

ASSET MANAGEMENT MONTHLY PROCESS CHECKLIST

For a list of common asset management queries and their descriptions, see the Asset Management Queries and Reports reference. The following processes can be run daily, weekly, or monthly. Depreciation Close should be run only once, when the institution is ready to close the month.

Step	Action	Description	Navigation	Completed
1.	Run the BOR_AM_ASSET_AP_TO_AM_LOAD Query	This query pulls voucher and receiver information from the Voucher Accounting Line table for any vouchers that are ready to be loaded into the AM module.	<i>Reporting Tools > Query > Query Manager</i>	
2.	Run the Receiver Interface Push Process (Process Name: PO_RECVPUSH)	This process is an optional process that loads receiver lines into the Pre-Interface table (INTFC_PRE_AM).	<i>Purchasing > Receipts > Process Receipts</i>	
3.	Run the Payables to Assets Interface Process (Process Name: INTFAPAM)	This process, which copies the voucher information from the selected vouchers, populates the Pre-Interface table in PeopleSoft Asset Management (INTFC_PRE_AM). It also sets the Asset Management distribution status to 'D' on the voucher distribution lines for the interfaced vouchers.	<i>Accounts Payable > Batch Processes > Extracts and Loads > Load Assets Request</i>	
4.	Review INTFC_PRE_AM Information	Preview data in the Pre-Interface AM table (INTFC_PRE_AM). Users may delete transactions from these pages if needed. This may be necessary if an asset is being manually added.	<i>Asset Management > Send/Receive Information > Preview AP/PO Information</i>	

5.	<p>Run the Pre-Interface Loader Process (Process Name: AMPS1000)</p>	<p>This process loads the data from Payables or Purchasing (from the INTFC_PRE_AM table) into the Asset Management Loader tables (INTFC_FIN and INTFC_PHY_A). Users can go back to review the data in the Pre-Interface AM table (INTFC_PRE_AM) page to identify the Interface ID that will be used in the next step: Review AM Interface Loader Tables.</p>	<p><i>Asset Management > Send/Receive Information > Retrieve Info from AP/PO</i></p>	
6.	<p>Review AM Interface Loader Tables</p>	<p>This process allows users to view data in the financial loader table (INTFC_FIN) and physical loader table (INTFC_PHY_A). Users can correct any data as needed from this page. If users are unable to update fields on this page, please contact a Security Administrator for assistance.</p>	<p><i>Asset Management > Send/Receive Information > Interface Transactions > Review</i></p>	
7.	<p>Consolidate Assets (As Needed) <i>Note: This must be done before running the Transaction Loader process.</i></p>	<p>This process consolidates multiple load lines in the Asset Management loader tables into a single asset.</p>	<p><i>Asset Management > Send/Receive Information > Load Transactions > Consolidate Assets</i></p>	
8.	<p>Unitize Assets (As Needed) <i>Note: This must be done before running the Transaction Loader process.</i></p>	<p>This process allows you to split a load line in the Asset Management loader tables into many assets.</p>	<p><i>Asset Management > Send/Receive Information > Load Transactions > Unitize Assets</i></p>	

9.	Run the Transaction Loader Process (Process Name: AMIF1000)	This process reads data staged in the loader tables (INTFC_FIN and INTFC_PHY_A), populates Asset Management tables with the data, and then capitalizes the assets.	<i>Asset Management > Send/Receive Information > Load Transactions > Load Transactions into AM</i>	
10.	Review AM Interface Loader Tables	Once users run the Transloader process, please review the AM Interface Loader Tables (INTFC_FIN and INTFC_PHY_A) to verify that no Errors exist and that the status has changed (or updated, up to you) to Loaded. If Errors exist, you correct the errors. After correcting the errors, set the Load Status back to Pending and rerun the Transloader process.	<i>Asset Management > Send/Receive Information > Interface Transactions > Review</i>	
11.	Run the Depreciation Calculation Process (Process Name: AMDPCALC)	This process calculates the depreciation for an asset for its entire useful life based on the depreciation attributes selected for the asset: cost, salvage value, and useful life. This process must be run to account for every transaction that is performed on an asset. Transactions include ChartField transfers, cost adjustments, recategorizations, and life of asset changes.	<i>Asset Management > Depreciation > Processing > Calculate</i>	
12.	Run the Accounting Entry Creation Process (Process Name: AM_AMAEDIST)	This process generates accounting entries for all financial transactions not related to depreciation (ADD, TRF, RCT, ADJ, RET).	<i>Asset Management > Accounting Entries > Create Accounting Entries</i>	

MONTH-END CLOSING PROCESSES

Step	Action	Description	Navigation	Completed
1.	Run the Depreciation Close Process (Process Name: AM_DPCLOSE)	<p>This process generates period depreciation accounting entries for all depreciable assets in a particular accounting period; it can be run once per asset per open period. This process should be run for an accounting period that has not yet been closed.</p> <p>Users can rerun this process if errors are detected in the results and replace the current Depr Close entries if the Depr Close entries in the DIST_LN table have not been journal generated.</p>	<i>Asset Management > Accounting Entries > Close Depreciation</i>	
2.	Run the Journal Generator Process for Asset Management (Process Name: FS_JGEN_BOR)	This process generates journal entries from the DIST_LN table.	<i>General Ledger > Journals > Subsystem Journals > Generate Journals > Generate Journals Request</i>	
3.	Run the Load Depreciation Reporting Table Process (Process Name: AMDPREPT_RQST)	This process loads the Depreciation Reporting table (DEPR_RPT) and pulls its information from the Depreciation table that is populated during Depr Calc. Use this table for all depreciation reports.	<i>Asset Management > Financial Reports > Load Reporting Tables > Depr Reporting Table</i>	
4.	Run the Load Asset Net Book Value Table Process (Process Name: AMLDNBVT)	This process loads the Asset Net Book Value table (ASSET_NBV_TBL). Use this table for net book value reports.	<i>Asset Management > Financial Reports > Load Reporting Tables > Net Book Value Table</i>	