State of Oklahoma

COR417

Asset Management – Month End Processes Manual

Office of Management & Enterprise Services

OKLAHOMA

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Document History

Document Revision	Date	Description
1.0	04/25/2011	Initial Document
1.1	06/17/2013	Update for Accessibility
2.0	05/01/2014	Upgrade Update
3.0	09/10/2024	Upgrade Update

System Overview

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

The first part of the manual describes the pages and functionality used to Inquire on Assets and their historical transactions.

The second part of the manual describes the processes that should be taken each month end to ensure the daily transactions within the month have been properly accounted for, depreciation is computed, and accounting entries are created.

Assets are created when assets are manually entered into the computer or interfaced from Purchasing and Accounts Payable transactions when assets are received, and payments are made. The Asset Manager should be reviewing these transactions regularly and following the steps outlined in the COR412 – Integrating Asset Management with PO and AP manual to create and capitalize the assets timely. Problem transactions should also be resolved timely to facilitate month end processes.

This chapter explains the Month End Processes an agency Asset Manager should perform just prior to month end so that when the Office of Management and Enterprise Services runs the jobs used to create and journal generate the monthly Asset and Depreciation entries, assets are properly accounted for and recorded timely.

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 specific 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).

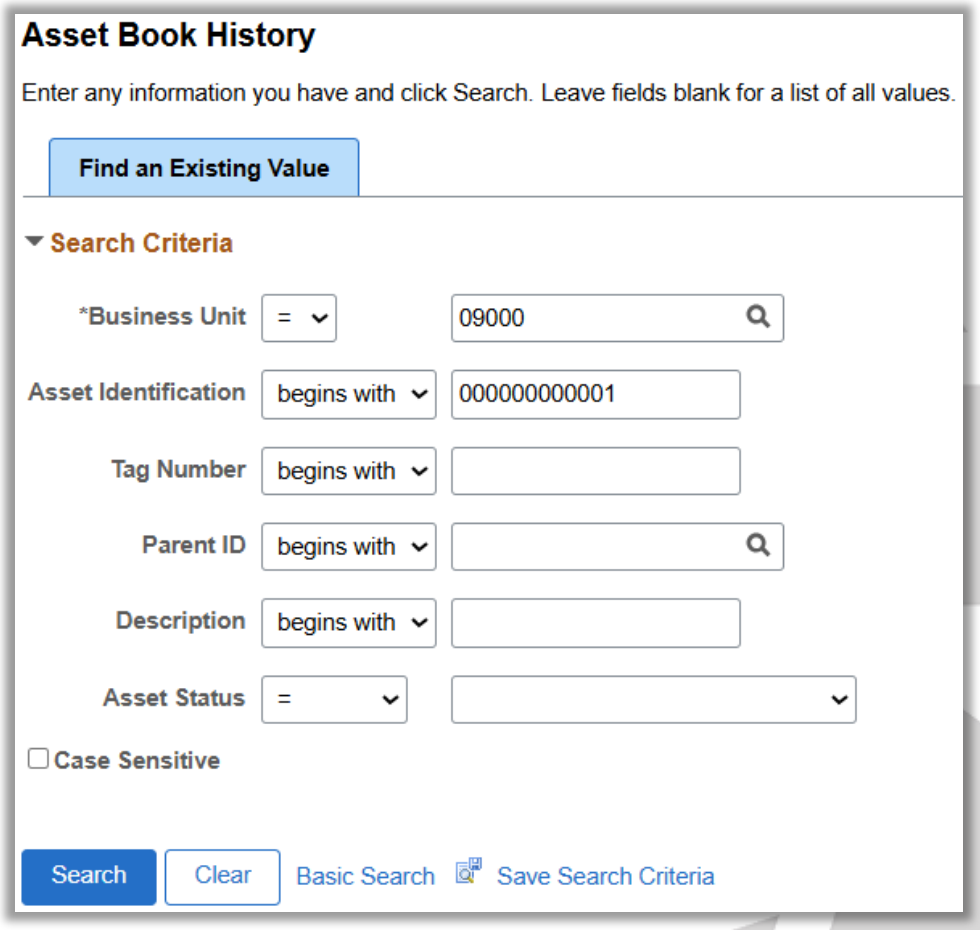
Useful Life: Estimated Useful Life of the Asset used in deprecation calculations.

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 Book History

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

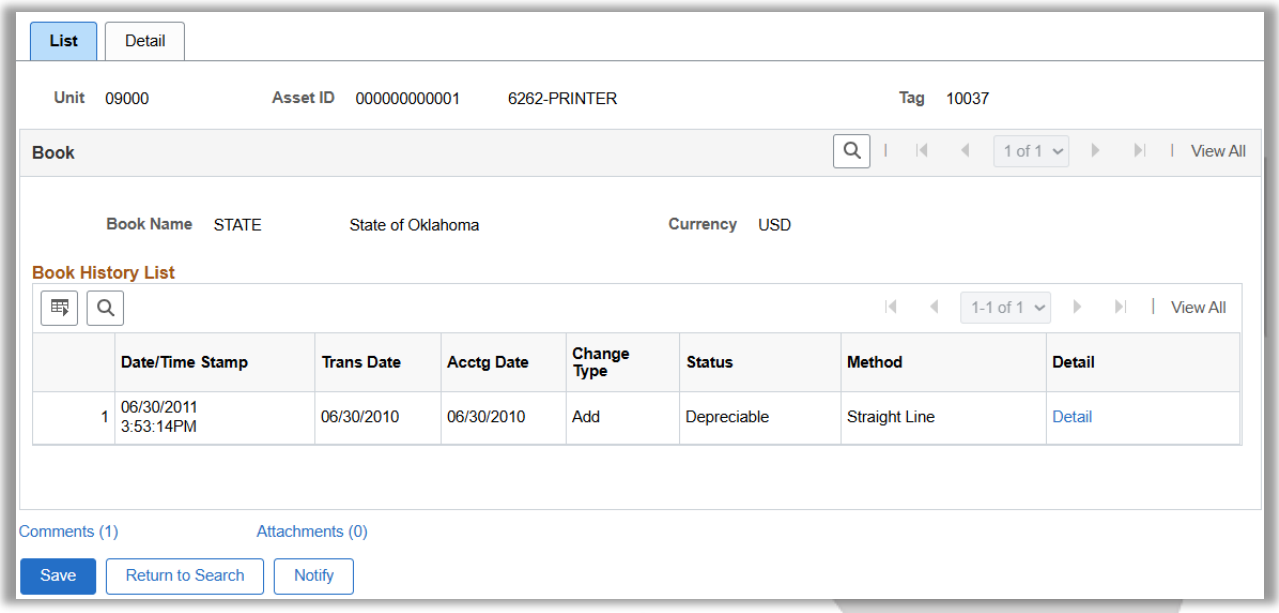


Business Unit - The Agency in which the existing Asset exists. This should default based on the User Preferences setup for the person reviewing the Asset.

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

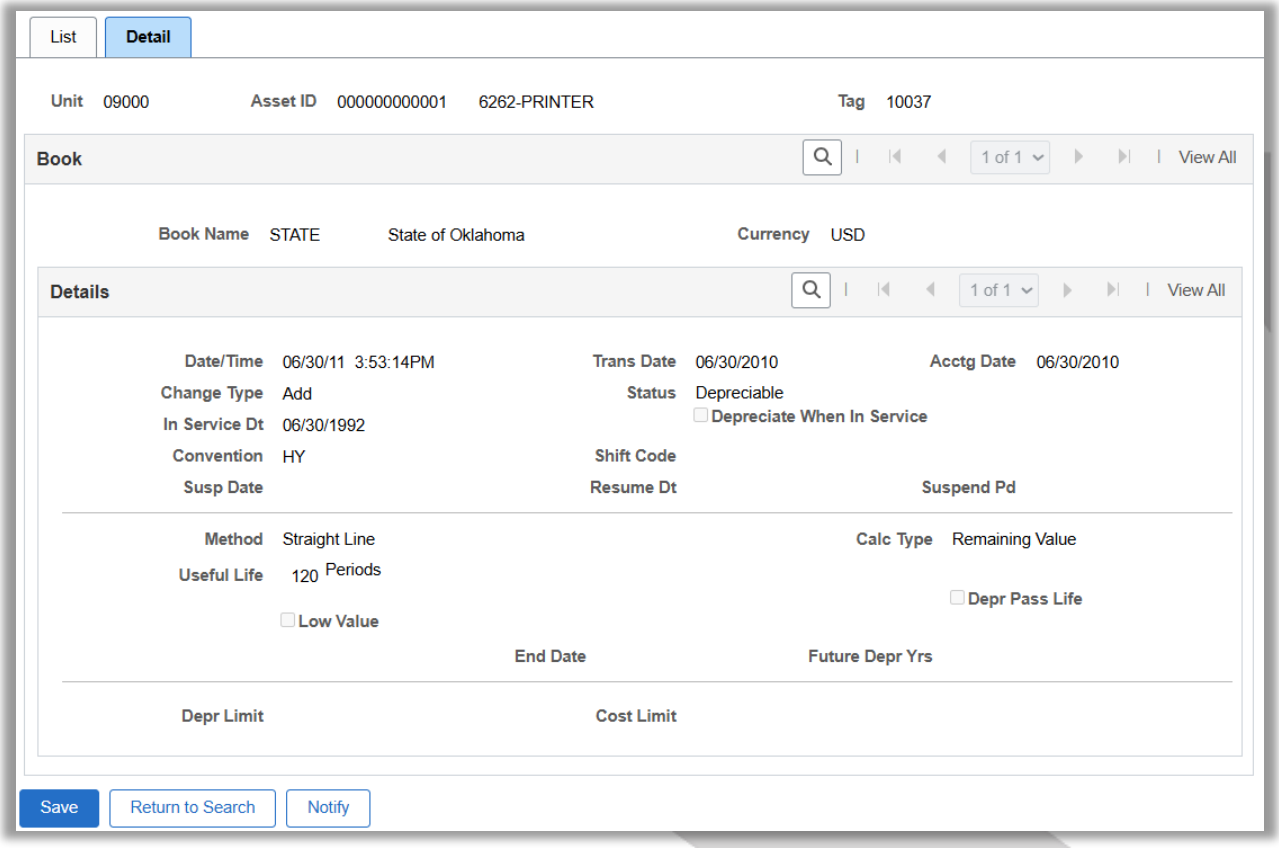


The **List** page shows the Assets Book history transactions. The details are displayed by Asset Book – 'STATE'. These transaction details list **Time** of the Book transaction, **Transaction** and **Accounting dates**, **Type** of transaction, **Status**, and **Method**.

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

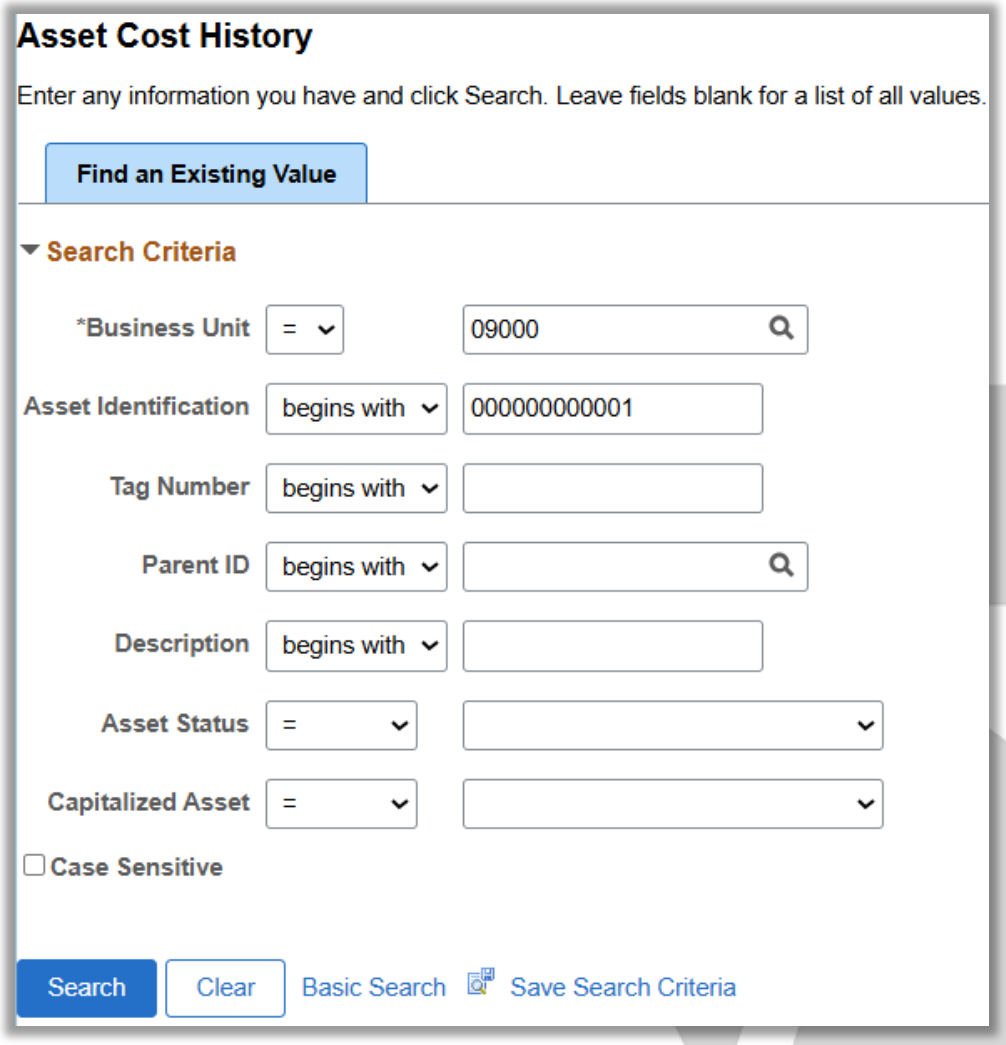


The **Detail** page displays more detailed information for the Book transactions displayed on the List page. The depreciation properties for the Book transaction are available on this page.

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

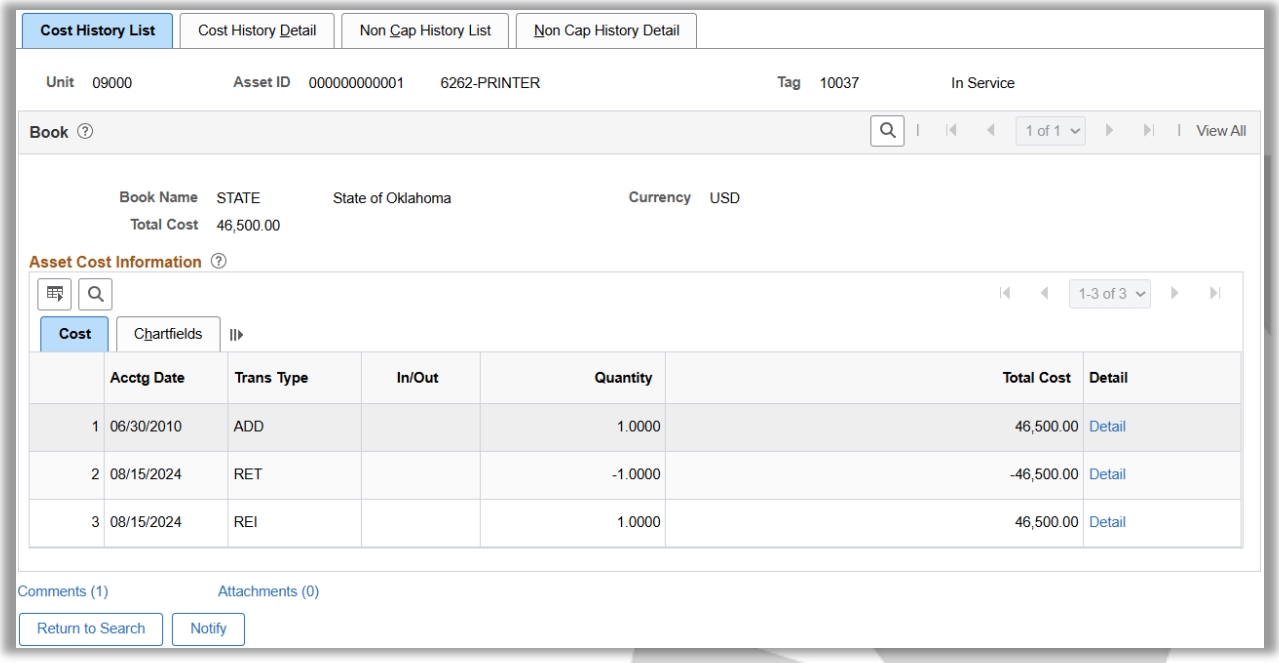


Business Unit - The Agency in which the existing Asset exists. This should default based on the User Preferences setup for the person reviewing the Asset.

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 List Page

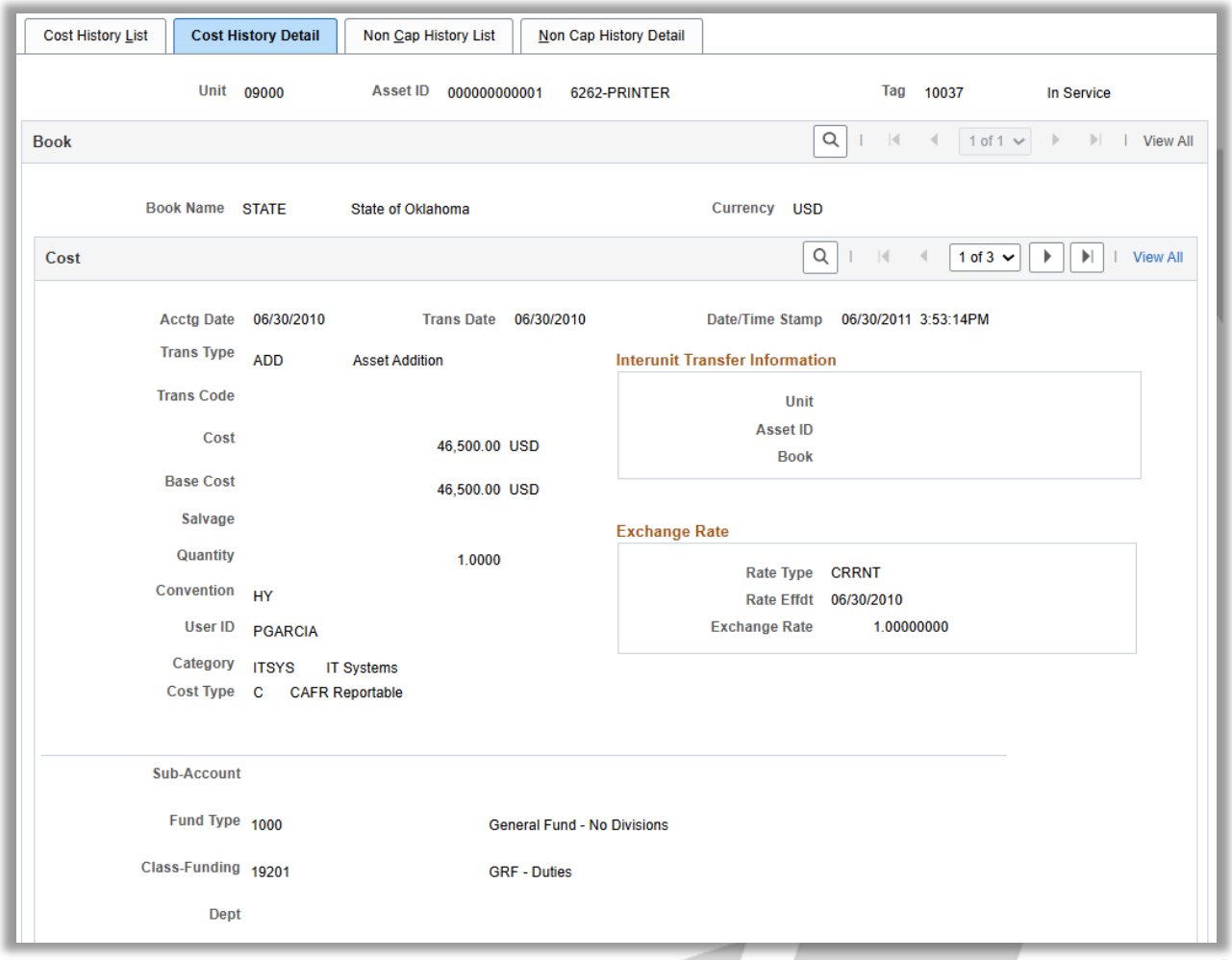


The **Cost History** page displays Asset Cost transactions by Book. The page displays **Accounting Date**, **Transaction Type**, **Quantity**, and **Cost**.

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** tab to display the Cost History Detail page.

Cost History Detail Page



In the Cost section of the page, **click** on 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.

Asset Depreciation

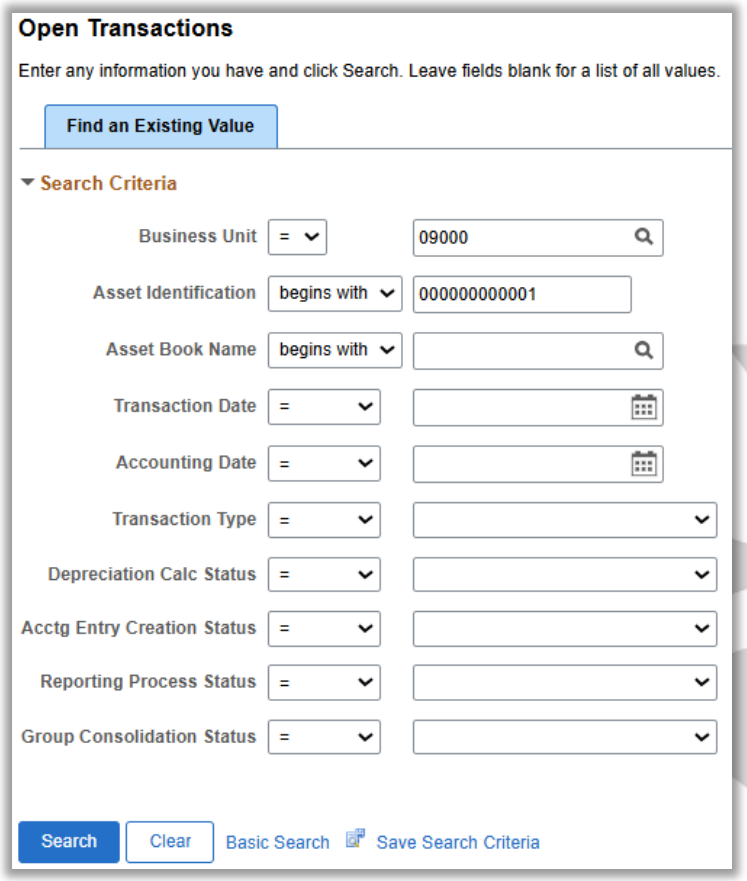
Transaction details for Assets created in the system are stored for review and reporting purposes. These transactions contain both Physical and Financial Information from the Asset purchase and payment.

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. The Asset Manager will be the one running this process monthly.

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'**.**

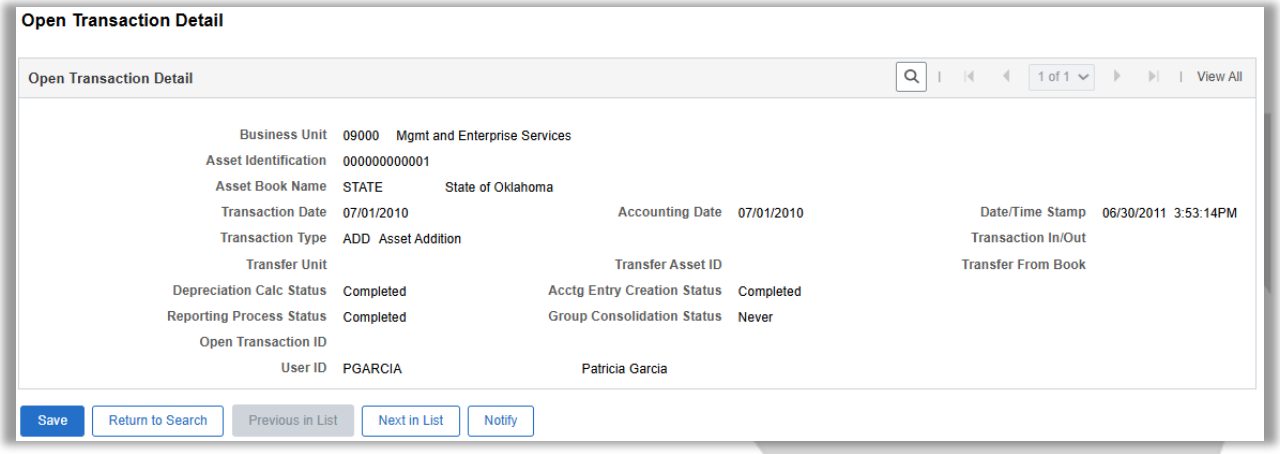
Transaction Date, Accounting Date – Defines the Date for the Open Transaction**.**

Transaction Type – Identifies the type of Open Transaction**.**

Status – Indicators to view Open Transactions in a specific status**.**

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

Open Transactions 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.

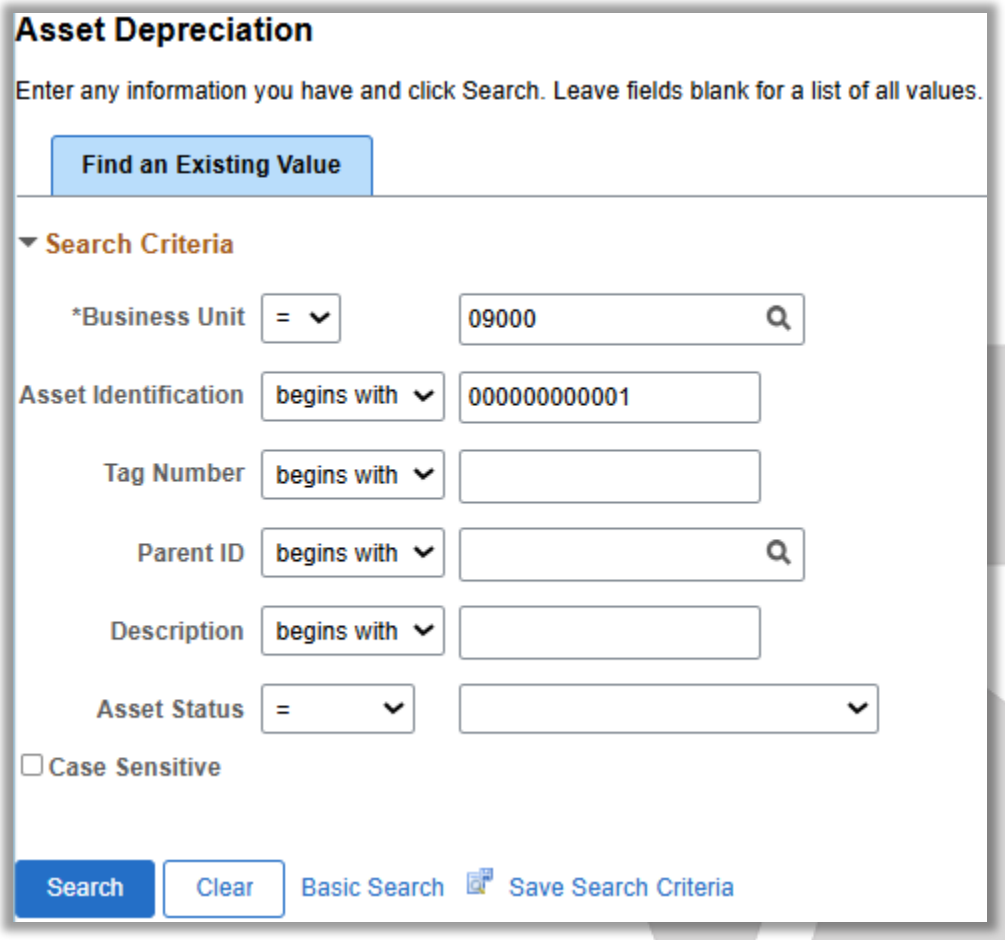
Reporting Process Status – Indicates whether the Depreciation and Net Book Value Reporting Tables have been loaded (illustrated in **Load Reporting Tables** section.)

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

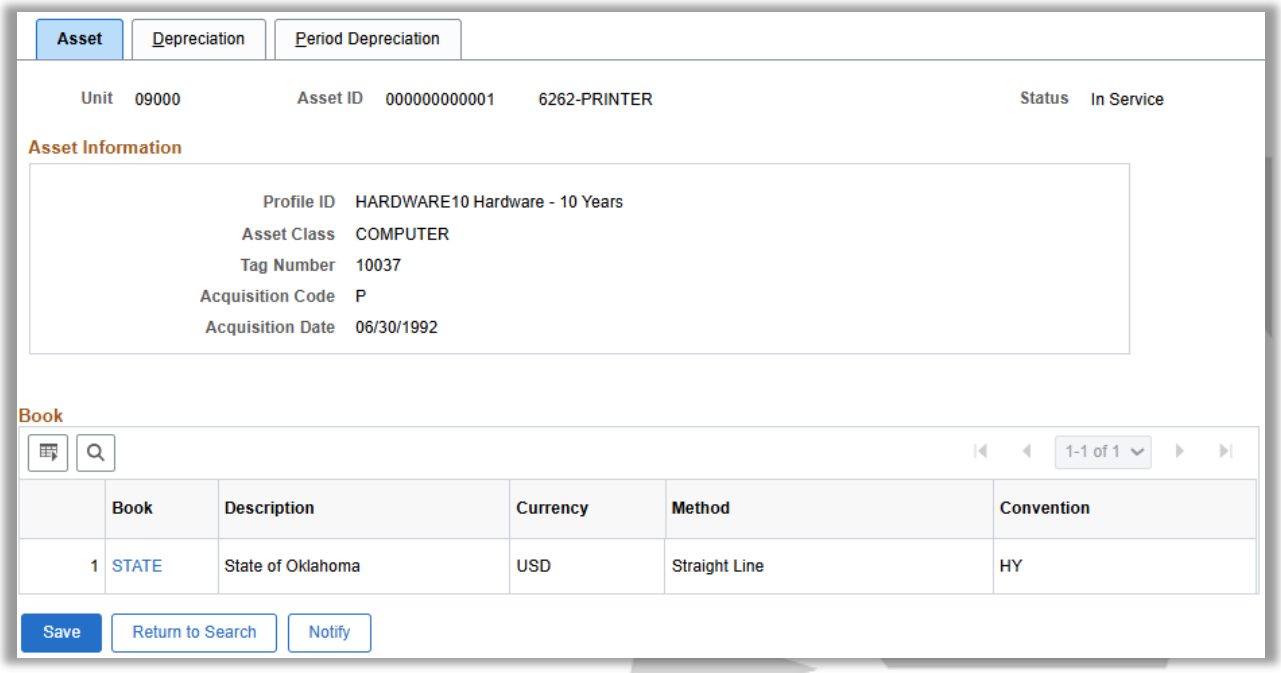


Business Unit - Agency in which the existing Asset exists. This should default based on the User Preferences setup for the person reviewing the Asset.

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

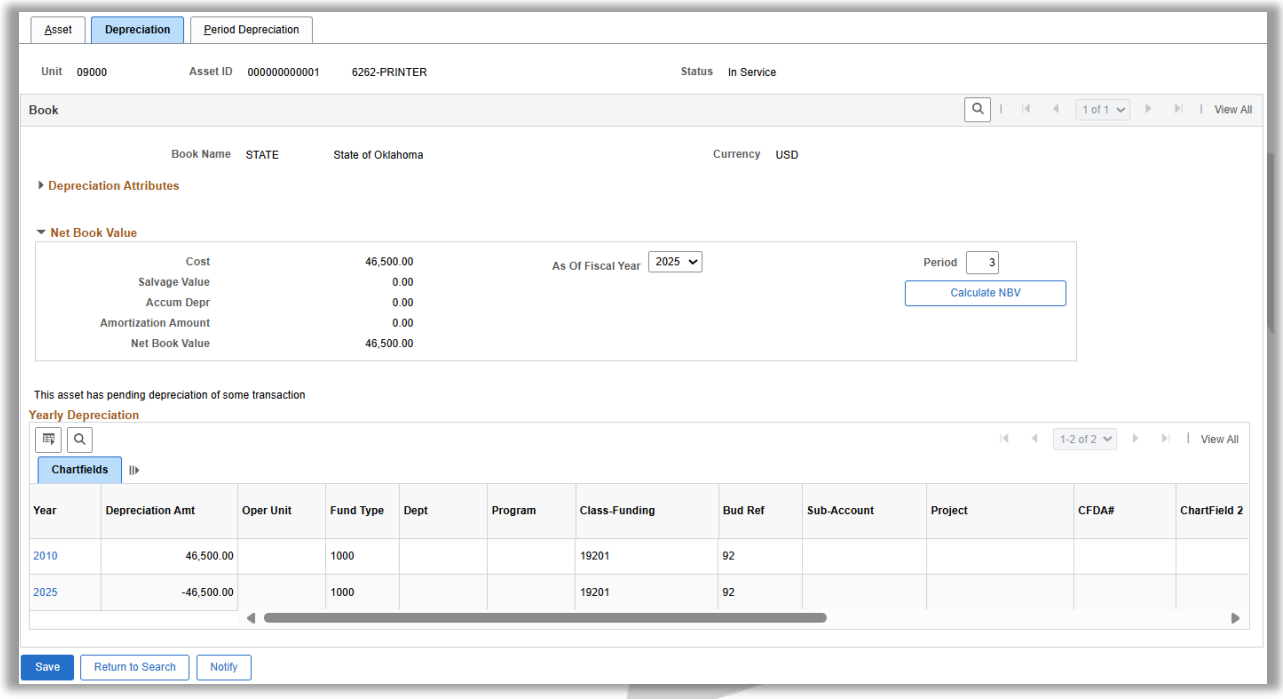


The **Asset page** displays Asset information like **Tag Number**, **Asset Class**, **Acquisition Code**, and **Profile ID**.

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.

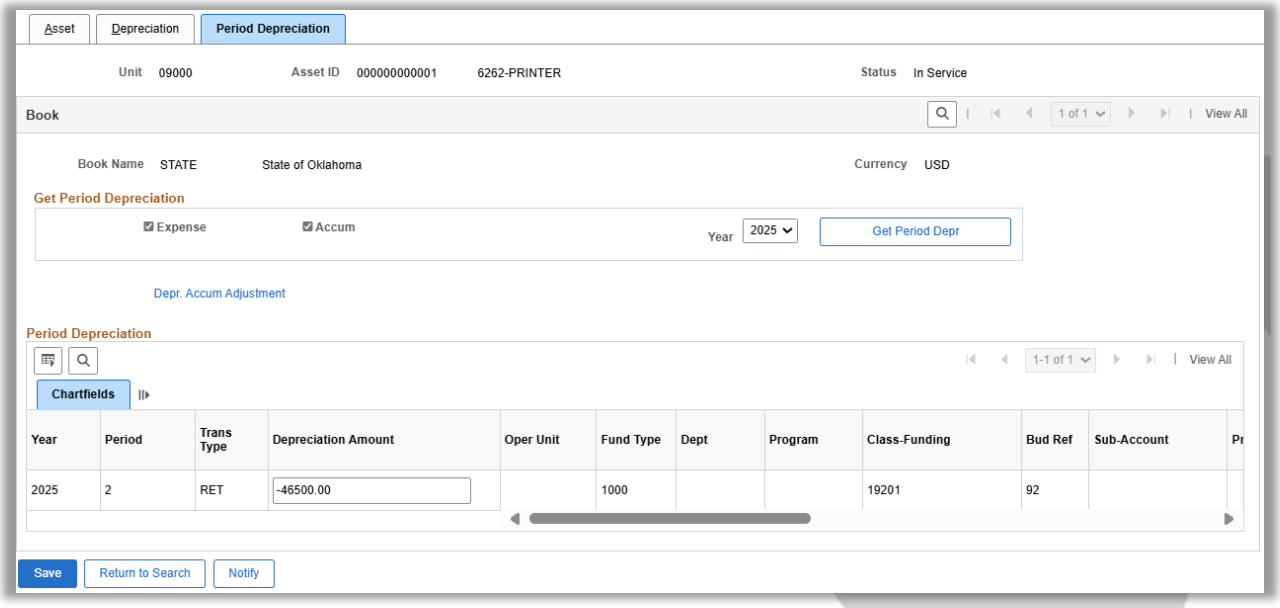
Use the Calculate NBV button in combination with the 'As of Fiscal Year' and 'Period' fields to calculate the Accumulated Depreciation and Net Book Value for the Asset in future periods.

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

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Click the **Period Depreciation** tab.

Period Depreciation Page

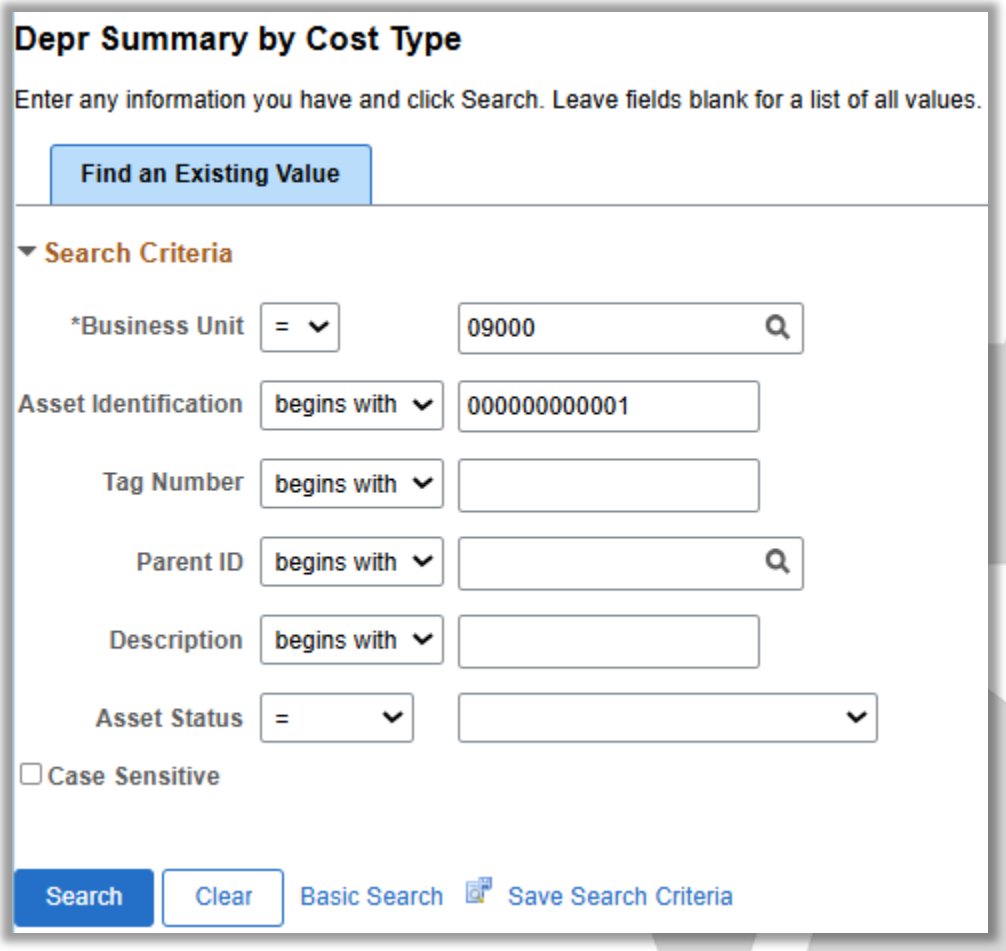


The **Period Depreciation page** displays the Asset depreciation schedule for the Asset by Period and ChartField combination.

If 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 specific Fiscal Year.

Review Asset Depreciation by Cost Type

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

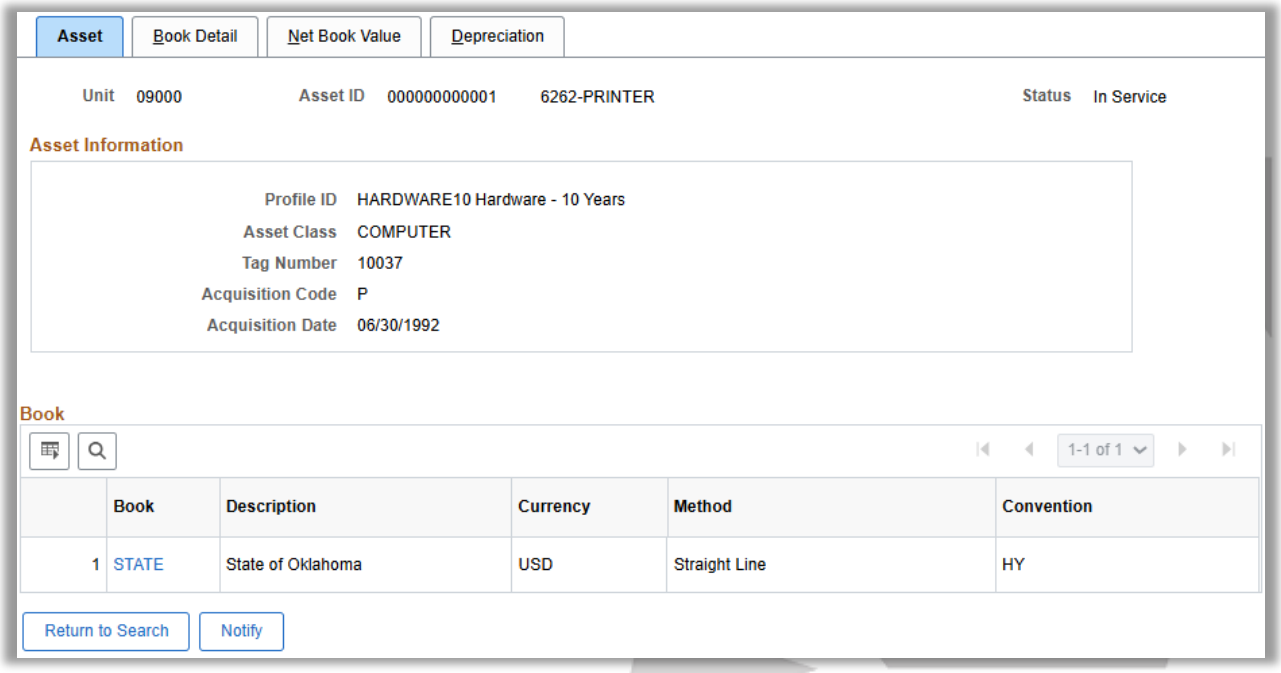


Business Unit - The Agency in which the existing Asset exists. This should default based on the User Preferences setup for the person reviewing the Asset

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



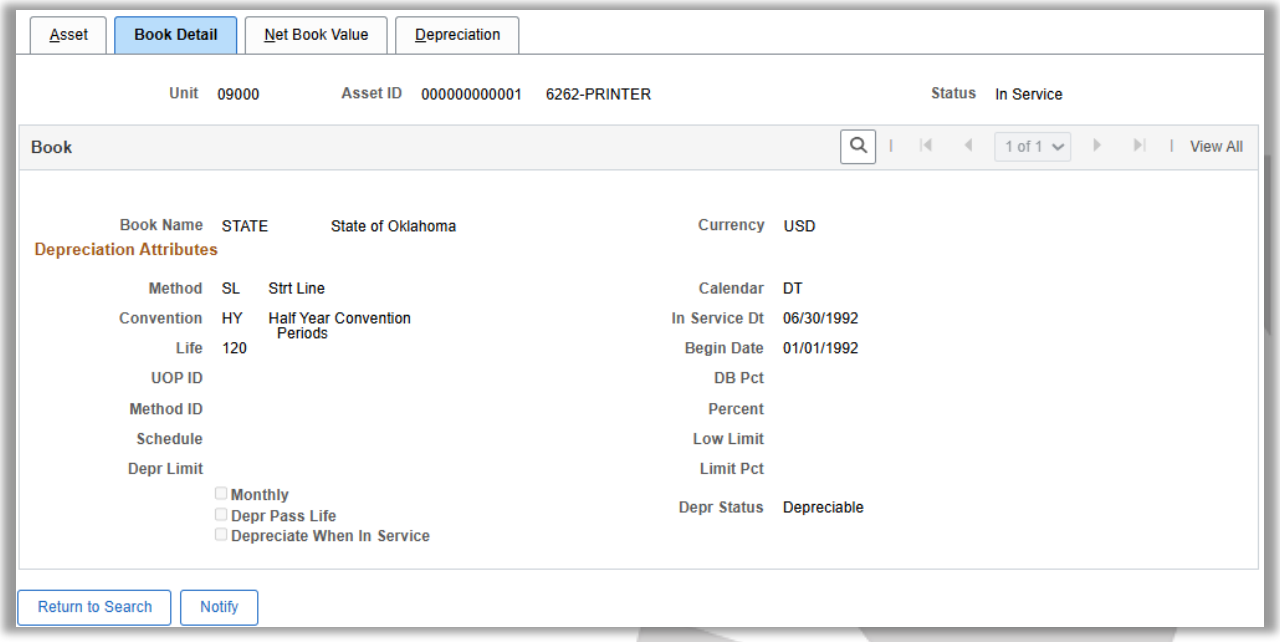
The **Asset Detail** page shows some Physical information about the Asset including Profile ID, Asset Class, Tag Number, Acquisition Code, and Date**.**

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



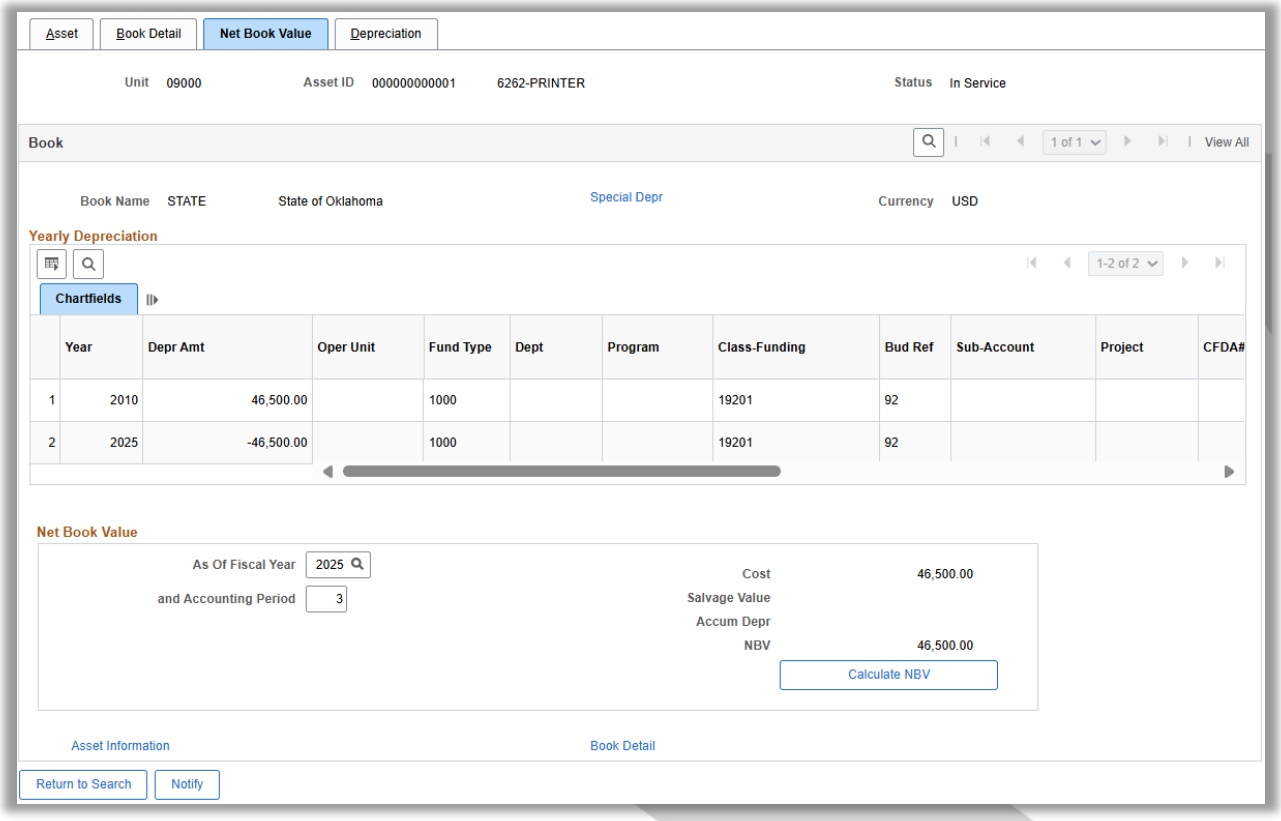
The **Book Detail** page displays Book depreciation rules for the Asset.

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



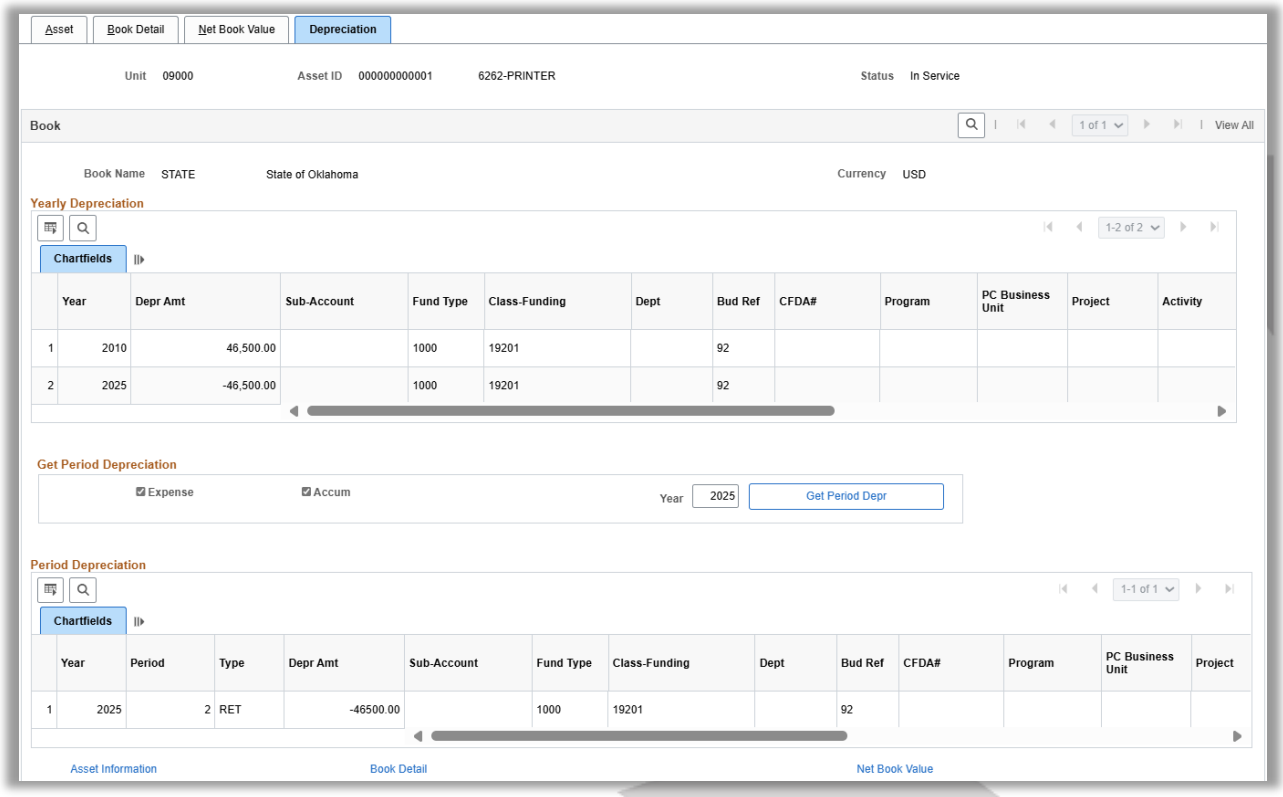
The **Net Book Value** page displays the depreciation schedule for the Asset by Year and ChartField combination. The Asset Category value is also displayed.

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.

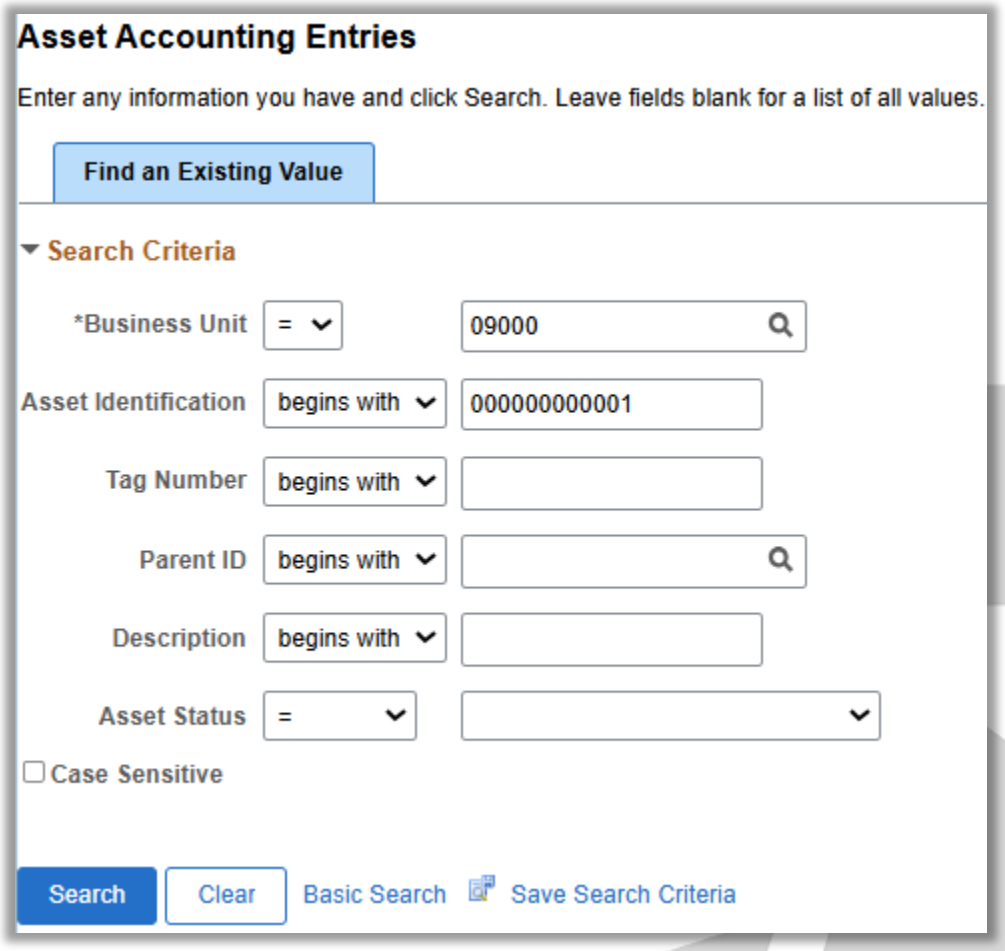
NOTE: You may need to use the Customize hyperlink to make all the ChartField values and Asset Category visible.

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

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

Review Asset Accounting Entries

Navigation: Asset Management > Accounting Entries > Review Financial Entries

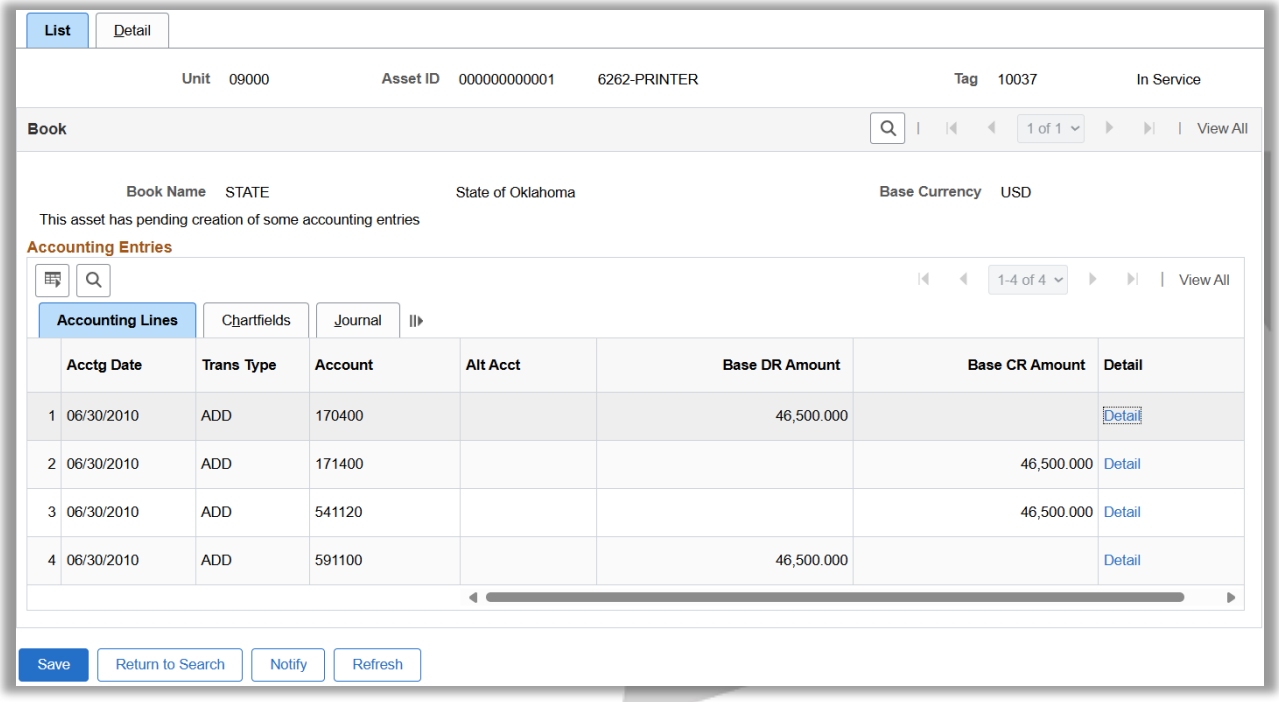


Business Unit - The Agency in which the existing Asset exists. This should default based on the User Preferences setup for the person reviewing the Asset

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.

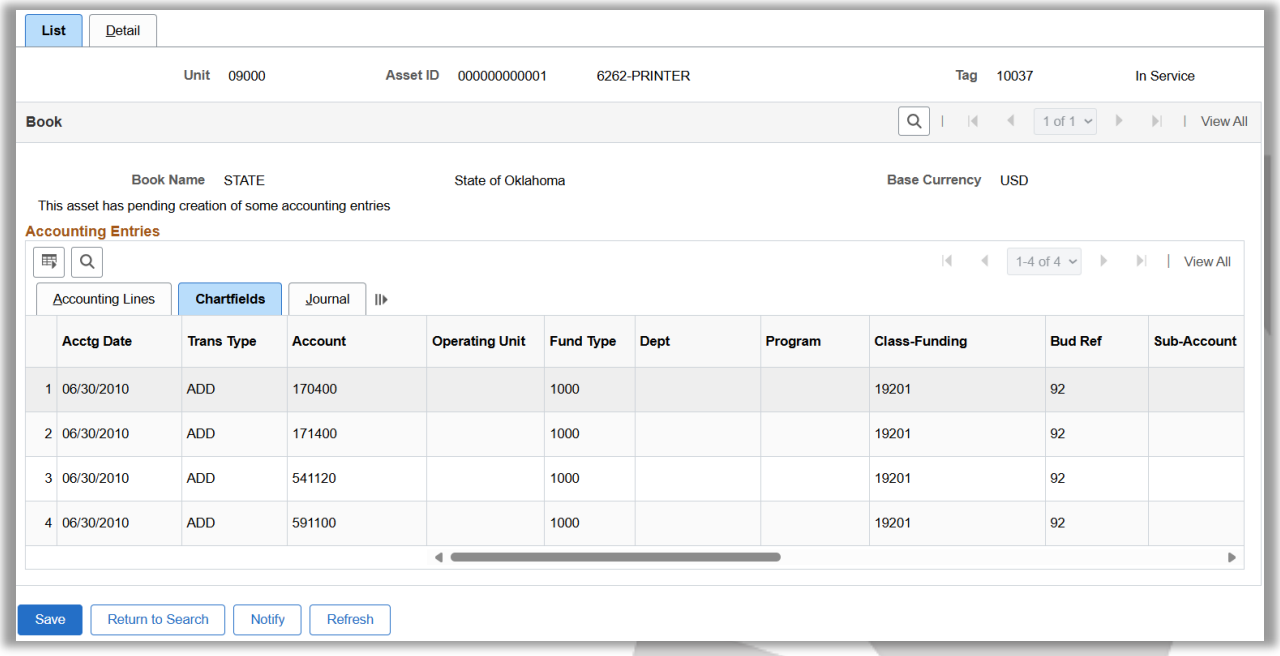
Review Accounting Entries List Page



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).

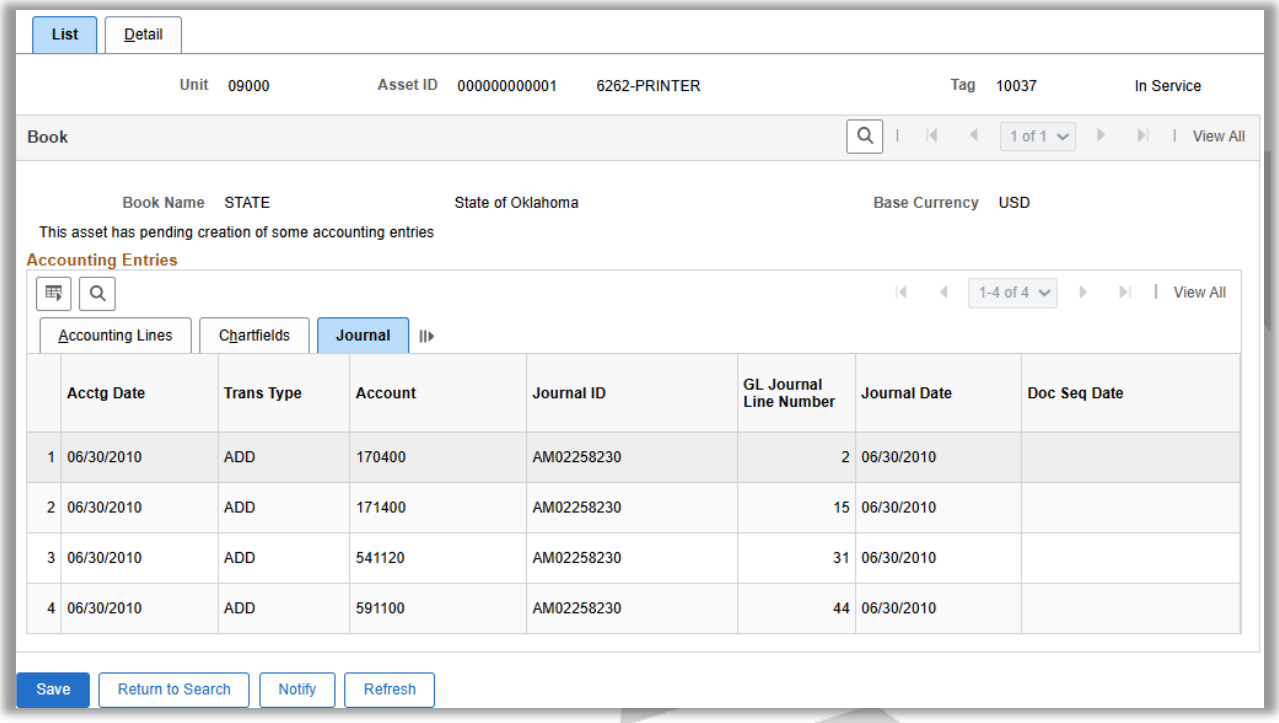
Chartfields Tab



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).

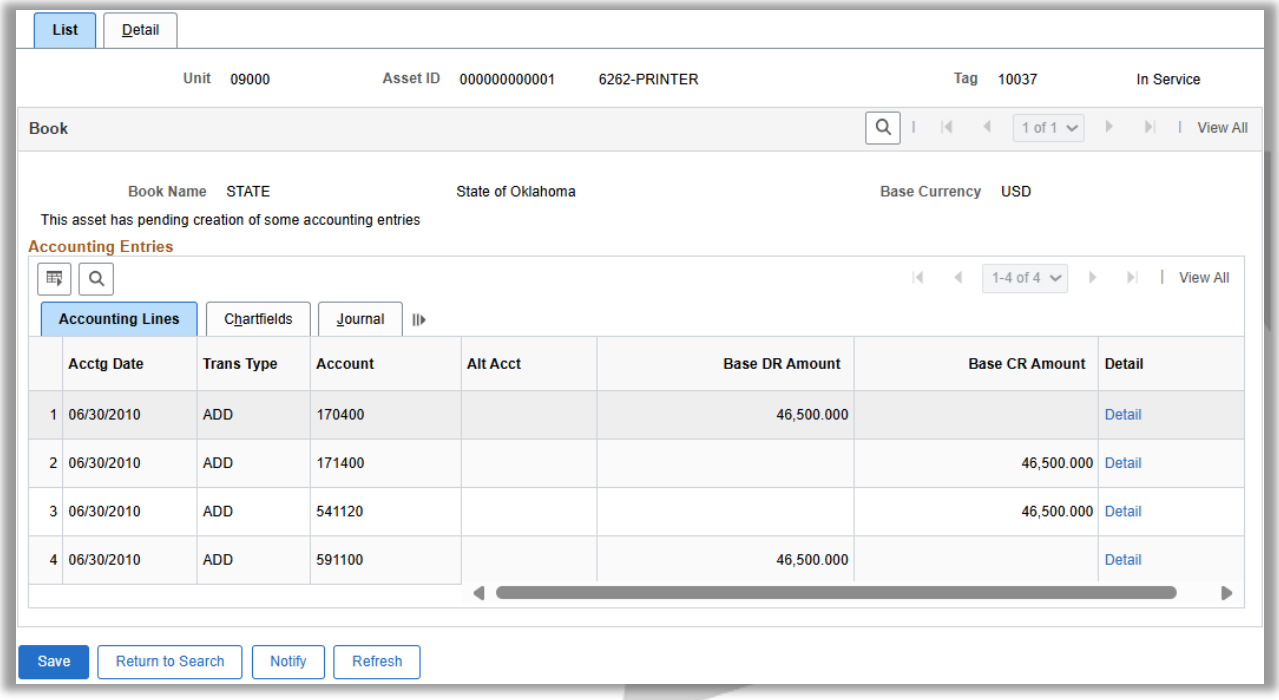
Journal Tab



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

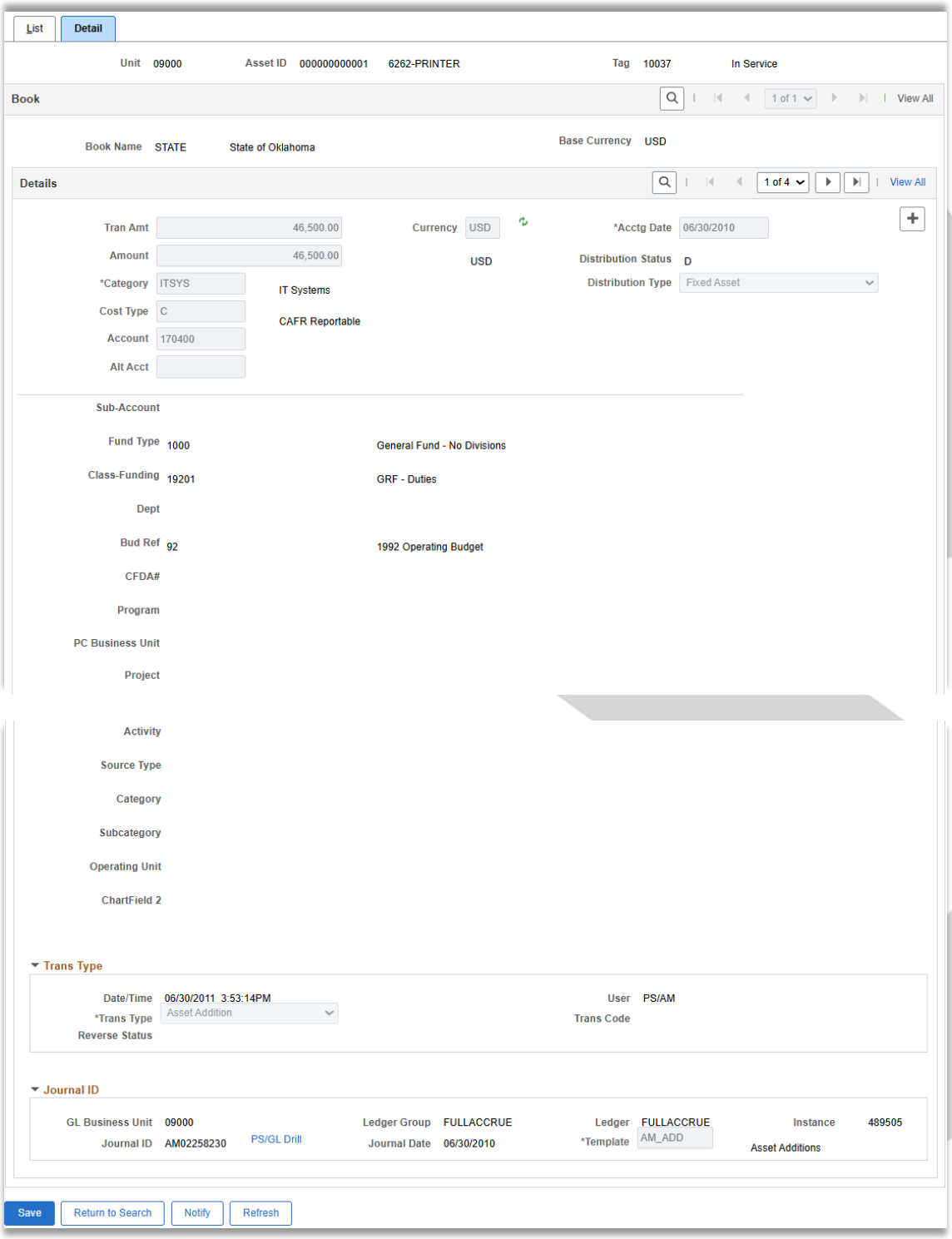


Click on the Arrow to open additional information.

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.

Month End Processes

Assets are created when assets are manually entered into the computer or interfaced from Purchasing and Accounts Payable transactions when assets are received, and payments are made. The Asset Manager should be reviewing these transactions regularly and following the steps outlined in the COR412 – Integrating Asset Management with PO and AP manual to create and capitalize the assets timely. Problem transactions should also be resolved timely to facilitate month end processes.

This chapter explains the Month End Processes an agency Asset Manager should perform just prior to month end so that when the Office of Management and Enterprise Services runs the jobs used to create and journal generate the monthly Asset and Depreciation entries, assets are properly accounted for and recorded timely.

Step 1 – Identify and Resolve Unloaded Pre-AM and Physical Transactions

Run Queries to Identify Unloaded Transactions

Run the following queries to identify transactions that need to be reviewed and processed prior to month end.

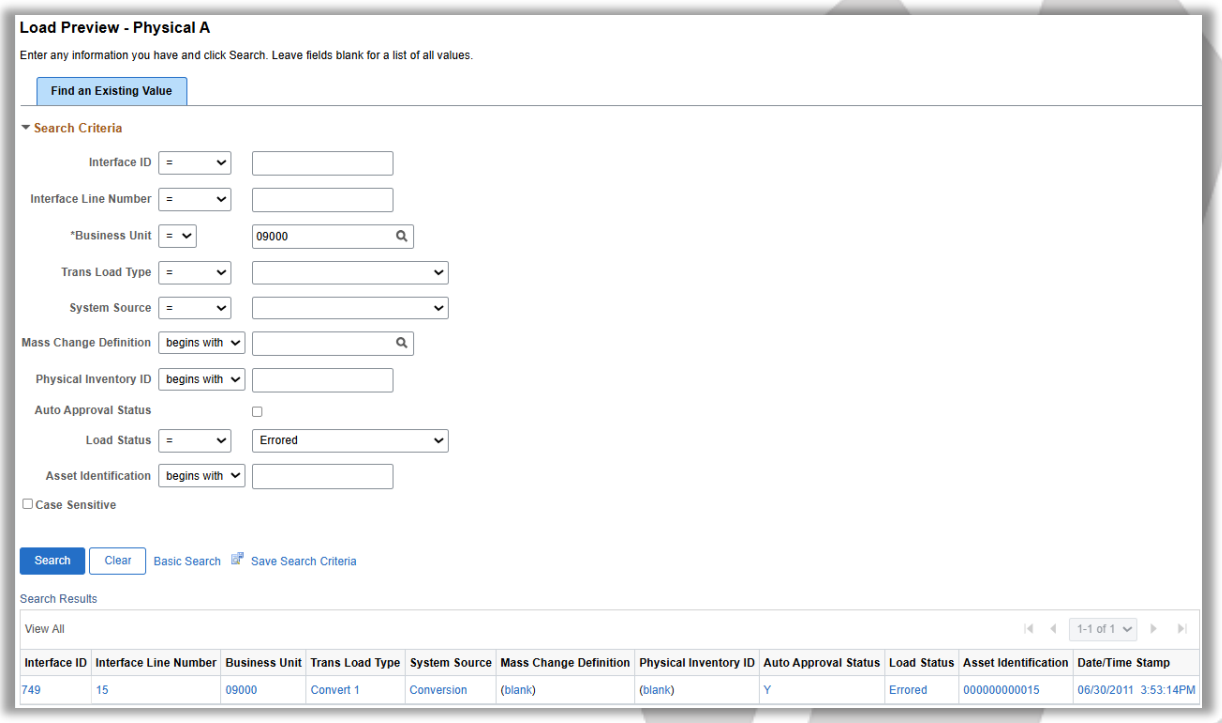
- OCP_AM_RCVR_NOT_PUSHED_TO_AM – Identifies asset-related receivers not pushed to Asset Management. A request should be made to the purchasing department to check the Interface Receipt box on the Receipt identified on the query and resave if it needs to be moved to AM.
- OCP_AM_PHY_A_RCPTS_TO_REVIEW – Designed to help review, document, and track the AM Interface Physical Load Lines as Assets are received. Approve transactions that should create an Asset ID after reviewing Quantity, Amount, Profile ID, and other physical information. Quantities > 1 should be unitized and quantities < 1 should be consolidated first. The new load line(s) should be approved. Research transactions in Error or In Process Status.
- OCP_AM_PRE_AM_VCHRS_NEXT_ID – Displays vouchers without an Asset ID in the Pre-AM Interface Table and the corresponding information in the Physical Interface Table for the Receipt on the voucher. Vouchers with associated Receipts that have already been completely loaded to Asset Management can be retrieved from AP to the AM Interface Tables.

Research vouchers without a Receipt or Asset ID to determine why the Physical Information was not entered into Asset Management through the Receipt. Retrieve voucher only if an Asset should be created. Research the transactions in Error or In Process Status.

Access Pre-AM and Interface Tables for Pending, Error, or In Process Transactions Identified in Queries

Once the queries identify the transactions in Pending, Error, or an In Process Status, access the following screens to research or resolve them. Only the Asset Manager has access to these screens.

Navigation: Asset Management > Send/Receive Information > Approve Physical Information > Review A > 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

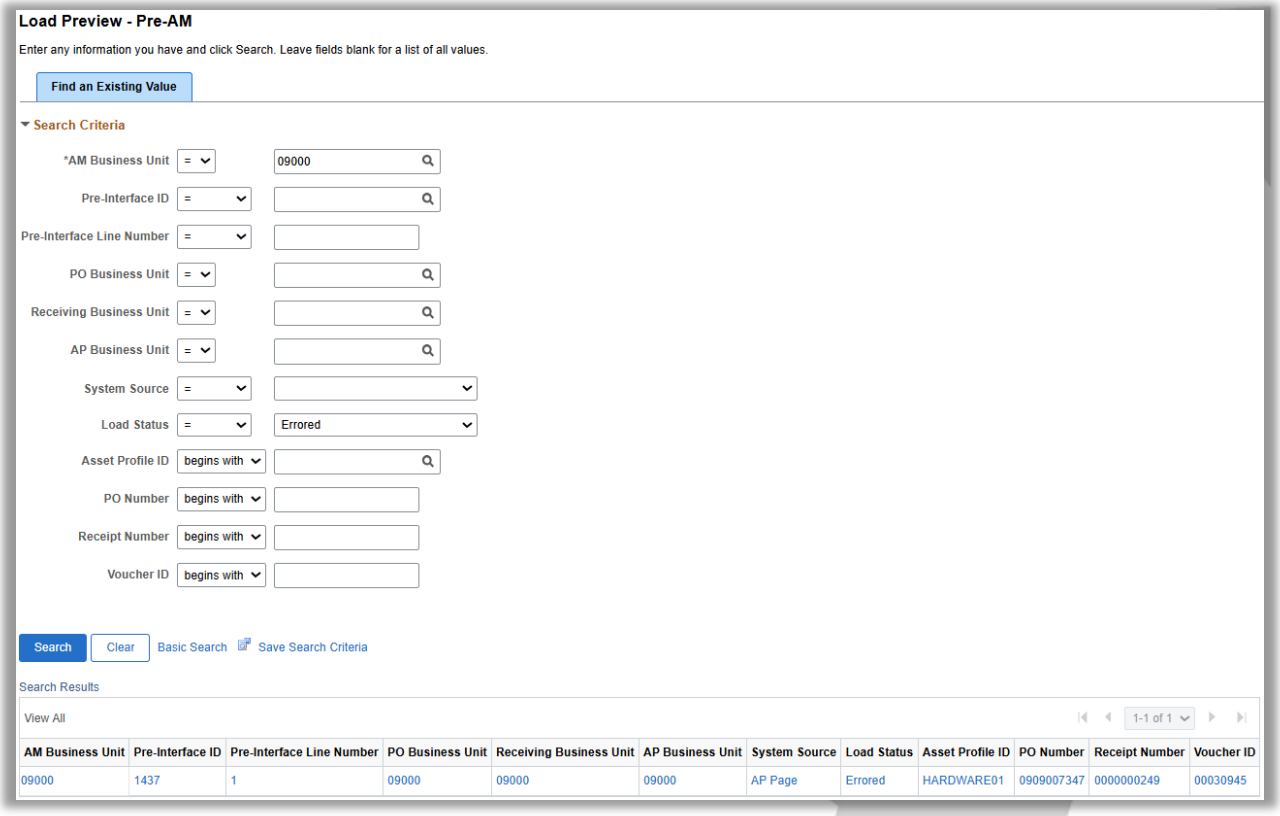
Interface ID, Trans Load Type, Load Status, Asset Identification – Use these fields as search criteria to find the Asset Depreciation that will be reviewed

Enter the **Business Unit** and **Interface ID**, or search for items where the Load Status does not equal Loaded or is equal to Pending, Error, and In Process. Review the transaction in Pending, Error, or In Process Load Status.

NOTE: Transactions that are in Error Status in the Physical A Table usually have a duplicate Tag number, the tag number will need to be removed out of the interface table. If the error occurs after the voucher has been retrieved, the receipt may not have been loaded into AM or there is a transaction with the same PO number in the Interface table.

Review AP/PO Interface Tables

Navigation: Asset Management > Send/Receive Information > Preview AP/PO Information > Find an Existing Value



Enter the **Business Unit** and **Interface ID**, or **search** for items where the Load Status does not equal Loaded or is equal to Pending, Error and In Process. Review the transaction in Pending, Error, or In Process Load Status.

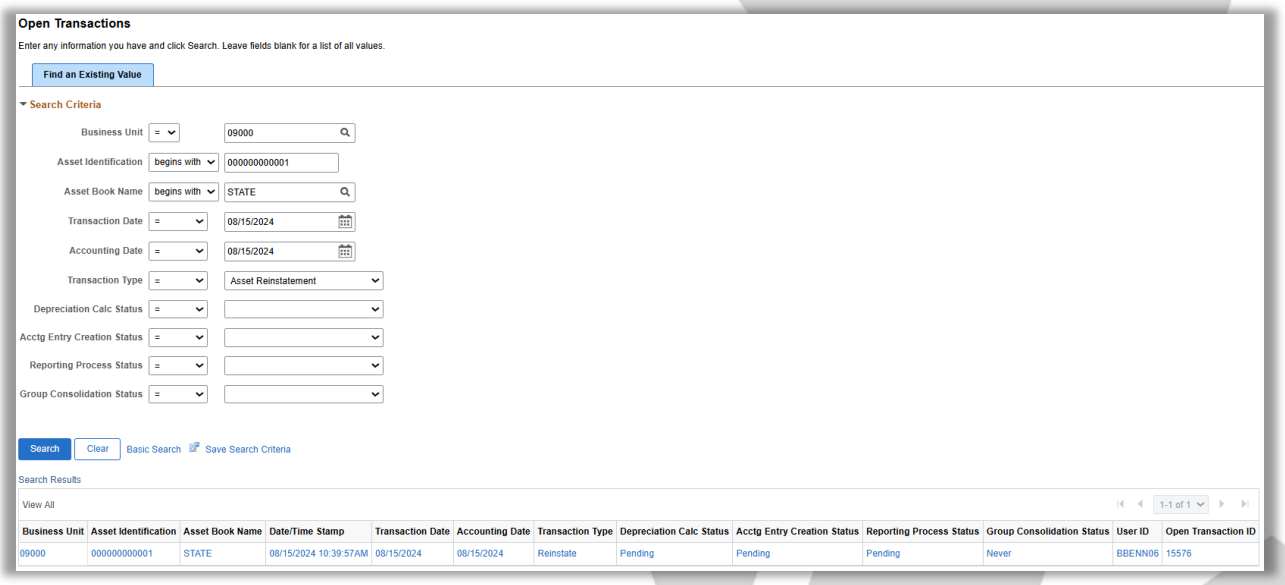
NOTE: Transactions that are in Error Status in the Pre-AM Interface Table usually have another transaction on the same PO Line and Distribution Line in the Physical Interface Table. The Physical A Table transaction must be loaded first in order to resolve the Error.

Process 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.

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.

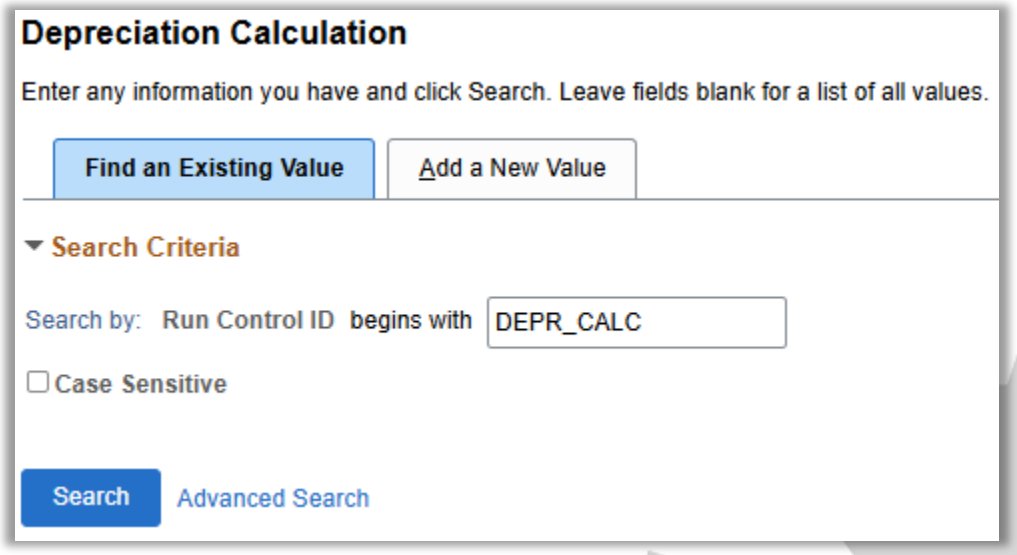
NOTE: The Review Open Transaction page displays only the first 300 transactions. The query, ASSET_OPEN_TRANS_ROWS, can also be run to identify Open Transactions

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

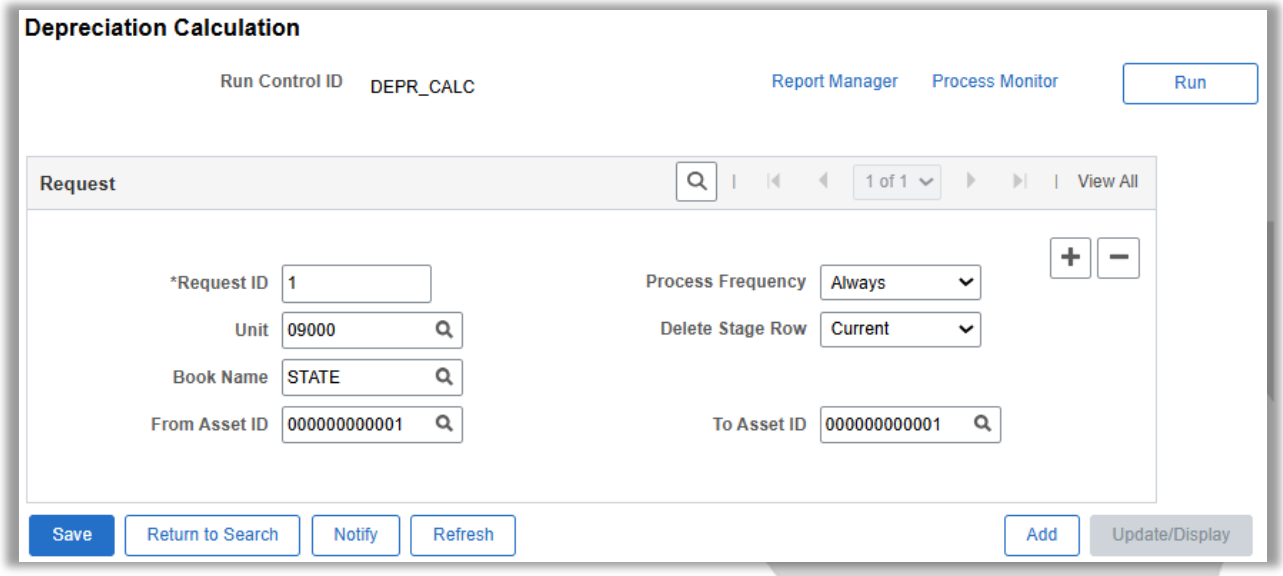
Run the Depreciation Calculation Process

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

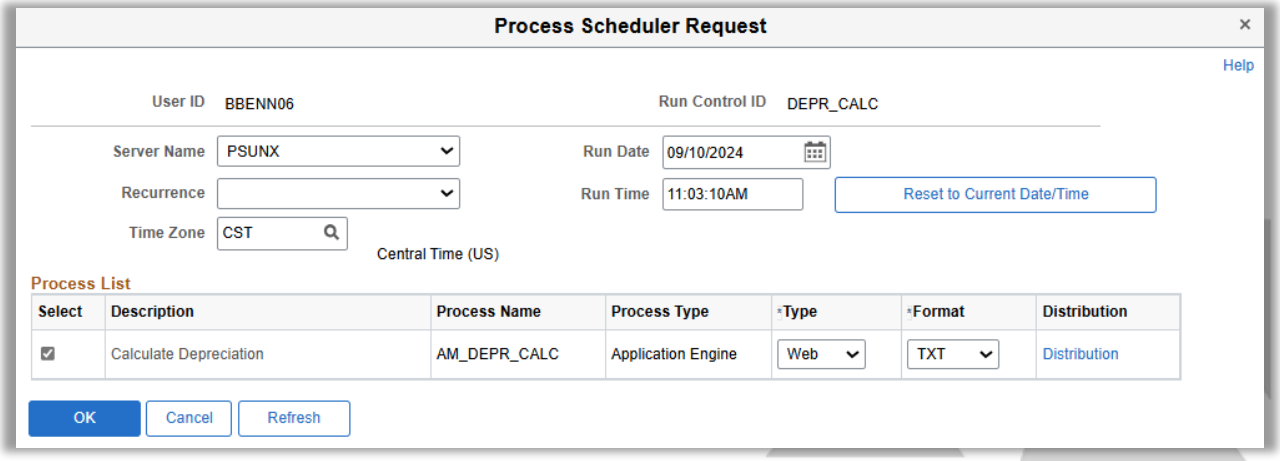
Delete Stage Row – Default is Current. Do not change.

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.

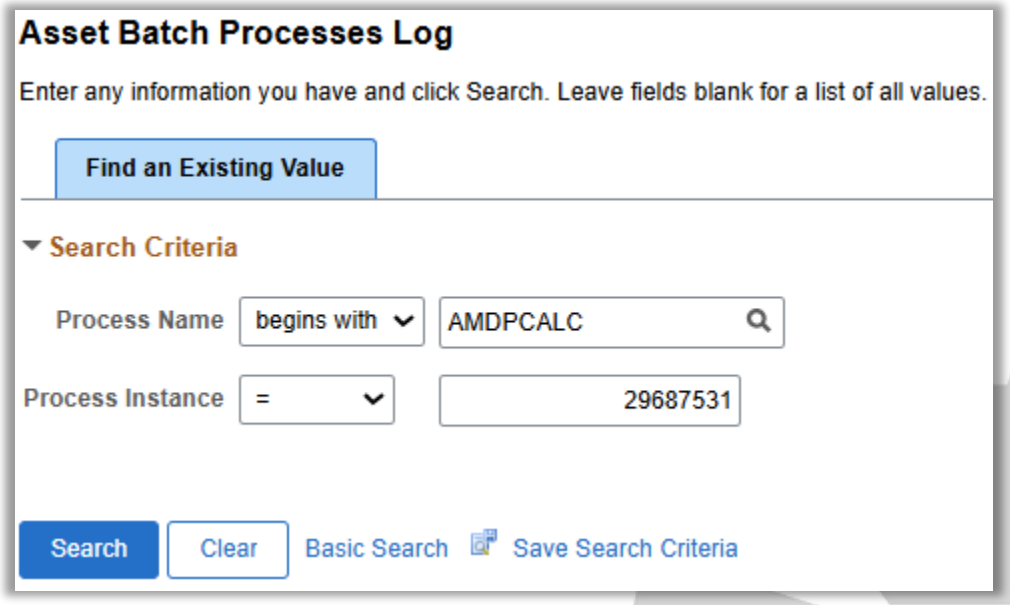


Run on the PSUNX server or leave the Server Name field blank.

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.

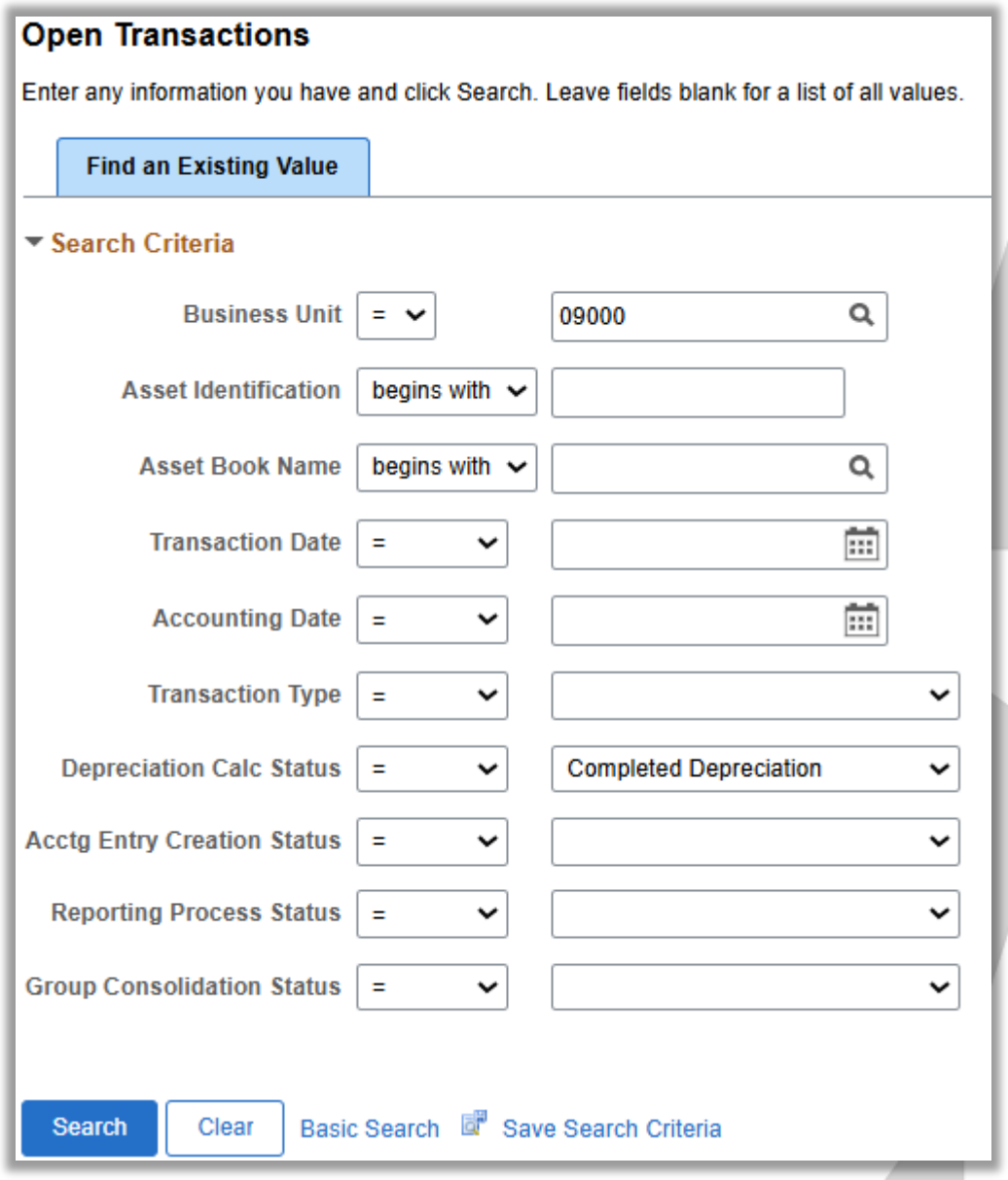
Process Instance – **Enter** or **search** for the Process Instance number of the AMDPCALC job.

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 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. If depreciation was computed on all Open Transactions, the search should return the message, "No matching values were found."

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

Step 2 – 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.

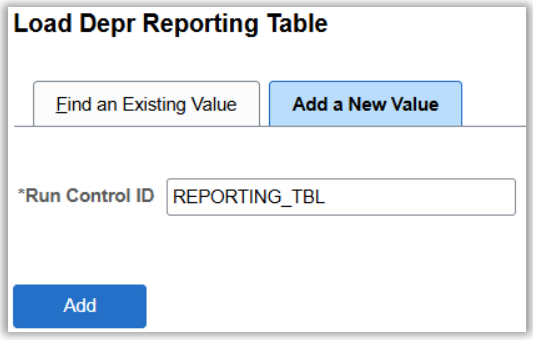
The Types of Asset Information Stored in each table are:

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.

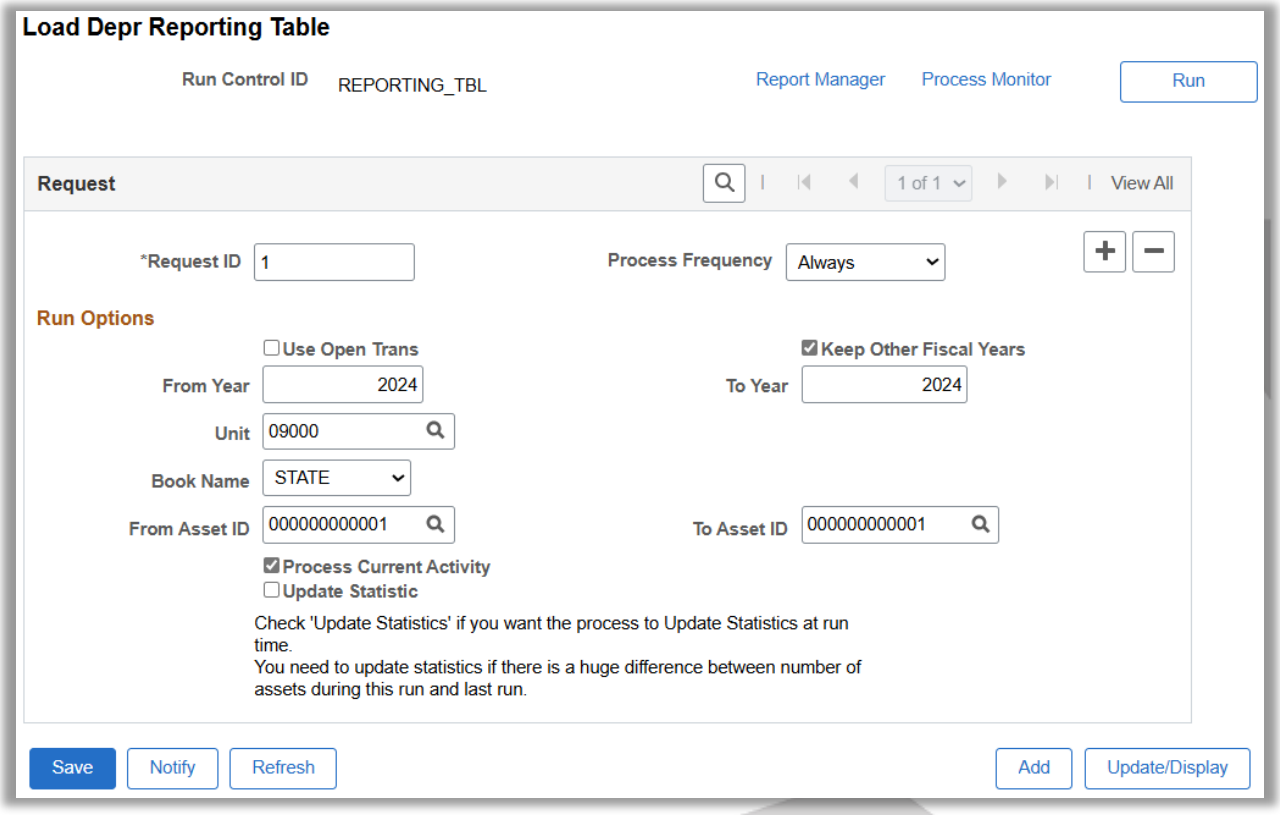
Load Depreciation Reporting Table

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 of time 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

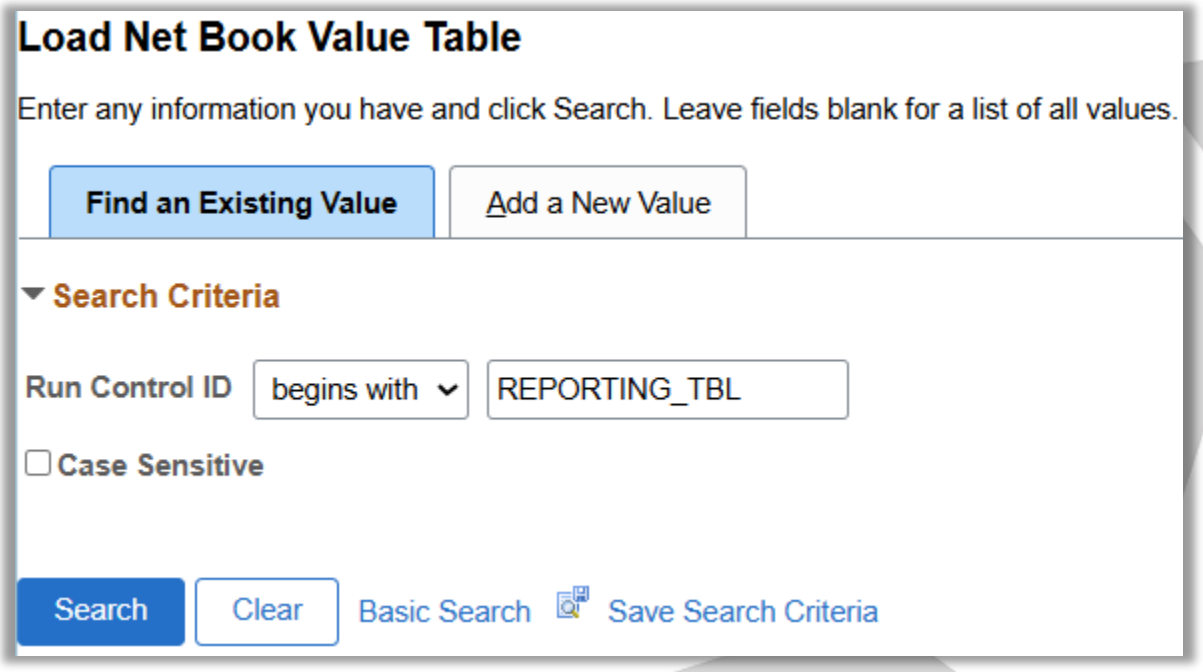
From/To Asset ID – Populate to load the Reporting Table with information for a range of Assets

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.

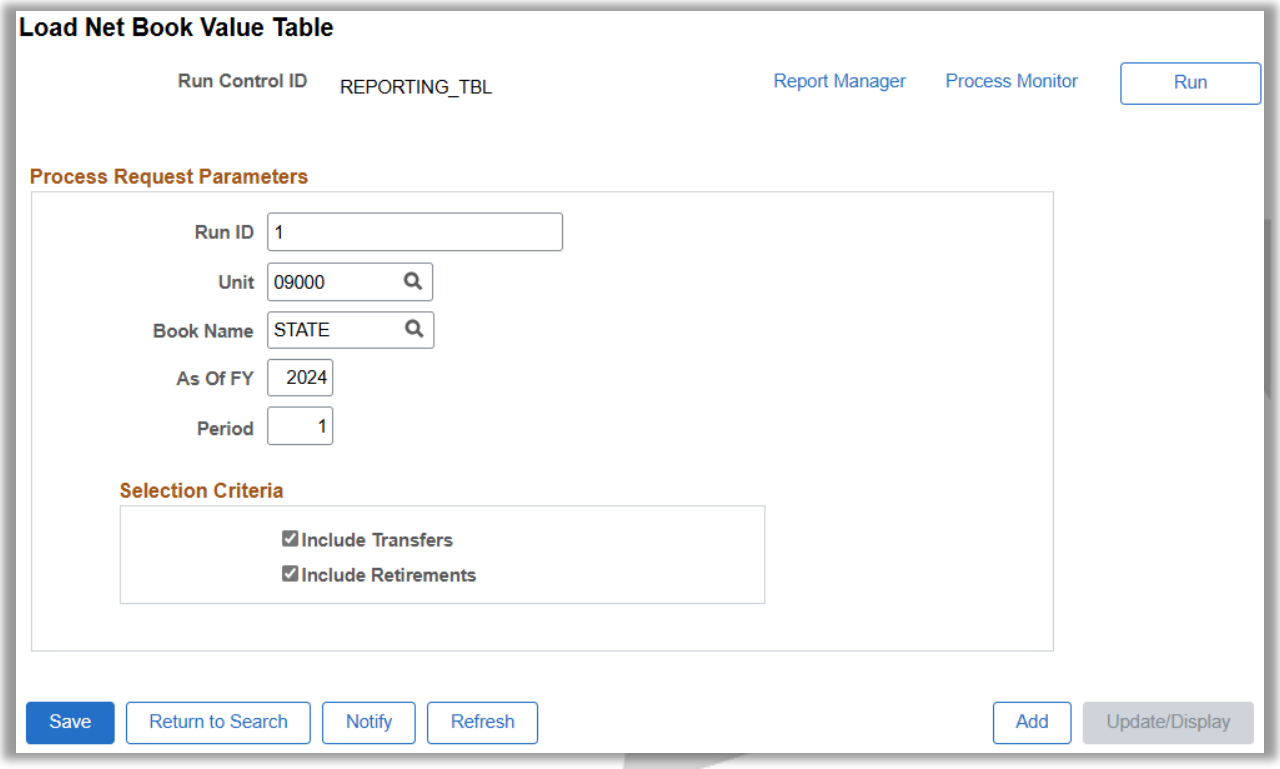
Load Asset Net Book Value Reporting Table

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

Click the **Search** button.



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.

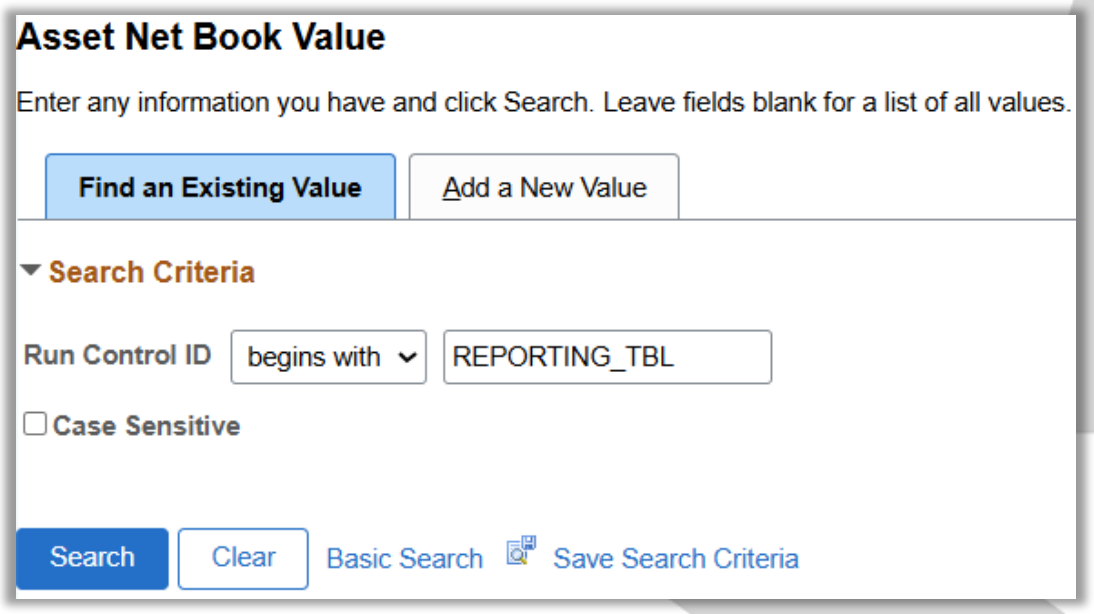
Click the Run button to execute the Report. Run on the PSUNX server or leave Server Name field blank.

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

Step 3 – 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

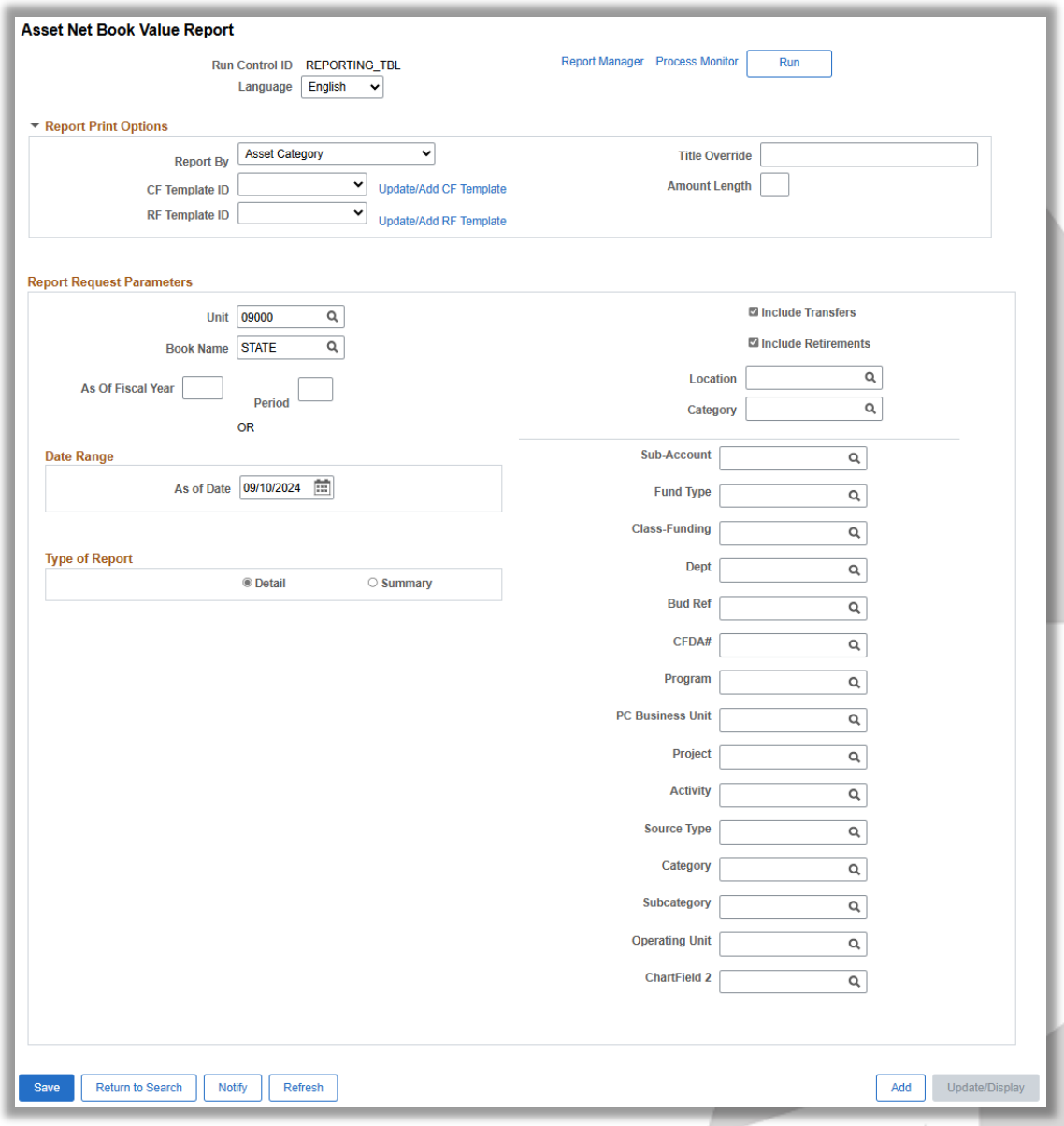


Run Control ID – populate with Run Control ID used to Load the Net Book Value Reporting Table

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NOTE: Once the State of Oklahoma uses the OCP_AM_ASSET_NET_BOOK_VALUE in the Excel format the data as needed.

Net Book Value Report Parameters Page

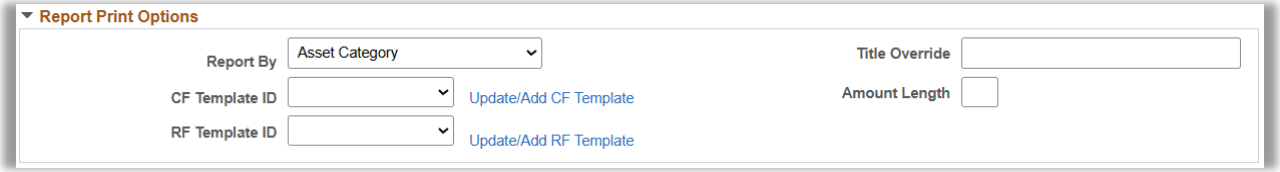


The "**Net Book Value**" reports will produce a list of Assets with depreciation and net book value information. Populate the **Parameters** page with the desired values.

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

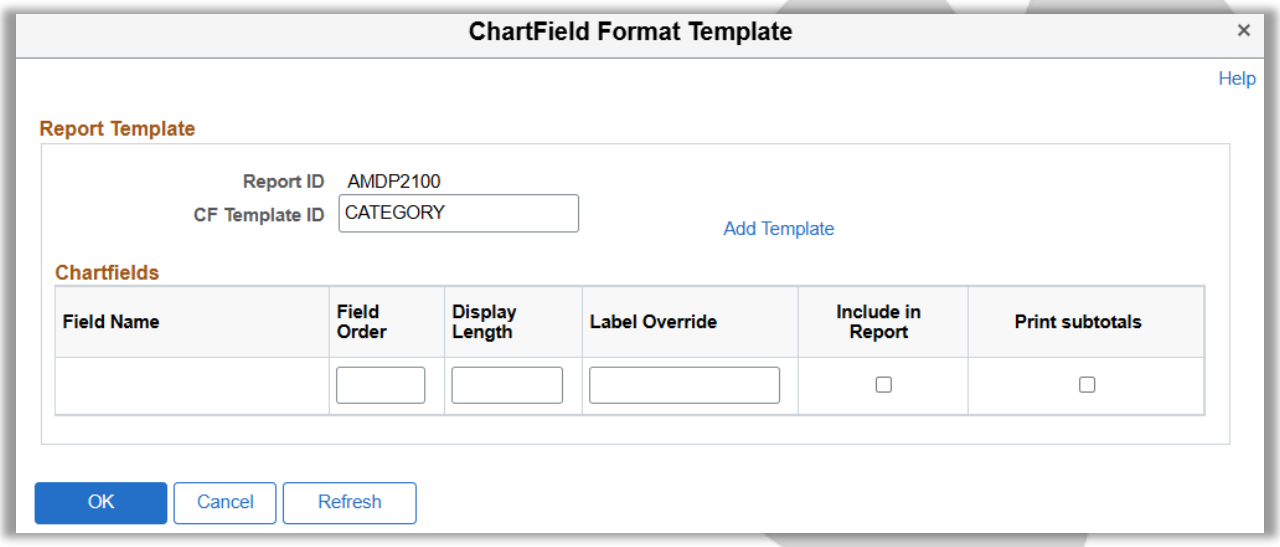
Select the Update/Add CF Template link.

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.



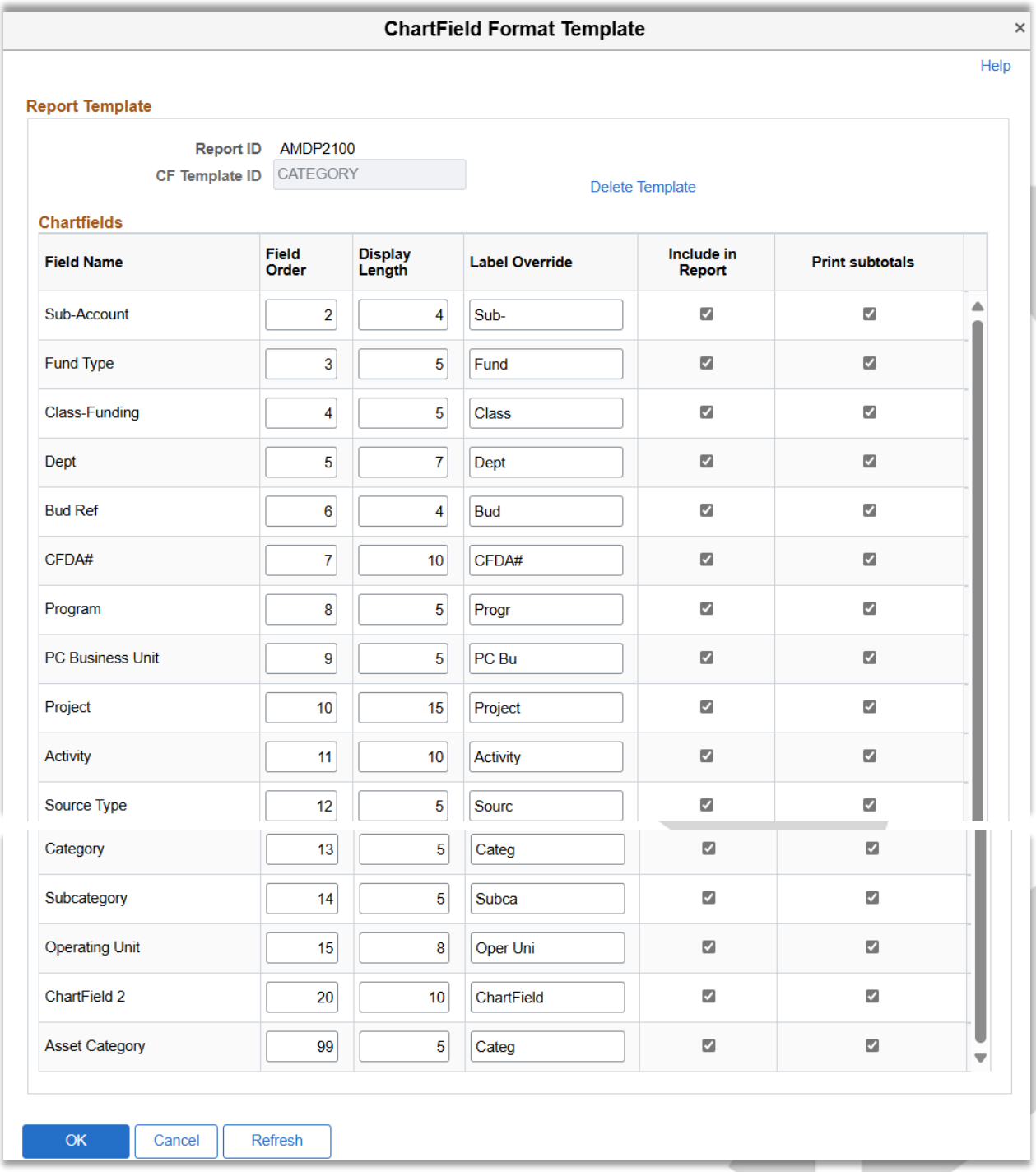
Populate the **Template ID** field with a name for the Template.

Click the Update/Add CF Template hyperlink.



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.

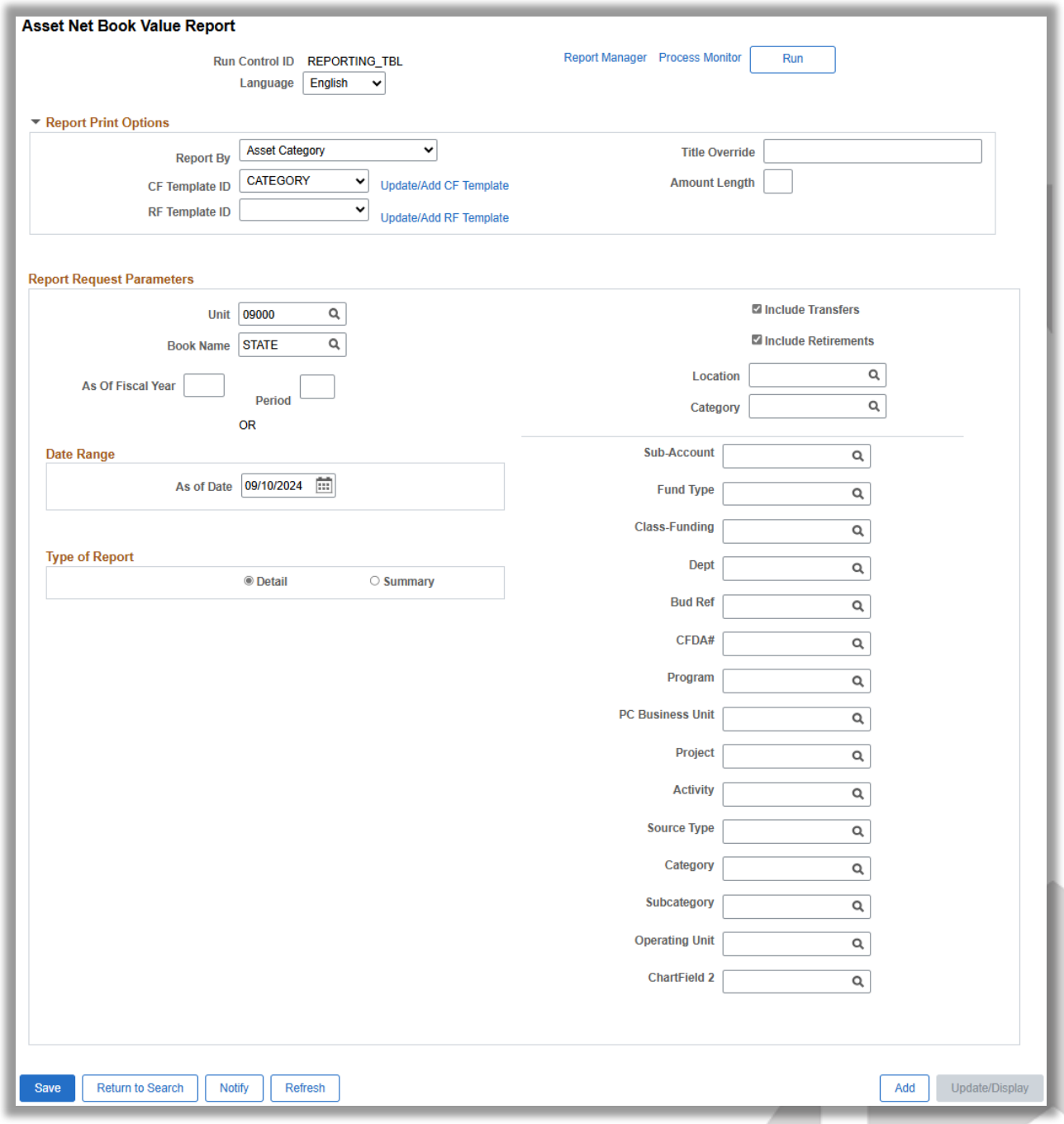
NOTE: For reports that have been customized in the system (see List of Reports and Queries in this section of the manual), all field values on the Template **MUST BE** selected.

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.



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 of time.

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.

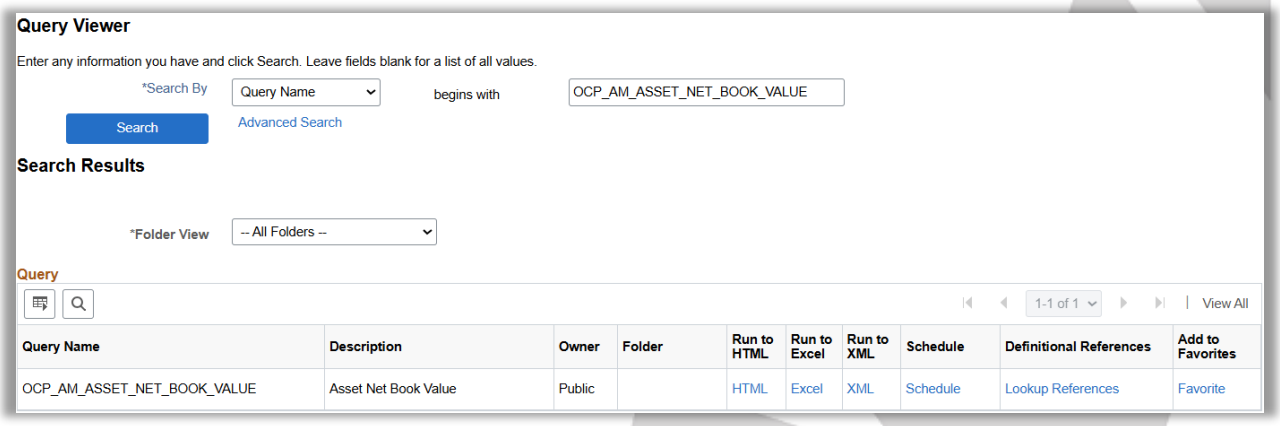
Include Transfers/Retirements – select to include these Asset transactions in the report.

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

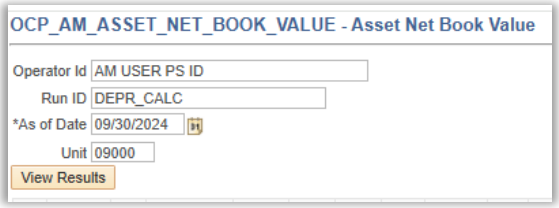
The Asset Net Book Value Query can be run to obtain the data in an Excel format. The query gives the same information as the Asset Net Book Value report, except that it sorts by Asset ID.

Navigation: Reporting Tools > Query > Query Viewer > OCP_AM_ASSET_NET_BOOK_VALUE



Enter the Query name and **click** the **Search** button.

Select the Excel link to open the following window:



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

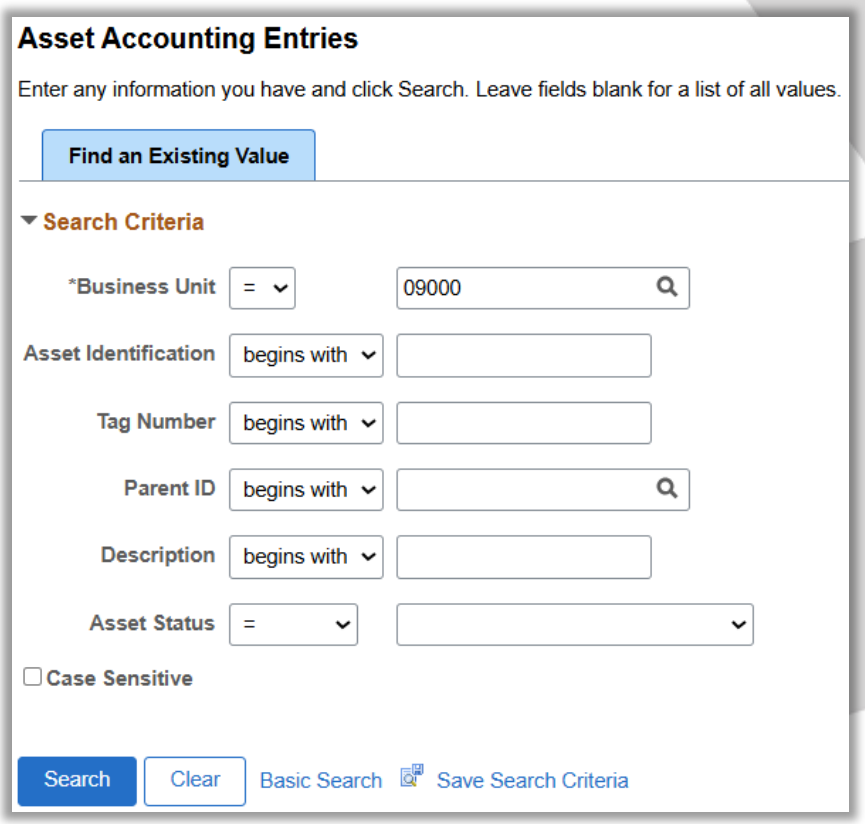
3. **Update Basic Add or perform a Financial Transaction to correct incorrect or missing information. Financial Transactions require Depr_Calc to be run for accounting entries to generate for the transaction.**

Step 4 – 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

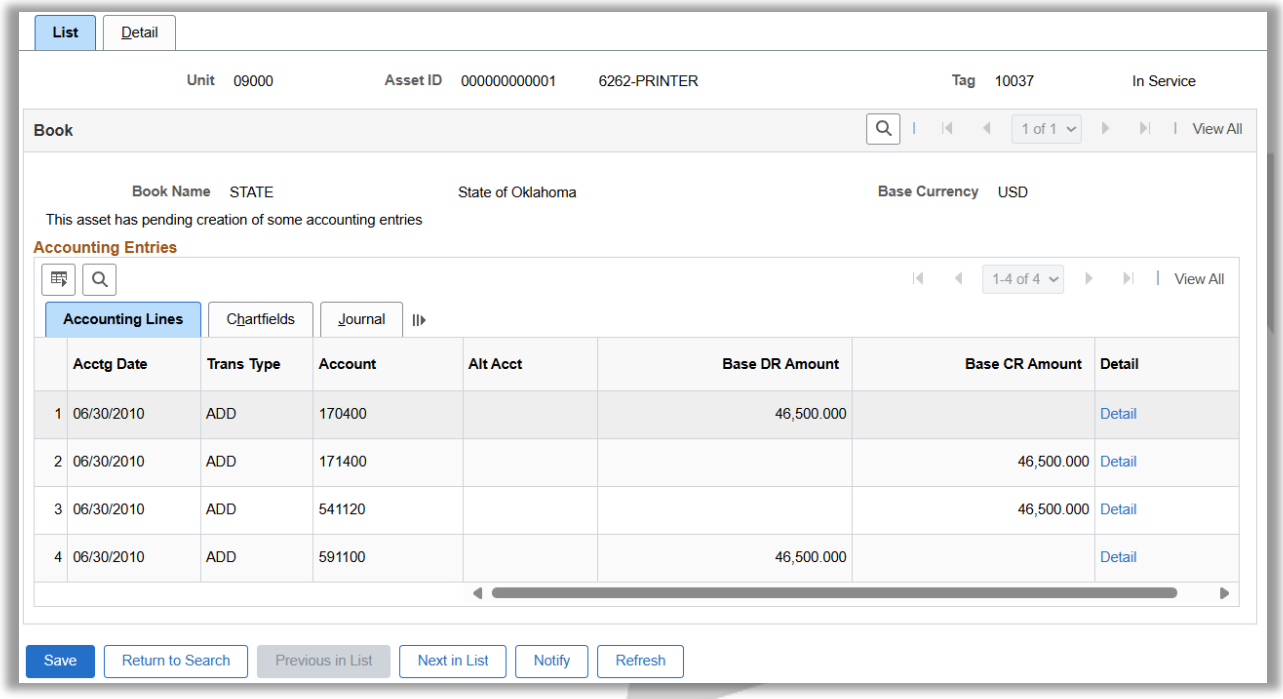


Business Unit - The Agency in which the existing Asset exists. This should default based on the User Preferences setup for the person reviewing the Asset.

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



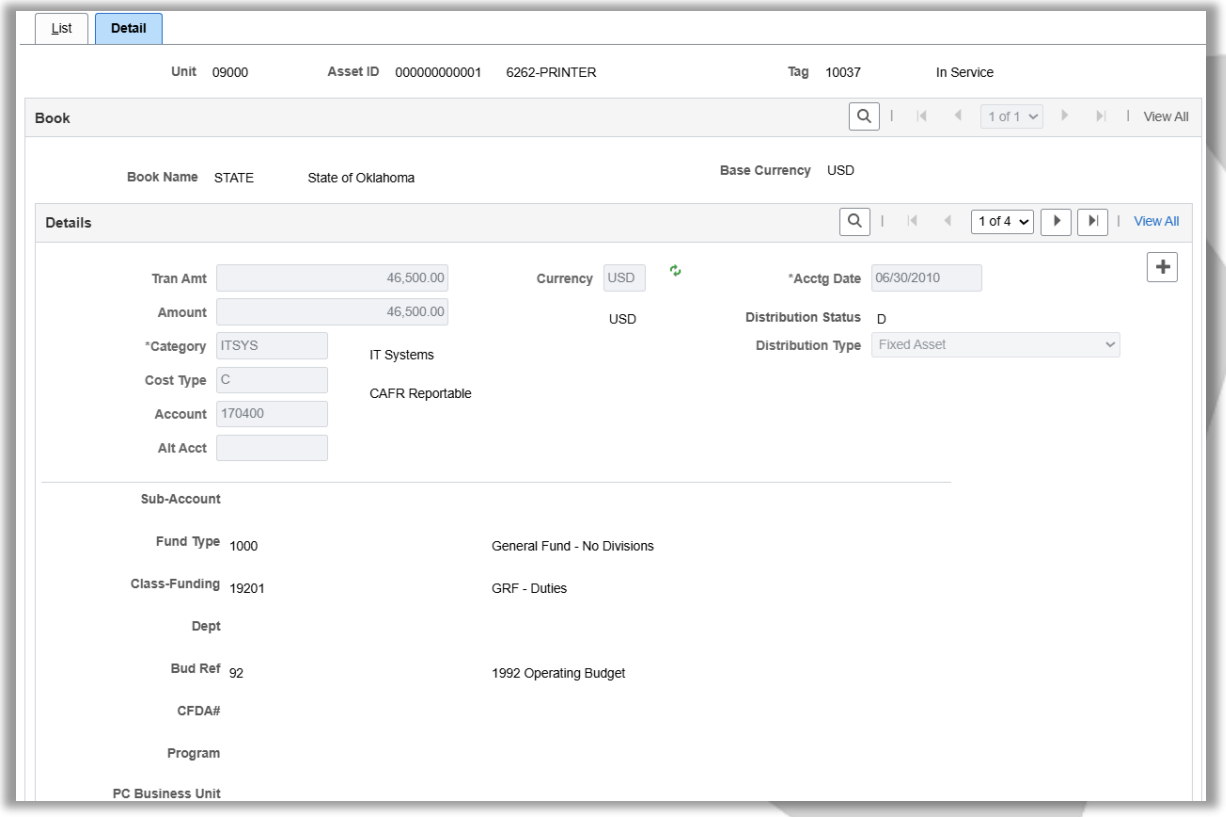
The Accounting List page displays by Book the history of Accounting Entries for the Asset. The Accounting Entries will be comprised of a Debit (positive amount) and a Credit (negative amount). The corresponding ChartFields are also listed on both sides of the Accounting Entry.

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

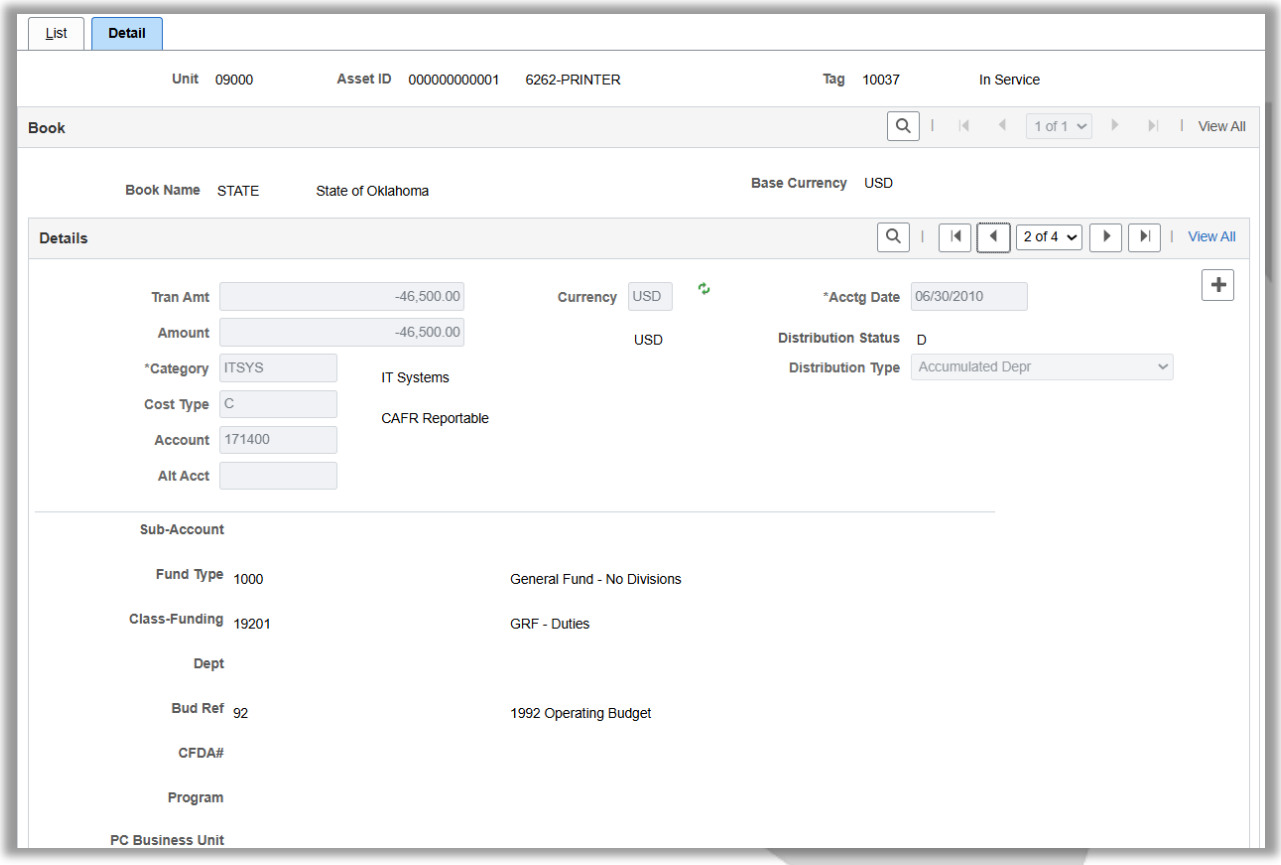
The **Detail page** displays the same Accounting Entry Lines as are visible on the **List** page. The ChartField descriptions are also available on this page.



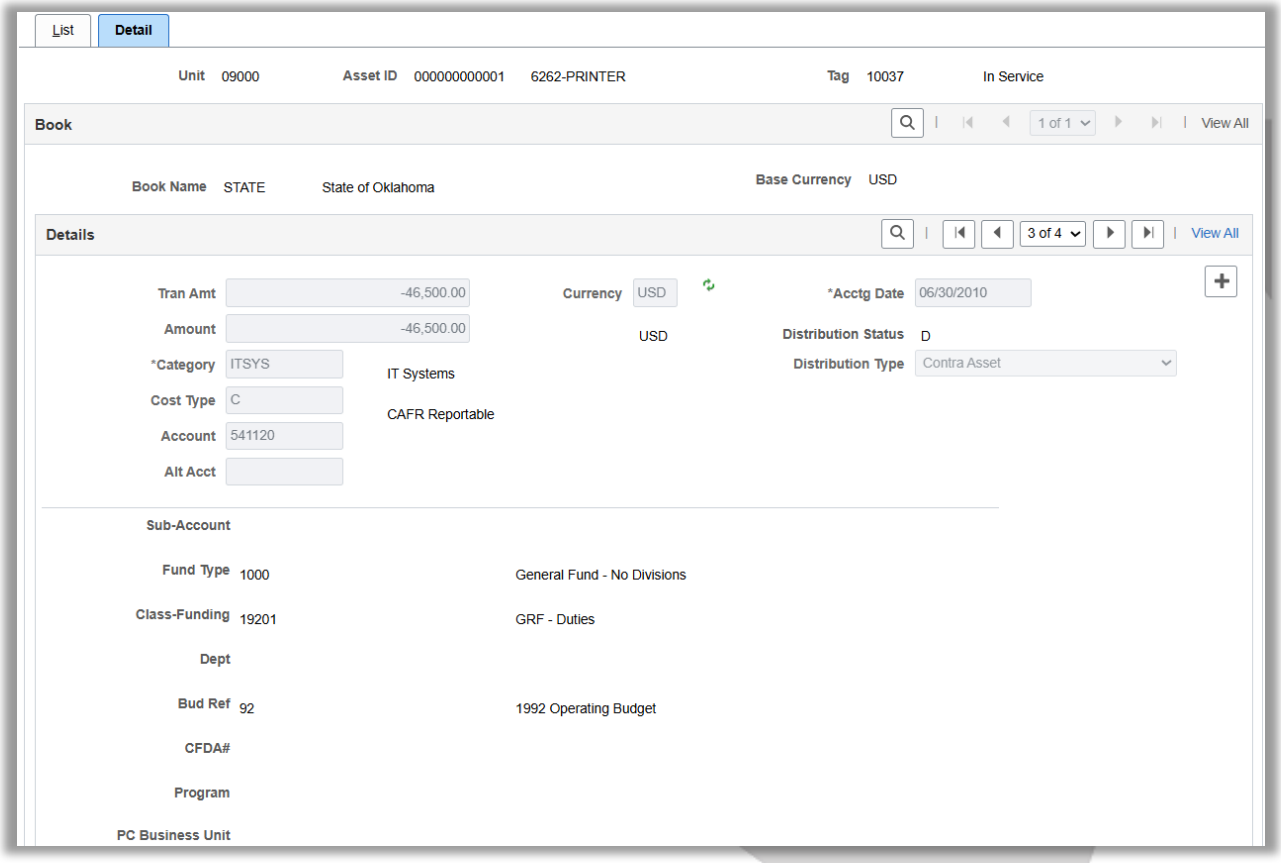
In the Details section of the page, click the Arrow button to view the next Accounting Row on the page.

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

The 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. Asset 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

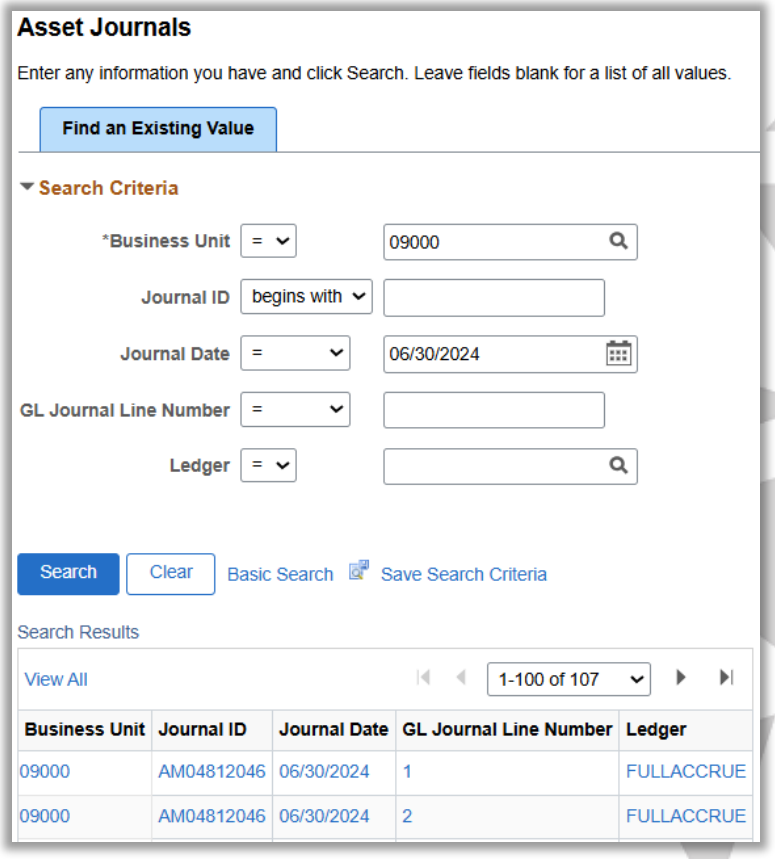
1. Cash Proceeds – Record Cash Deposit
2. Removal Payment – Record Removal Expense
3. Asset Retirement – Record Asset Disposal

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

Step 6 – 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



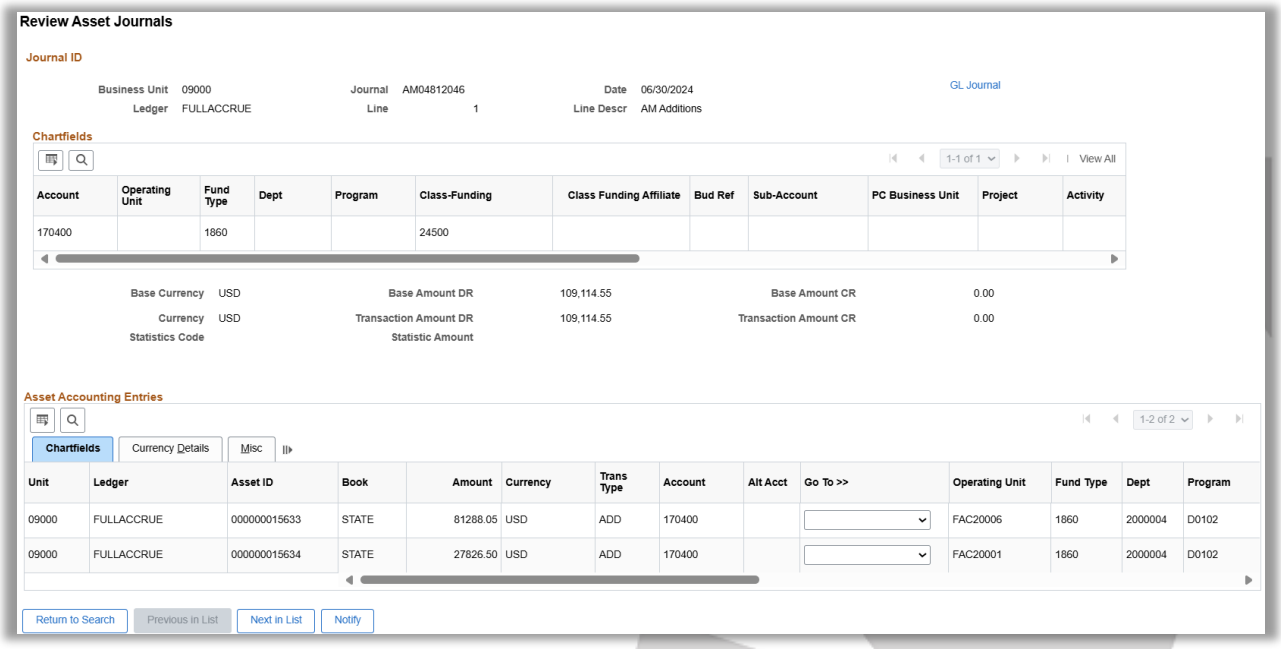
Business Unit - The Agency in which the existing Asset exists. This should default based on the User Preferences setup for the person reviewing the Asset Journals.

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. The first journal ID is used to illustrate the Asset Journals page.

Asset Journals



The **Asset Journals** page displays the posting process, the general ledger accounts to which this accounting entry has been charged, the asset ID(s) and amount(s) with which this journal line is associated, and the Asset Category and Cost Type.

Use the drop-down menu to select other Asset pages that will provide additional Asset details for a specific asset ID. The following pages are available:

Asset Accounting Entries – the Accounting Entries associated with this Asset's transactions (additions, adjustments, etc.)

Asset Basic Information – the Basic Add pages illustrated in the Viewing Assets chapter

Asset Cost History – the transactional history of the Asset related to the Asset's 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

Copy Asset – drill to the Asset Copy pages

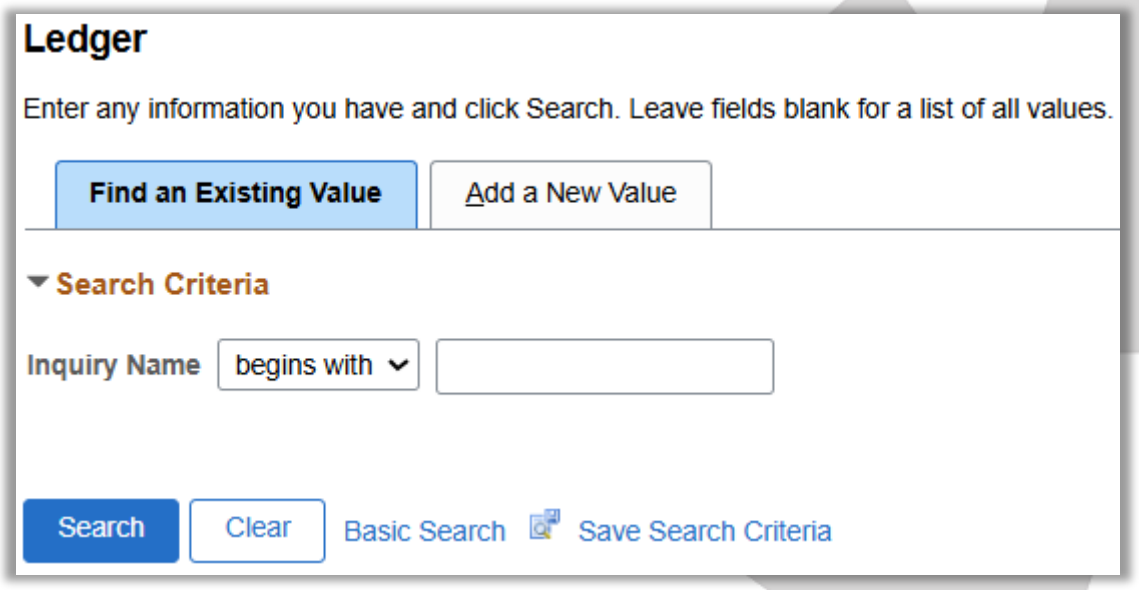
Define Tax/Depreciation Criteria – this link provides the Asset Book page

Print an Asset – the printable view of the Asset is available

Step 7 – 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

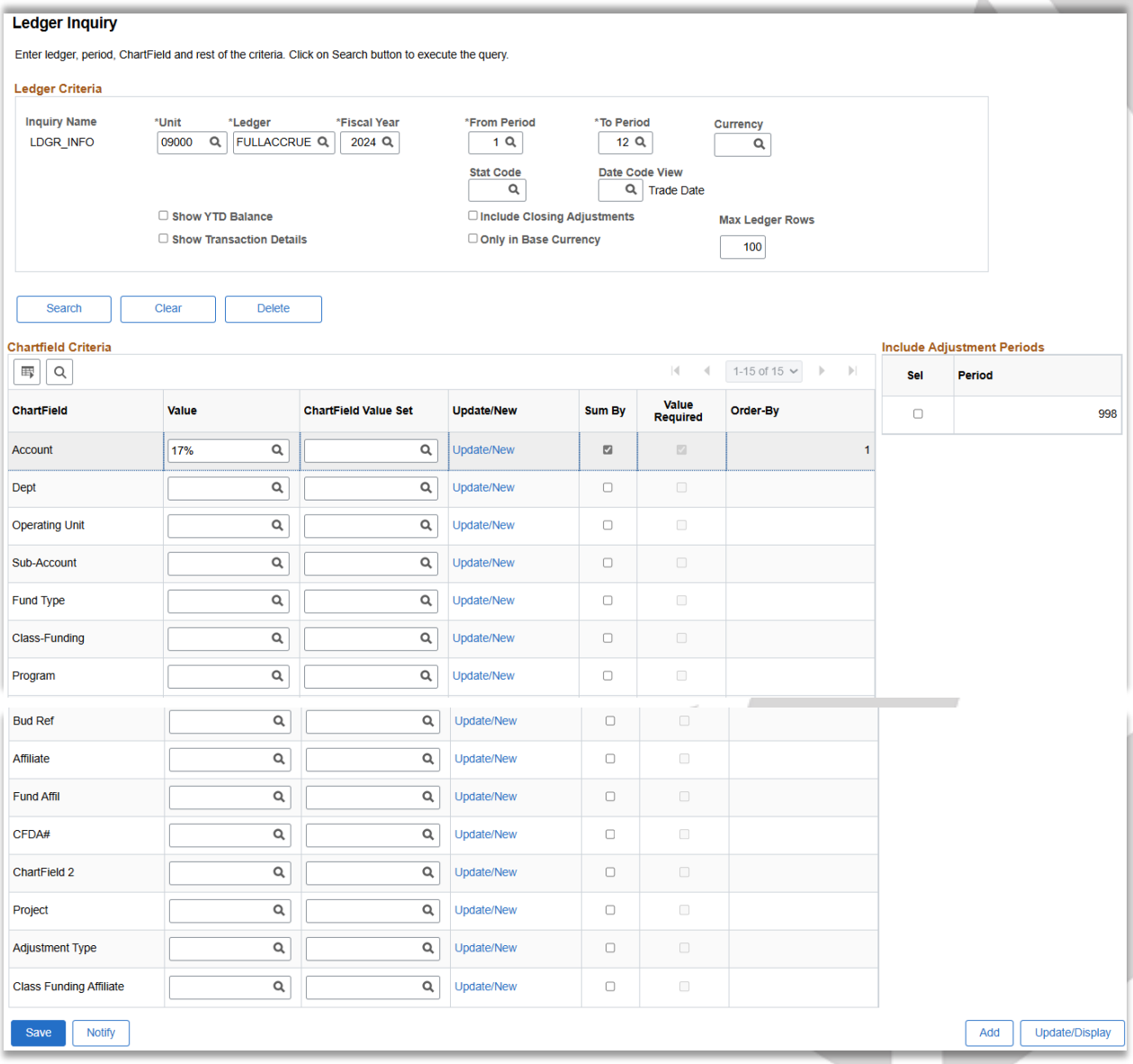


Run Control ID – populate with an existing Run Control ID or add a New Value.

Click the **Search** button or the **Add** button.

Ledger Inquiry

Enter or select at a minimum the fields shown below 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.

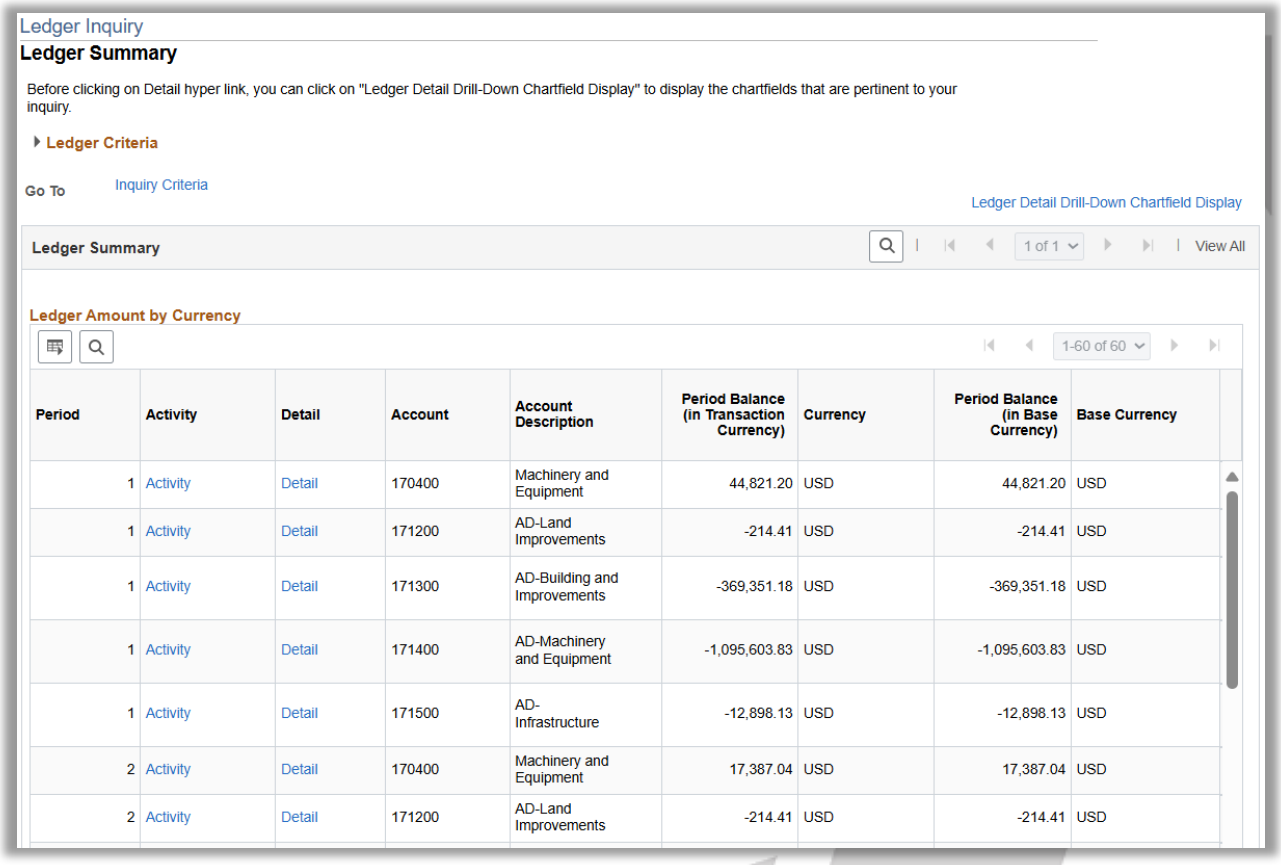
Account Chartfield – populate with 17% to view the cumulative asset related balance sheet accounts.

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.



Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

Ledger Criteria

Go To Inquiry Criteria

Ledger Detail Drill-Down Chartfield Display

Ledger Summary 1 of 1 View All

Ledger Amount by Currency

1-60 of 60

Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	Base Currency
1	Activity	Detail	170400	Machinery and Equipment	44,821.20	USD	44,821.20	USD
1	Activity	Detail	171200	AD-Land Improvements	-214.41	USD	-214.41	USD
1	Activity	Detail	171300	AD-Building and Improvements	-369,351.18	USD	-369,351.18	USD
1	Activity	Detail	171400	AD-Machinery and Equipment	-1,095,603.83	USD	-1,095,603.83	USD
1	Activity	Detail	171500	AD-Infrastructure	-12,898.13	USD	-12,898.13	USD
2	Activity	Detail	170400	Machinery and Equipment	17,387.04	USD	17,387.04	USD
2	Activity	Detail	171200	AD-Land Improvements	-214.41	USD	-214.41	USD

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_RCVR_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, and Physical Interface** tables. Enter the interface ID or search by Load Status.			
	a. Asset Management > Send/Receive Information > Preview a. AP/PO Information > Find an Existing Value			
	b. Asset Management > Send/Receive Information > Approve b. 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 **ASSET_OPEN_TRANS_ROWS** query if there are more than 300 Open Transactions.			
	Make note of beginning and ending Asset ID numbers.			
	a. Run the **Depreciation Calculation** Process			

	Task	Initials	Date	Comment
	1. Asset Management > Depreciation > Processing > Calculate			
	2. Review **Depreciation Error Log** – Asset Management > Depreciation > Depreciation Process Log			
	3. Review Open Transactions or run the 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.			
	1. In Word 2007, while on cell C3, click the Home ribbon > Conditional Formatting > New Rule > Use a formula to determine which cells to format.			
	In the formula box, enter "+(C4-C3)>1"			
	a. Click Format, fill tab, and select a color			
	b. Filter by color and research Missing Asset IDs (may be retired, deleted, etc.)			
	2.Filter to Identify:			
	a. Asset IDs without Tag IDs			
	1. Orphan Child Assets			
	2. Incorrect Asset Status			
	3. Descriptions that should be revised in Basic Add			
	4. Incorrect Categories for recently added Assets			
	b. Blank Asset Subtypes for ITSYS Asset Category			
	1. Blank Fund Type and Class Funding (and any other agency required funding) for assets entered manually			
	2. In Service Assets with a Cost Type of C and lives not greater than 12 months and/or costs < $25,000			
	3. Standalone Assets > or = to $25,000 without a Cost Type of "C"			

	Task	Initials	Date	Comment
	4. Incomplete or incorrect locations			
	5. Update Basic Add or perform a Financial Transaction to correct incorrect or missing information			
3.03	6. Run **OCP_AM_ASSET_ID_NOT_CAPITALIZED** query to identify Asset IDs not capitalized timely and research.			
4.01	7. Contact OMES to run accounting entries and journal generation once information is complete and accurate.			
5.01	8. 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.

See COR416 for instructions on how to load PeopleSoft Reporting Tables.

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 specific location and include/exclude CF data. Provides column for asset status.

PeopleSoft Report Title	Report Description	Typical Report Use	Notes
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 specific location and include/exclude CF data. Does not exclude disposed assets.
AMDE4001 Physical Inventory List	Lists detailed 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 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 specific 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.

PeopleSoft Report Title	Report Description	Typical Report Use	Notes
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 by CR for specified period or date range.	Report to identify In and Out recategorization 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.
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.

PeopleSoft Report Title	Report Description	Typical Report Use	Notes
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, 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.

PeopleSoft Report Title	Report Description	Typical Report Use	Notes
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.
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.

PeopleSoft Report Title	Report Description	Typical Report Use	Notes
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.
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	Report to obtain summary account activity.	Can select account. Transfers and retirements can be included or excluded.

PeopleSoft Report Title	Report Description	Typical Report Use	Notes
	date range or as of a specified date.		
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.
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.

PeopleSoft Report Title	Report Description	Typical Report Use	Notes
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.
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.

PeopleSoft Report Title	Report Description	Typical Report Use	Notes
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.
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.

PeopleSoft Report Title	Report Description	Typical Report Use	Notes
ASSET_COST_CURRENT_BALANCE	Lists asset cost and funding for a specified asset ID.	To obtain the cost and funding of a specific 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.