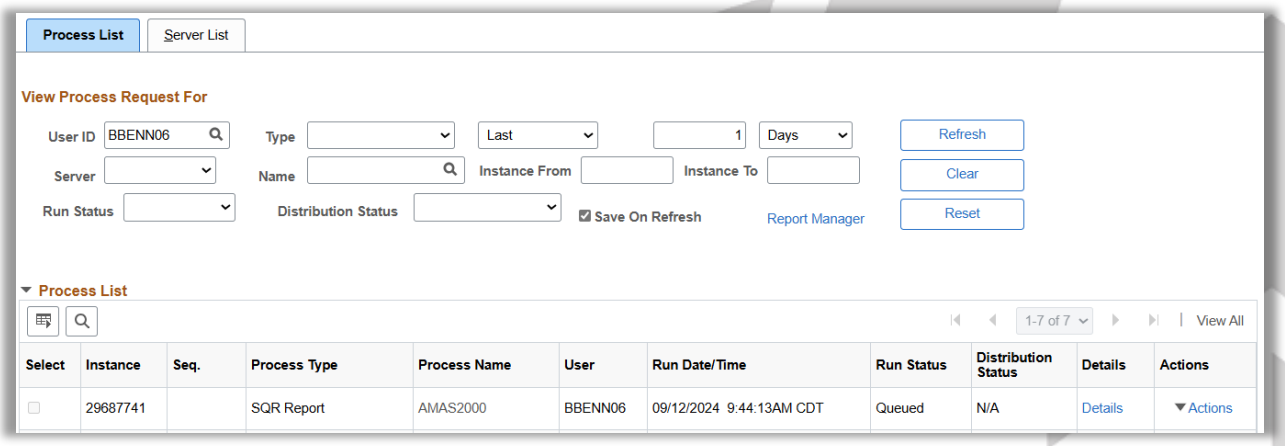
Click the Run button to execute the Report.



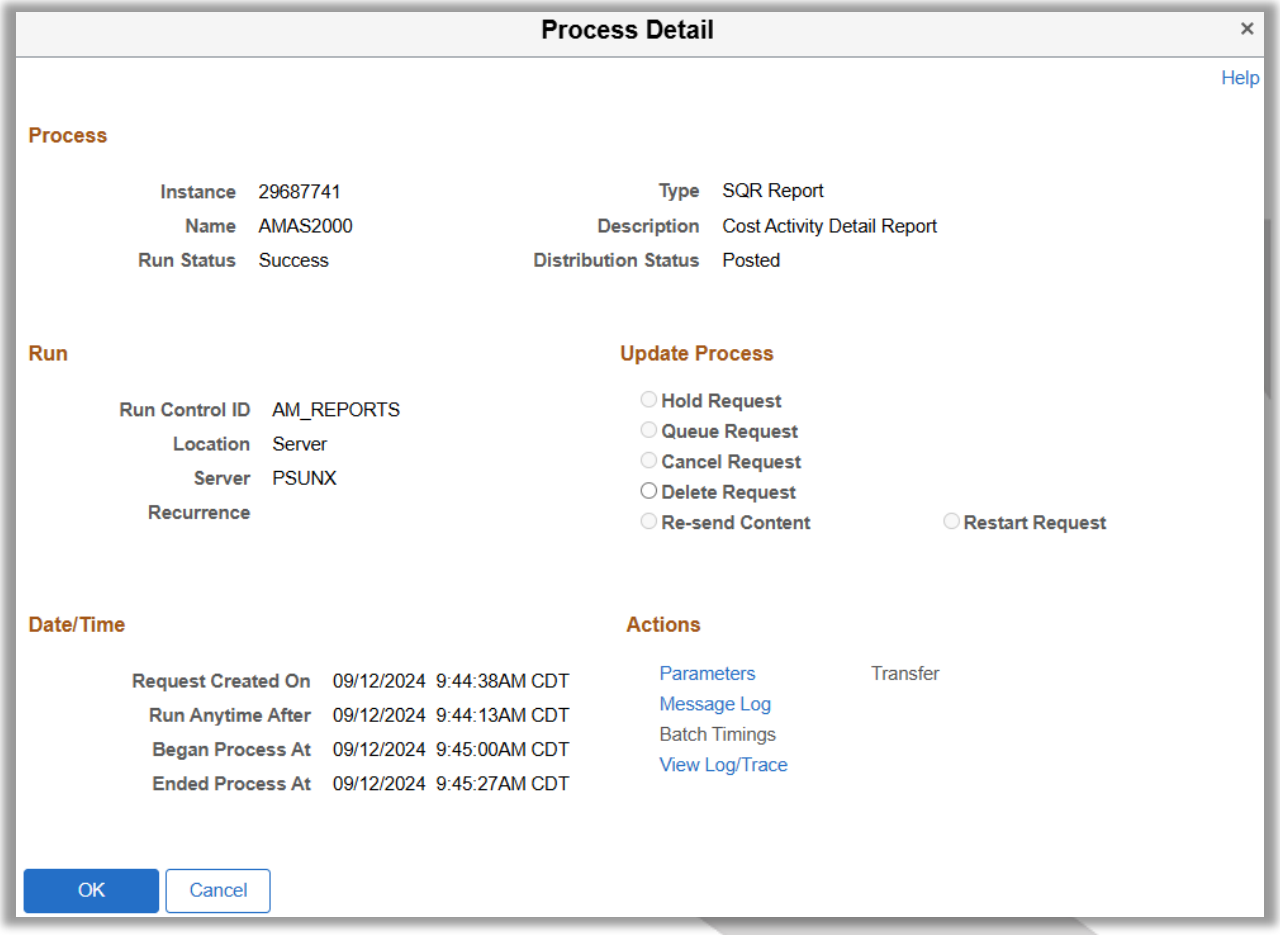
Select the checkbox next to the desired Report. For an explanation of reports, see the **List of Reports and Queries** in this Manual.

Click the **OK** button to execute the Report.

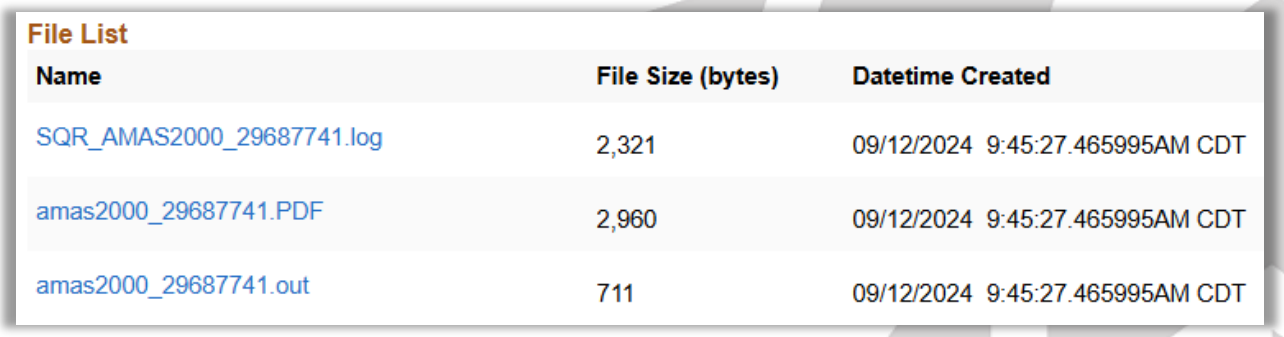
Click the Process Monitor link to view the Report instance.



Click the Details hyperlink to find the Log containing the report results.



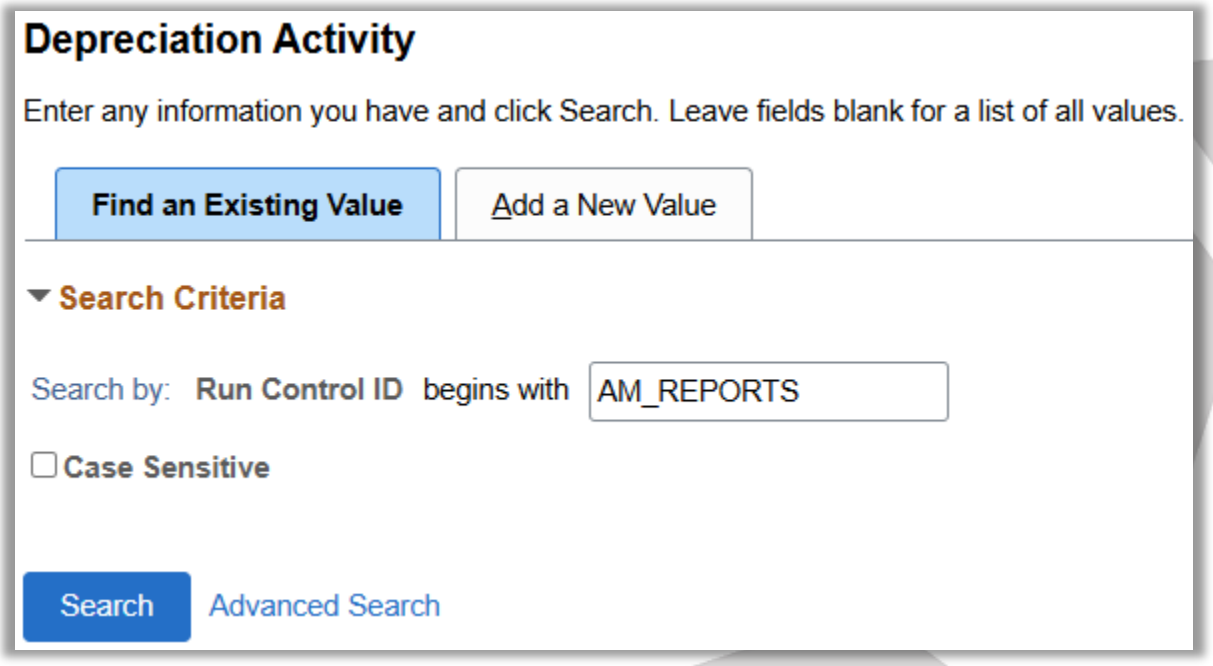
Click the View Log/Trace hyperlink to find the report instance.



Click the .PDF hyperlink to view the report results.

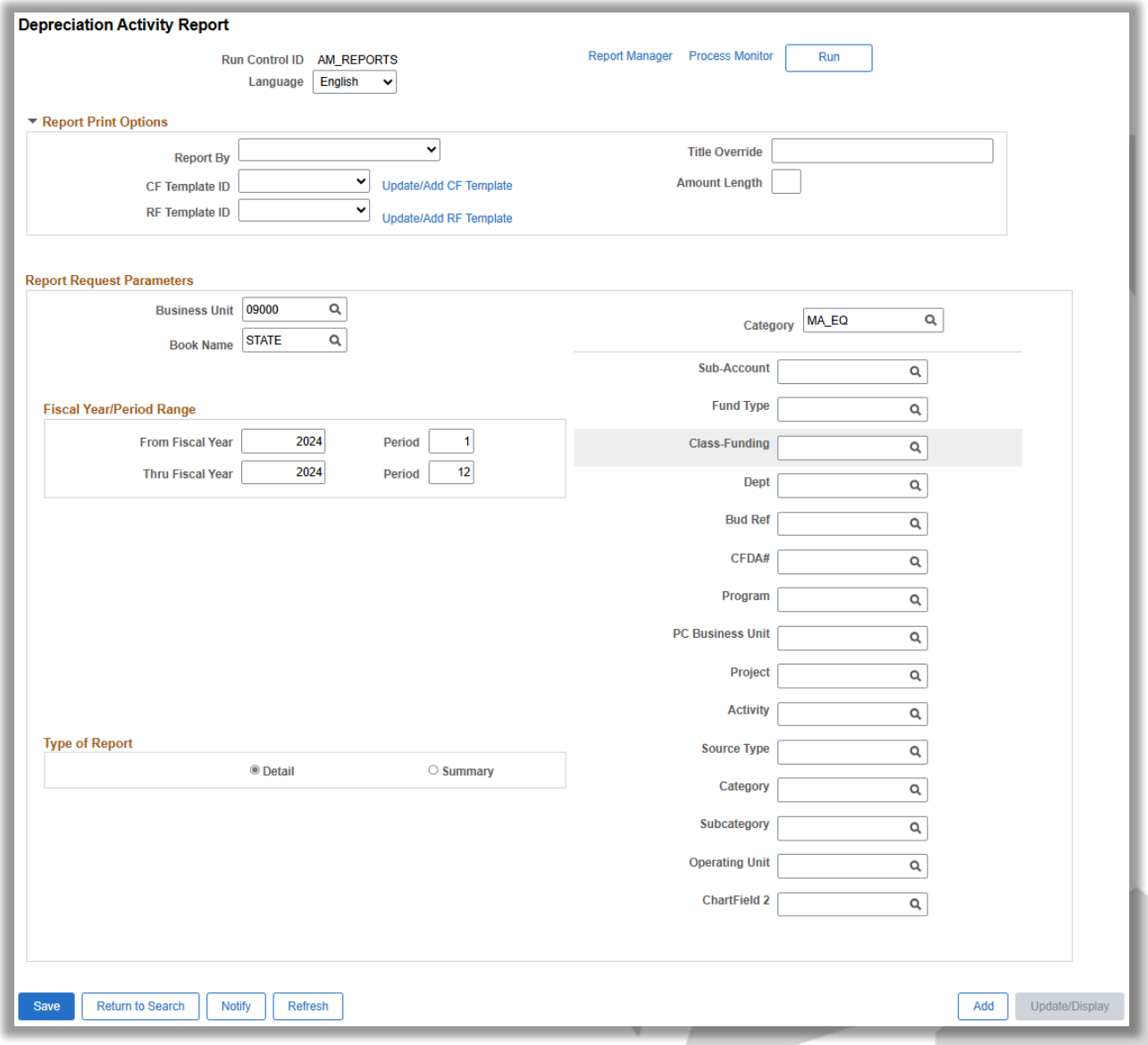
Asset Depreciation Activity Report

Navigation: Asset Management>Financial Reports>Cost and Depreciation>Depreciation Activity Report>Find an Existing Value



Run Control ID – populate with a new or existing Run Control ID

Depreciation Activity Page

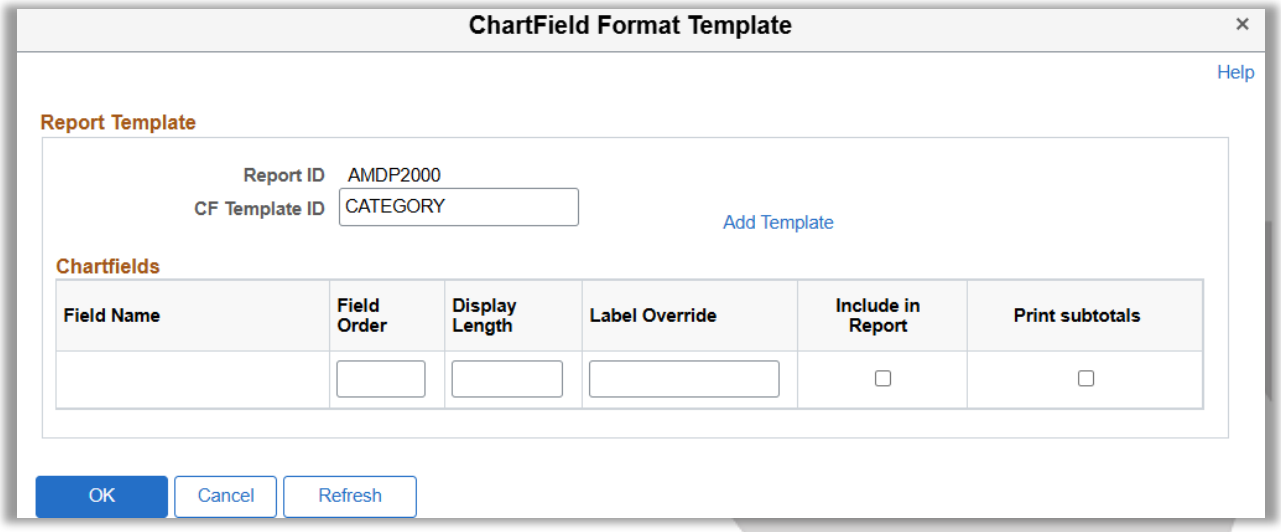


The "Assets Depreciation Activity" reports will produce a list of Assets with beginning depreciation, period activity, and ending depreciation amounts. Populate the **Parameters** page with the desired values to run the report and produce a list of Assets with depreciation activity.

Expand the **Report Print** Options section of the page. For this report, a **Template ID** that indicates which Asset fields to include on the report is required.

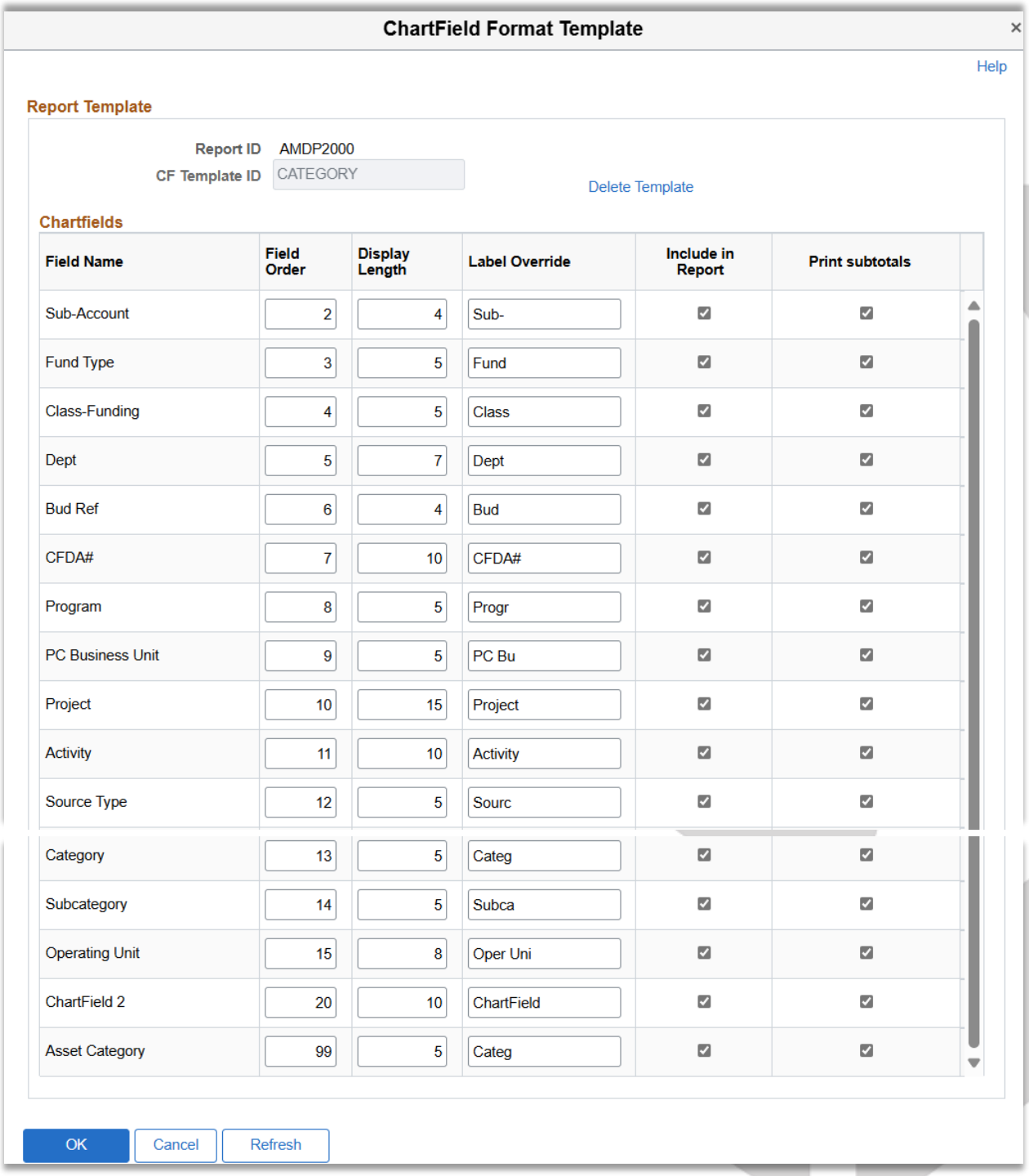
NOTE: If you have previously created a Template for this report a new Template is not required. Simply select the Template that you used previously.

Select the Update/Add CF Template hyperlink**.**



Populate the Template Id field with a name for the Template.

Click the Add Template hyperlink.



ChartField Format Template

Help

Report Template

Report ID AMDP2000

CF Template ID CATEGORY

Delete Template

Chartfields

Field Name	Field Order	Display Length	Label Override	Include in Report	Print subtotals
Sub-Account	2	4	Sub-	☑	☑
Fund Type	3	5	Fund	☑	☑
Class-Funding	4	5	Class	☑	☑
Dept	5	7	Dept	☑	☑
Bud Ref	6	4	Bud	☑	☑
CFDA#	7	10	CFDA#	☑	☑
Program	8	5	Progr	☑	☑
PC Business Unit	9	5	PC Bu	☑	☑
Project	10	15	Project	☑	☑
Activity	11	10	Activity	☑	☑
Source Type	12	5	Sourc	☑	☑
Category	13	5	Categ	☑	☑
Subcategory	14	5	Subca	☑	☑
Operating Unit	15	8	Oper Uni	☑	☑
ChartField 2	20	10	ChartField	☑	☑
Asset Category	99	5	Categ	☑	☑

OK Cancel Refresh

The **Chartfield Report Format Template** page allows you to define which ChartFields (plus Asset Category) will be included in the results of the report.

Field Order – select the order in which the available fields will be displayed on the Report.

Label Override – to change the column label for a field populate an alternative label.

Include in Report – select each field that you would like to be displayed on the Report.

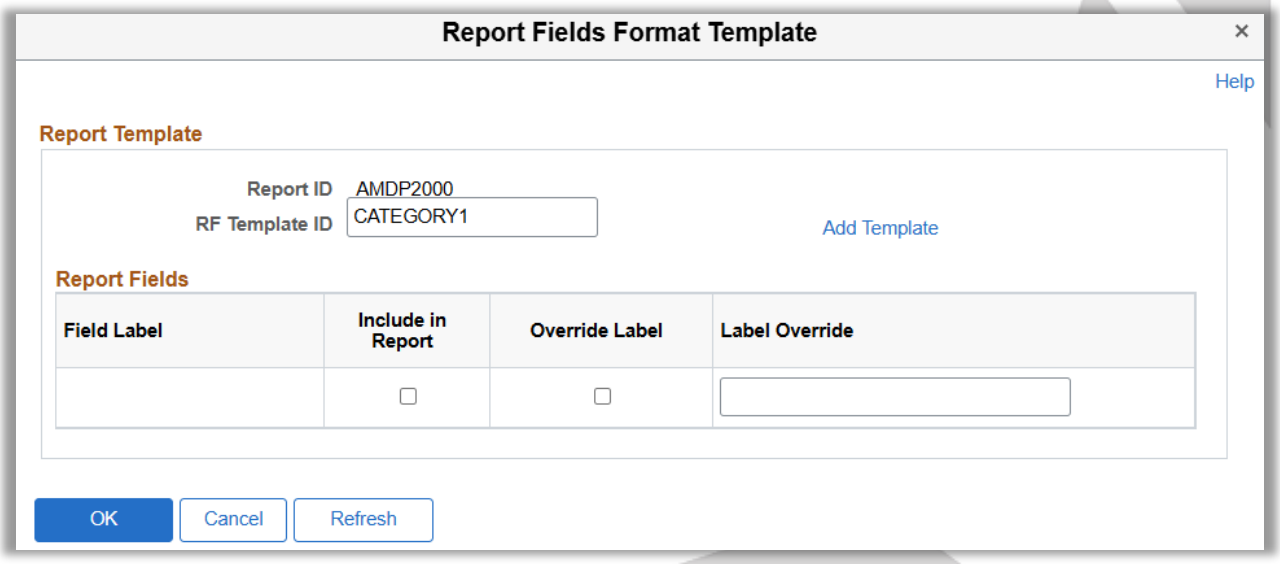
NOTE: For reports that have been customized in the system (see List of Reports and Queries in this section of the manual), all field values on the Template **MUST BE** selected.

Print Subtotals – select each field for which you would like a subtotal. The subtotals will be displayed on the Report by field.

Click the **OK** button to complete the template.

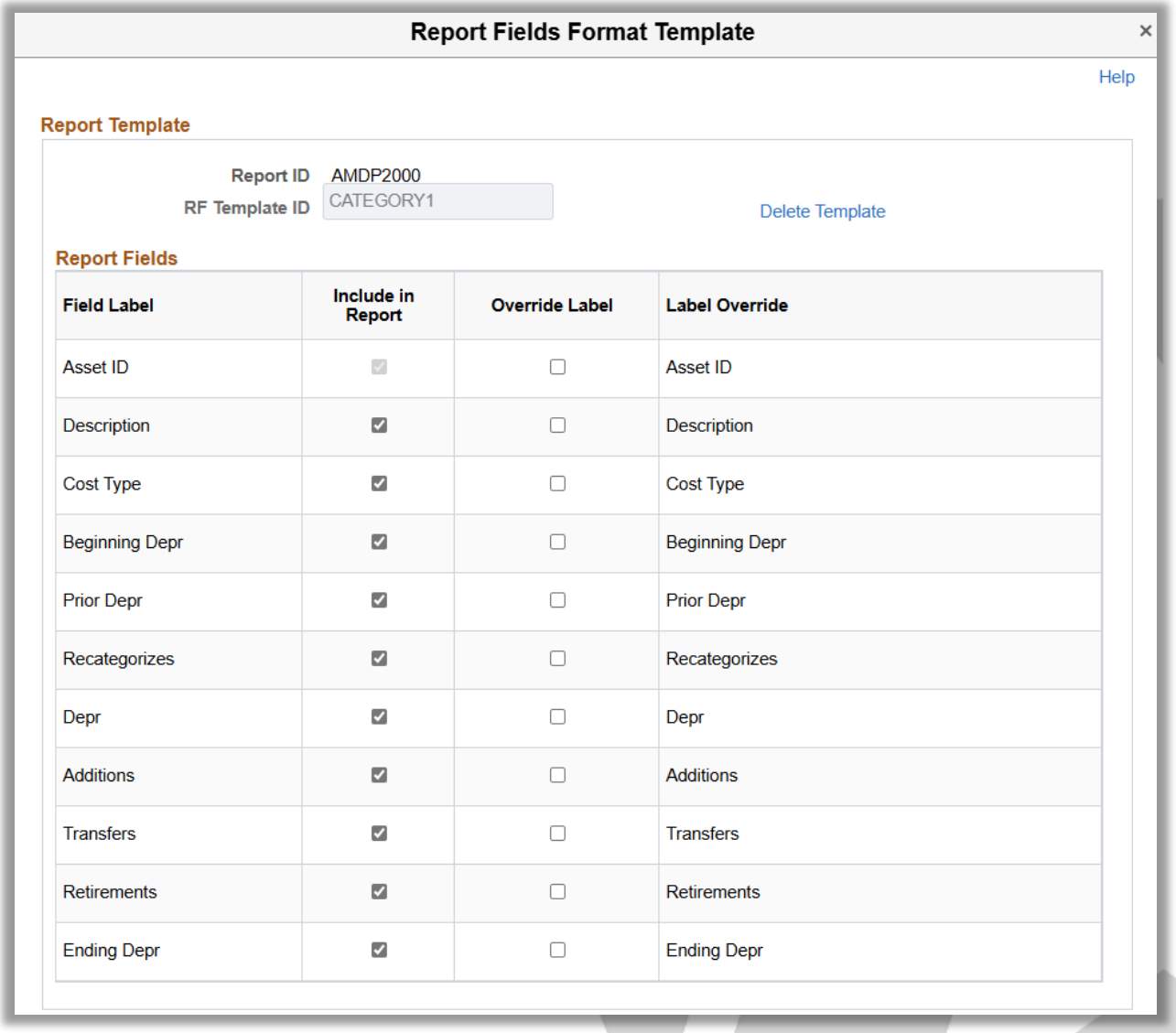
Click the Update/Add RF Template hyperlink.

NOTE: If you have previously created a Template for this report a new Template is not required. Simply select the Template that you used previously.



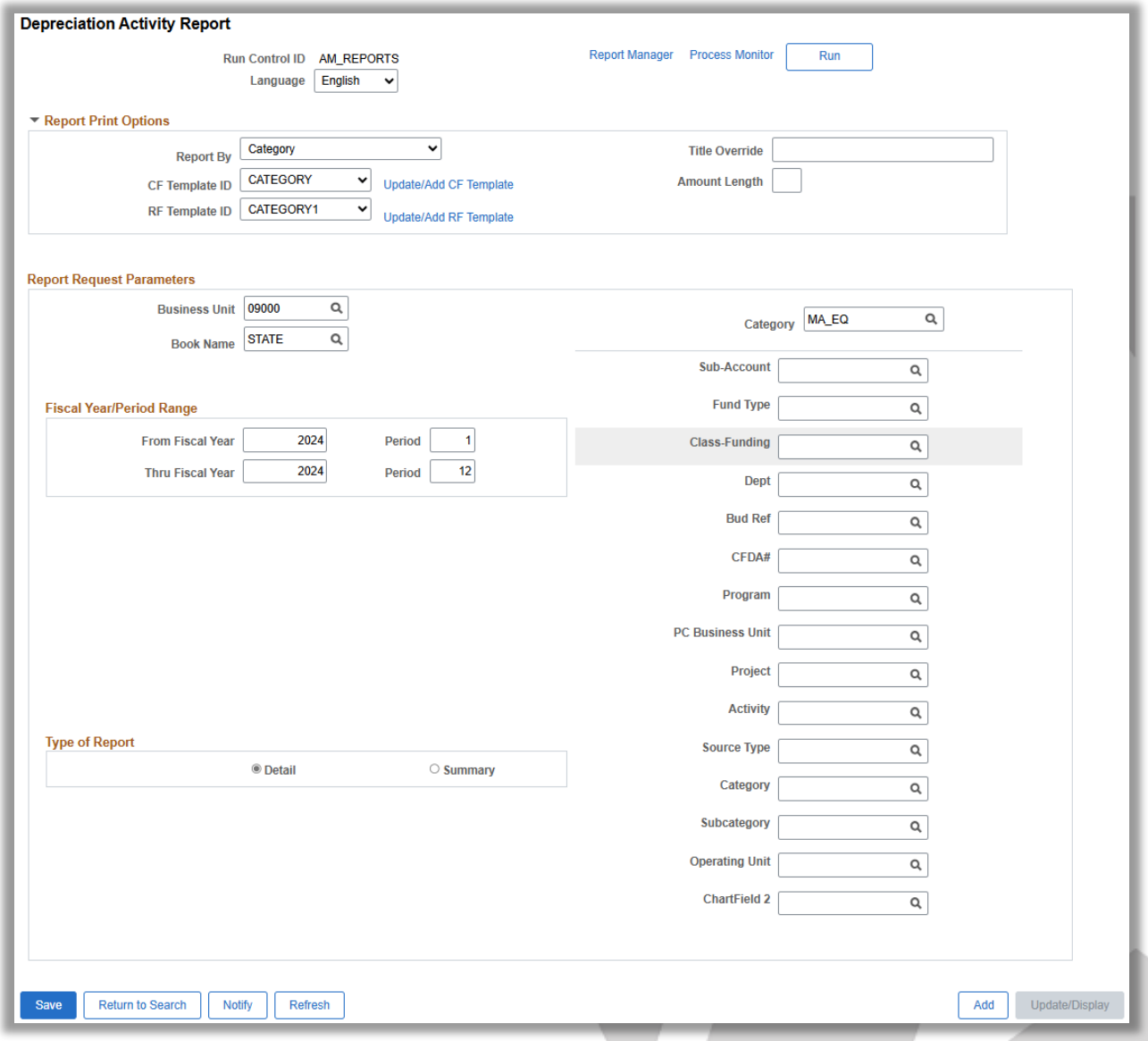
Populate the **Report Fields Template ID** field with a name for the Template.

Click the **Add Template** hyperlink**.**



The **Report Field Format Template** page allows you to define which Report Fields will be included in the results of the report.

Click the **OK** button to complete the template.



Report by – select from the available values to group report data together.

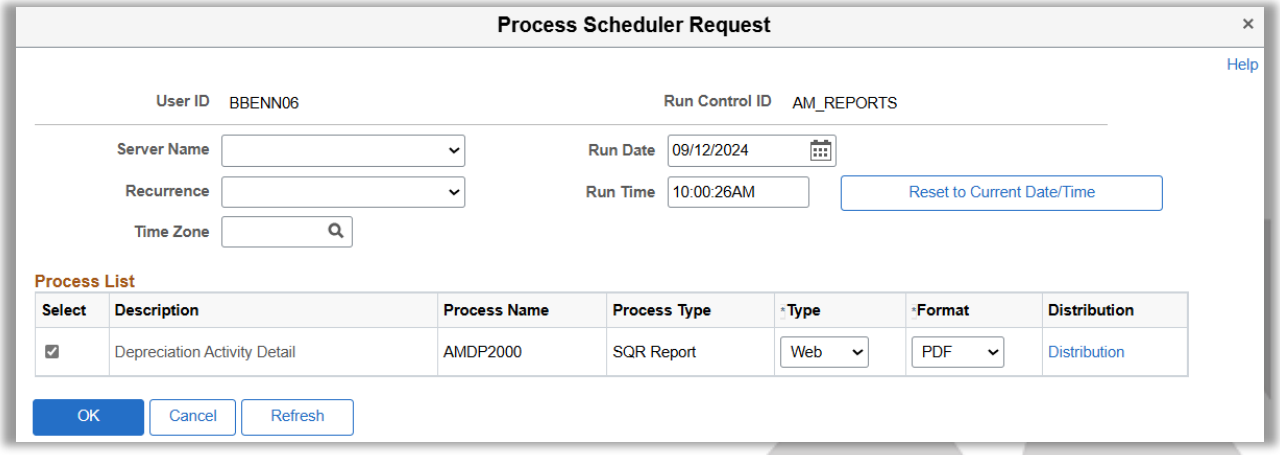
Business Unit – populate with the Agency Business Unit.

Book – populate with the 'STATE' book value.

Fiscal Year/Period Range – populate with **From** and **Thru** values to retrieve the Assets between those dates. Alternatively use a **Date Range** to define the period.

Type of Report – define whether the Asset List will provide **Summary** or **Detail** data.

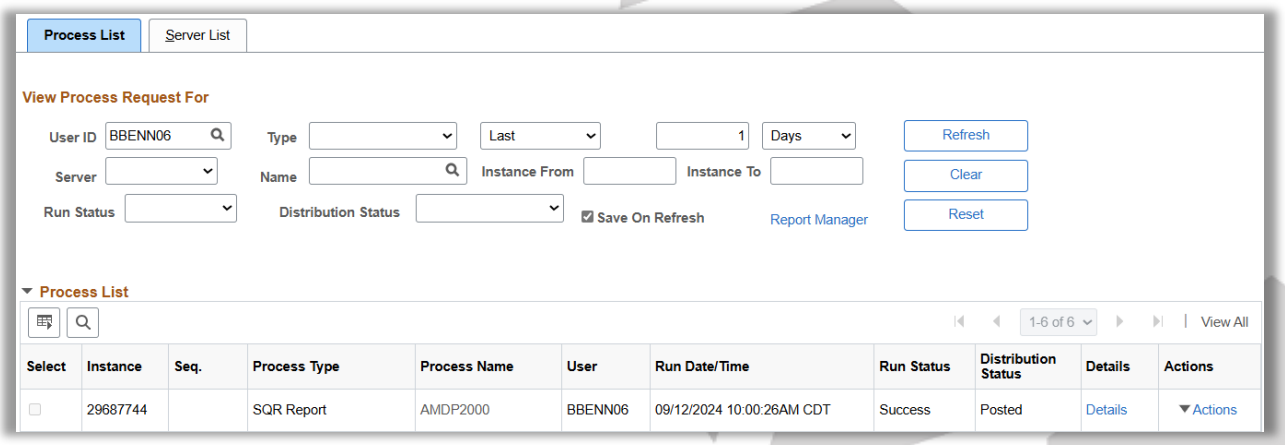
Click the **Run** button to execute the Report.



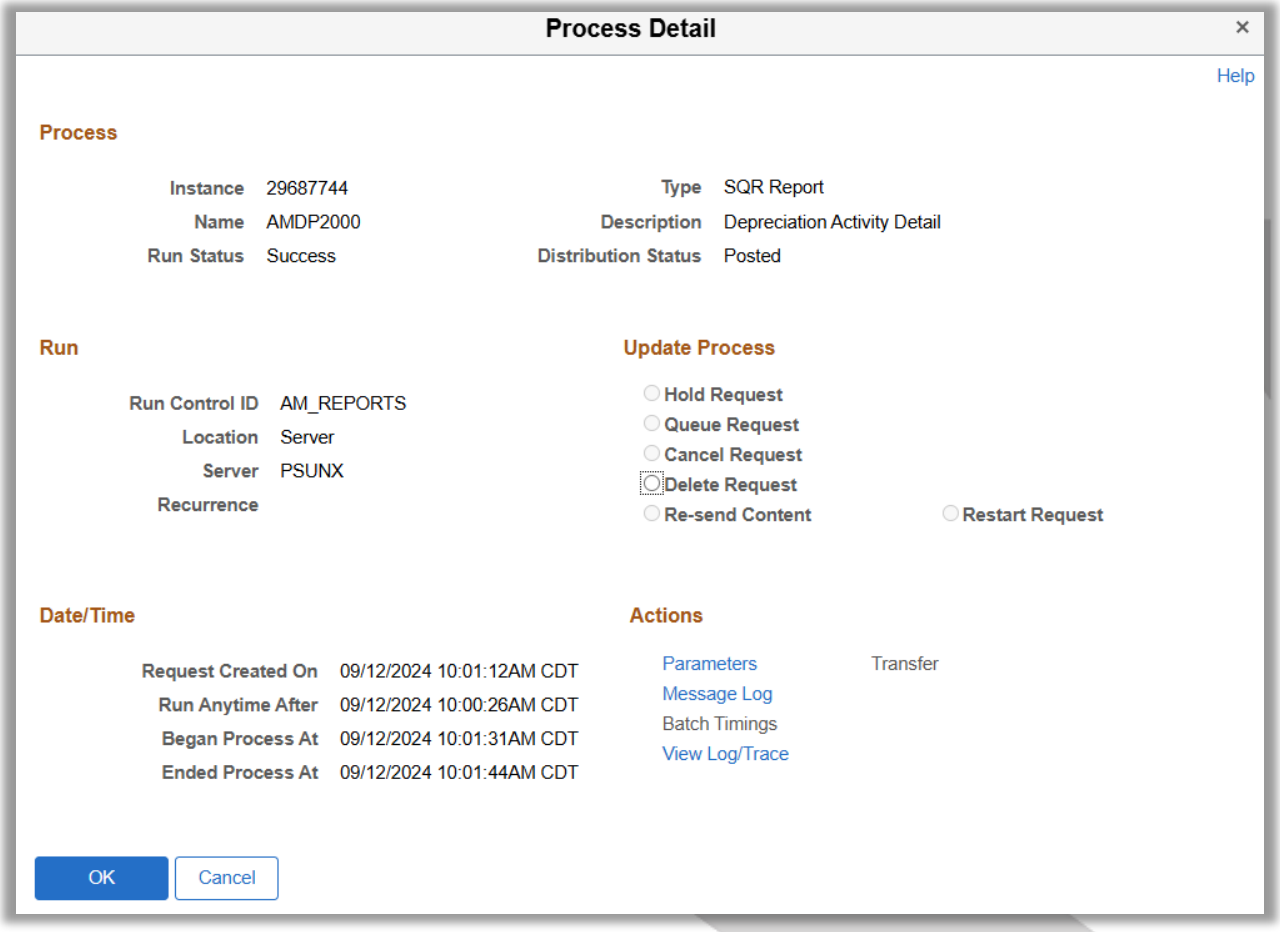
Select the checkbox next to the desired Report. For an explanation of reports, see the **List of Reports and Queries** in this Manual.

Click the **OK** button to execute the Report.

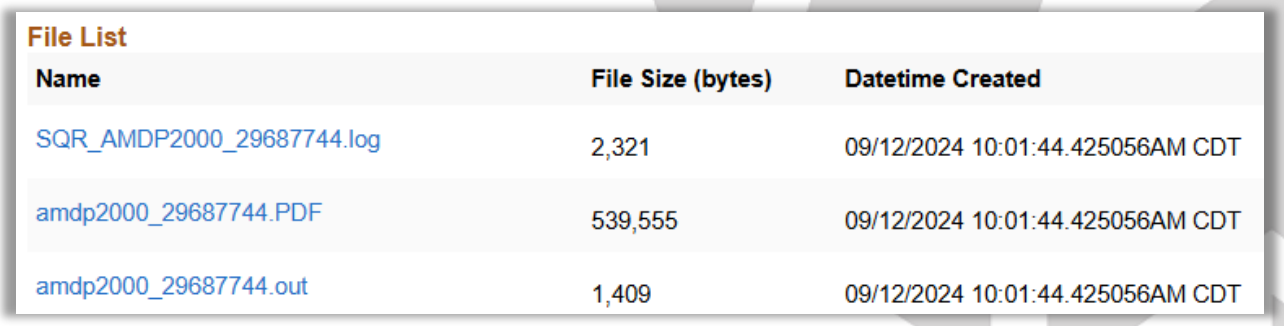
Click the **Process Monitor** hyperlink.



Click the **Details** hyperlink to find the Log containing the report results.



Click the **View Log/Trace** hyperlink to find the report instance.



Click the **.PDF** file to view the report results.