

PeopleSoft 8.4 Asset Management PeopleBook

PeopleSoft®

PeopleSoft 8.4 Asset Management PeopleBook

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Contents

PeopleSoft 8.4 Asset Management PeopleBook Preface

PeopleSoft Application Fundamentals	xix
Common Elements Used in This PeopleBook.....	xix
Pages With Deferred Processing	xxi

About This PeopleBook

Before You Begin.....	xxi
<i>PeopleSoft Application Fundamentals</i>	xxii
Related Documentation	xxii
Hard-copy Documentation.....	xxii
PeopleBooks Standard Field Definitions.....	xxiii
Typographical Conventions and Visual Cues.....	xxiv
Pages Used to <process name>	xxv
Open Source Disclosure	xxvi
Comments and Suggestions.....	xxvi

Chapter 1

Getting Started with PeopleSoft Asset Management

PeopleSoft Asset Management Business Processes	1-1
PeopleSoft Asset Management Integrations.....	1-2
Implementing PeopleSoft Asset Management.....	1-2
Setting Up PeopleSoft Global Application Tables.....	1-3
Setting Up Core PeopleSoft Asset Management Tables.....	1-4
Navigating PeopleSoft Asset Management from the Asset Management Home Page ...	1-7
Page Used to Navigate PeopleSoft Asset Management.....	1-7
Asset Management Home Page	1-7

Chapter 2

Establishing Asset Management Business Units

Understanding Asset Management Business Units	2-1
Understanding TableSet Sharing and PeopleSoft Trees	2-1
Creating Asset Management Business Units.....	2-1
Pages Used to Create Asset Management Business Units	2-2

Defining Asset Management Business Units	2-3
Business Unit/Book Definition Page.....	2-6

Chapter 3

Establishing Asset Processing

Understanding Asset Processing.....	3-1
Using Delivered Tables	3-1
Defining Your Core Asset Tables.....	3-2
Pages Used to Define Your Core Asset Tables.....	3-3
Setting Up Accounting Entry Templates.....	3-12
Defining Asset Books (Required)	3-14
Setting Up Capitalization Limits.....	3-15
Defining Asset Categories (Required)	3-15
Setting Up Cost Types.....	3-15
Setting Up Depreciation Conventions.....	3-16
Setting Up Depreciation Schedules.....	3-17
Defining Depreciation Terms.....	3-18
Defining Depreciation Limits.....	3-19
Setting Up Multi-Shift Codes.....	3-19
Defining Indexes	3-21
Setting Up InterUnit Transfer Definitions.....	3-21
Defining Joint Venture Allocations.....	3-25
Defining Payment Schedules	3-25
Defining Qualified Investments	3-26
Setting Up Retirement Basis Reduction Codes.....	3-26
Defining Tax Classes	3-27
Defining Tax Credits.....	3-27
VAT Thresholds.....	3-27
Setting Up Transaction Codes.....	3-29
Setting Up Units of Production Definitions	3-29
Setting Up Asset Profiles.....	3-30
Pages Used for Setting Up Asset Profiles	3-31
Defining Asset Profiles	3-32
Specifying Asset Books For A Profile	3-34
Using the Profiles Depreciation Details Page	3-38
Using the Salvage Rounding Options Page.....	3-40
Specifying Tax Attributes in a Profile.....	3-40
Specifying Child Asset Inheritance Attributes in a Profile	3-43
Ongoing Table Maintenance.....	3-43
Page Used to Update Index and Units of Production Tables	3-44

Chapter 4

Converting to PeopleSoft Asset Management

Understanding Your Conversion	4-1
Prerequisites	4-2
Customizing Your SQR Conversion	4-2
Running the Transaction Edit Program	4-4
Pages Used to Run the Transaction Edit Program	4-5
Using the Transaction Edit Page	4-5
Viewing the Results of the Transaction Edit Program	4-6
Previewing and Approving Results	4-6
Pages Used to Preview and Approve Results	4-6
Conversion Summary Page	4-7
Populating PeopleSoft Asset Management Tables with Asset Data	4-7
Transaction Loader Conversion Dates Options	4-7
Depreciating Converted Assets	4-8
Tying up Loose Ends	4-8
Pages Used to Tie up Loose Ends	4-9
Verifying the Conversion	4-9
Restoring Disk Space	4-9
Updating Security	4-9
Loading Retired Assets	4-9
Considerations for Retiring Assets	4-10
Populating Loader Tables	4-10
Reviewing Retired Asset Data	4-11
Converting Lease Information	4-12
Pages Used to Convert Lease Information	4-13

Chapter 5

Loader Table Data Dictionary

Loader Table INTFC_FIN	5-1
Loader Table INTFC_PHY_A	5-38
Loader Table INTFC_PHY_B	5-64
General Table Descriptions	5-75
Transaction Loader Inserts	5-78
From INTFC_FIN	5-78
From INTFC_PHY_A	5-81
From INTFC_PHY_B	5-82
Interface Types (Load Types)	5-83

Chapter 6

Adding and Maintaining Assets

Understanding Asset Entry	6-1
Using Asset Basic Information	6-2
Pages Used to Add or Change Asset Information	6-3
Storing or Revising Asset Information	6-5
Asset Acquisition Detail Page	6-7
Maintaining Asset Book Information	6-11
Pages Used to Maintain Asset Book Information	6-11
Book–Depreciation Page	6-12
Book–Tax Page	6-17
Adding Assets with Asset ExpressAdd	6-20
Pages Used to Add Assets with Asset ExpressAdd	6-21
Cost/Asset Information Page	6-22
Depreciation Information Page	6-25
Copying an Asset	6-25
Page Used to Copy an Asset	6-26
Using the Asset Copy page	6-26
Creating Parent-Child Asset Relationships	6-26
Pages Used to Create Parent-Child Asset Relationships	6-27
Using the Asset Parent page	6-28
Viewing Child Assets	6-28
Adding Parent and Child Component Assets	6-28
Using the Child Inherits Life of Parent Feature	6-29
Parent-Child Basic Information	6-30
Viewing Parent and Child Assets	6-32
Searching for an Asset Page	6-32
Page Used to Search for an Asset	6-32
Using the Search for an Asset page	6-32
Printing An Asset	6-34
Page Used to Print an Asset	6-34

Chapter 7

Working with Asset Budgeting

Understanding Asset Budgeting	7-1
Understanding Capital Acquisition Planning	7-2
Defining New Capital Acquisition Plans	7-2
Pages Used to Define New Capital Acquisition Plans	7-2
Assigning Capital Acquisition Plan Name and ChartFields	7-3
Adjusting CAP Plans	7-5

Linking Assets to Existing Capital Acquisition Plans	7-5
Viewing Capital Acquisition Plans	7-5
Pages Used to View Capital Acquisition Plans	7-6
Running Capital Acquisition Plan Reports	7-7
Page Used to Run CAP Reports	7-7

Chapter 8

Integrating With Other Applications

Integrating with PeopleSoft Projects	8-1
Sending Purchase Order and Accounts Payable Information to PeopleSoft Asset Management	8-2
Pages Used to Integrate with PeopleSoft Purchasing and PeopleSoft Payables	8-4
Integrating with PeopleSoft Purchasing	8-4
Integrating with PeopleSoft Payables	8-7
Integration Walk-Through Example	8-10
Previewing Data in the Pre-Interface Table (Load Preview – Pre AM 01 Page)....	8-13
Running the Payables/Purchasing Interface (Pre-Interface Loader) Page	8-13
Previewing Data in the Loader Tables	8-14
Pages Used to Preview Data in the Loader Tables	8-14
Previewing the Financial Loader Tables	8-15
Previewing Physical Data in the Loader Tables	8-16
Approving Load Lines	8-16
Pages Used to Approve Load Lines	8-16
Approving Financial Load Lines	8-16
Approving Physical Load Lines	8-18
Running the Transaction Loader	8-18
Page Used to Run the Transaction Loader	8-19
Running the Transaction Loader – Request Page	8-19
Consolidating and Unitizing Assets	8-20
Pages Used to Consolidate and Unitize Assets	8-21
Consolidating Assets – FROM Assets Page	8-22
Consolidating Assets – TO Asset Page	8-23
Unitizing Assets – FROM Assets Page	8-24
Unitizing Assets – TO Assets Page	8-24
Integrating with PeopleSoft Budgeting	8-25
Page Used to Integrate with PeopleSoft Budgeting	8-26
Using the Budgets Interface Page	8-26
Posting to General Ledger	8-26
Exporting Property Tax Data to Third Party Tax Systems	8-27
Page Used to Load Property Tax Data to Third Party Tax Systems	8-27

Loading the Property Tax Table Page.....	8-27
Integrating with PeopleSoft Strategic Sourcing.....	8-28

Chapter 9

Working with Leased Assets

Adding and Maintaining Leased Assets	9-1
Pages Used to Add and Maintain Leased Assets	9-2
Lease ExpressAdd – Definition Page.....	9-2
Lease ExpressAdd – Payment Schedule Page.....	9-10
Lease Express Add – Step Lease Payment Page.....	9-12
Lease Express Add – Operating ChartFields Page.....	9-12
Defining Step Leases	9-12
Page Used to Define Step Leases	9-13
Present Value Cash Flow Calculation for Step Leases	9-13
Non-Monthly Step Leases	9-14
Transferring Operating Leases.....	9-15
Page Used to Transfer Operating Leases	9-16
Using the Lease Operation ChartFields page	9-16
Retiring or Reinstating Leases.....	9-16
Generating the Lease Expiration Report.....	9-16
Page Used to Generate the Lease Expiration Report.....	9-16
Using the Lease Expiration Report	9-16
Generating Lease Footnote Disclosure Reports.....	9-17
Page Used to Generate Lease Footnote Disclosure Reports	9-17
Generating Lease Summary/Detail/Amortization Reports	9-17
Page Used to Generate Lease Summary/Detail/Amortization Reports.....	9-18

Chapter 10

Adjusting and Transferring Assets

Understanding Adjusting and Transferring Assets	10-1
Adjusting Cost and Transferring Assets	10-1
Pages Used to Adjust Costs and Transfer Assets	10-2
Main Transaction Page.....	10-4
Cost Information Page.....	10-5
Child Assets Page.....	10-13
Transferring Parent-Child Assets to Other Business Units (InterUnit Transfers)	
En Masse.....	10-16
Page Used to Transfer Parent-Child Assets to Other Business Units	10-16
Running the AM_PARCHD_IU Application Engine Process	10-16
Revaluing Assets En Masse.....	10-17

Page Used to Revalue Assets En Masse	10-18
Updating Non-Capitalized Costs	10-18
Page Used to Update Non-Capitalized Costs	10-18
Viewing Cost History	10-18
Pages Used to View Cost History	10-19
Updating Your General Ledger	10-19
Modifying or Deleting Pending Asset Transactions	10-19
Page Used to Modify or Delete Pending Asset Transactions	10-20
Pending Transaction Update/Delete Page	10-20

Chapter 11

Tracking Repairs and Service

Entering Maintenance Details	11-1
Pages Used to Enter Maintenance Details	11-2
Asset Service/Repair Details – Event Page	11-2
Entering Asset Service/Repair Statistics	11-3
Pages Used to Enter Asset Service/Repair Statistics	11-3
Asset Service/Repair Details – Statistics Page	11-4
Maintenance Summaries	11-5
Pages Used to View Maintenance Summaries	11-5
Entering Warranty Information	11-5
Page Used to Enter Warranty Information	11-6
Asset Warranty Page	11-6
Tracking Maintenance Contracts	11-6
Pages Used to Track Maintenance Contracts	11-7
Maintenance Contracts–Detail Page	11-7
Maintenance Contract – Coverage Page	11-7
Setting up Expiration Notifications	11-7
Generating the Asset Warranties Report	11-8
Pages Used to Generate the Asset Warranty Report	11-8

Chapter 12

Using Group Asset Processing

Understanding Group Asset Processing	12-1
Asset Transactions	12-2
Depreciating Group Assets	12-2
Retiring Group Members	12-3
Mapping a Strategy for Asset Grouping	12-3
Prerequisites for Group Asset Processing	12-4
Adding Group Member Assets	12-4

Adding Group Member Assets With Background Processing	12-5
Relational Table Data	12-6
Adding Group Member Assets Online	12-6
Adding Group Asset IDs with Background Processing	12-6
Performing Transactions on Group Member Assets	12-8
Transferring Group Members among Group Assets	12-9
Consolidating Group Member Assets	12-9
Pages Used to Consolidate Group Member Assets	12-10
Consolidation Example for Asset Additions	12-10
Consolidation Example for Asset Adjustments	12-12
Running the Group Asset Consolidation Process	12-14
Calculating Depreciation for Group Assets	12-14
Page Used to Calculate Depreciation for Group Assets	12-14
Troubleshooting the Group Asset Depreciation Process	12-14
Running the Group Member Estimated NBV Report	12-14
Page Used to Run the Group Member Estimated NBV Report	12-15
Group Estimated Net Book Value Request Page	12-15
Changing Rates Retroactively	12-15
Pages Used to Process Retroactive Rate Changes	12-16
Reviewing Asset Book History	12-16
Pages Used to Review Asset Book History	12-16

Chapter 13

Using Composite Asset Processing

Understanding Composite Asset Processing	13-1
Adding a Composite Asset	13-3
Adding Composite Member Assets	13-3
Capitalizing Composite Members into Composite Assets	13-4
Retiring Composite Members from Composite Assets	13-4
Loading Composite Asset Transactions	13-4
Effect of Capitalization into Composite	13-5
Effect of Retirement from Composite	13-5
Performing Transactions on Composite Assets	13-5
Adjustments to Cost/Quantity	13-6
Recategorizations and Transfers	13-6

Chapter 14

Performing Physical Inventory

Understanding Physical Inventory	14-1
Physical Inventory Terminology	14-2

Setting up Physical Inventory	14-3
Page Used to Set up Physical Inventory	14-4
Physical Inventory Setup Page.....	14-4
Defining Parameters for Extract and Scan Scope.....	14-4
Pages Used to Define Physical Inventory Control.....	14-5
Defining Extract and Scan Scope.....	14-6
Defining Physical Inventory Control Parameters	14-7
Defining the Physical Inventory Control - Transaction Defaults.....	14-7
Scheduling Page	14-9
Processing Physical Inventory.....	14-9
Pages Used to Process Physical Inventory	14-10
Physical Inventory Process Request Page.....	14-10
Finding Duplicate Tags and Serial Numbers.....	14-14
Page Used to Find Duplicate Tags and Serial Numbers	14-14
Duplicate Tags/Duplicate Serials Pages.....	14-15
Reviewing Matching Results.....	14-15
Pages Used to Review Matching Results.....	14-16
Results Page	14-16
Viewing Physical Inventory History	14-17
Page Used to View Physical Inventory History	14-18
Meeting Physical Inventory Hardware and Software Requirements.....	14-18
Hardware.....	14-18
Software	14-18
Listing of Physical Inventory Software	14-19

Chapter 15

Working with Joint Venture Processing

Understanding Joint Venture Processing.....	15-1
Prerequisites for Joint Venture Processing.....	15-2
Adding and Maintaining Joint Venture Assets.....	15-3
Changing Ownership Allocations for Existing Joint Ventures.....	15-4
Defining a Mass Change for Joint Venture Processing.....	15-4
Loading Joint Venture Transactions	15-6

Chapter 16

Processing Depreciation

Understanding Depreciation Processing.....	16-1
Prerequisites for Processing Depreciation	16-1
Using Calendars	16-3
Using Depreciation Schedules	16-3

Using Prorate Conventions.....	16-3
Depreciating Group Assets	16-3
Processing Depreciation	16-4
Pages Used to Process Depreciation	16-4
Requesting the Depreciation Calculation Process (AMDPCALC)	16-4
Reviewing Open Transactions	16-5
Expanding Depreciation by Period (AMDPEXPDP)	16-7
Page Used to Expand Depreciation by Period (AMDPEXPDP)	16-7
Using the Expand Depreciation by Period Page	16-7
Changing Depreciation Attributes	16-7
Changing Effective Date	16-8
Depreciation Limit	16-8
Status	16-8
Creating Pending Depreciation Transactions.....	16-8
Page Used to Create Pending Depreciation Transactions	16-9
Using the Create Pending Depreciation Transactions Page	16-9
Creating Period Depreciation Accounting Entries.....	16-10
Open Periods	16-10
Prior Period Depreciation.....	16-10
Accumulated Depreciation.....	16-11
Depreciation Allocation	16-11
Closing an Accounting Period.....	16-11
Viewing Depreciation	16-11
Pages Used to View Depreciation Related Information.....	16-12
Using the Asset Depreciation – Asset Page	16-13
Asset Depreciation Page.....	16-13
Period Depreciation Page	16-14
Child Assets	16-16
Adjusting Accumulated Depreciation.....	16-16
Page Used to Adjust Accumulated Depreciation	16-16
Using the Asset Depreciation Accumulated Adjustment Page	16-16
Running Depreciation Reports.....	16-17
Pages Used to Run Depreciation Reports.....	16-17
Loading the Depreciation Report Table	16-18

Chapter 17

Using User-Defined Depreciation

Understanding User-Defined Depreciation.....	17-1
Prerequisites for User-Defined Depreciation.....	17-2
Page Used to Create or Select Variables	17-3

Using a User Defined Variable	17-3
Creating a User-Defined Depreciation Method.....	17-4
Pages Used to Create a User-Defined Depreciation Method	17-4
Entering the User-Defined Depreciation Method	17-5
Reviewing User-Defined Methods	17-7
Pages Used to Review User-Defined Methods	17-7
Generating a User-Defined Depreciation SQC Program.....	17-8
Page Used to Generate a User-Defined Depreciation SQC Program.....	17-8
Using the User Defined Method Generate Page	17-8
Copying a User-Defined Depreciation Method.....	17-9
Page Used to Copy a User-Defined Depreciation Method	17-9
Using the User-Defined Method Copy Page.....	17-10
Selecting a User-Defined Depreciation Method for an Asset.....	17-10

Chapter 18

Reviewing Depreciation Calculation Results

Performing What If Depreciation	18-1
Pages Used to Perform What If Depreciation	18-2
Using the What If Depreciation Page.....	18-2
Viewing What If Depreciation Results	18-2
Loading the Net Book Value Depreciation Results into a Spreadsheet Program.....	18-2
Page Used to Load the Net Book Value Depreciation Results into a Spreadsheet Program.....	18-3
Using the Load Net Book Value Table Page	18-3

Chapter 19

Allocating Depreciation Expenses

Understanding the Depreciation Allocation Business Process	19-1
Prerequisites	19-1
Setting Up the Depreciation Allocation Business Process	19-2
Pages Used to Set Up the Depreciation Allocation Business Process	19-2
Entering the Allocation Basis	19-2
Defining the Source and Destinations.....	19-3
Defining Allocations for Assets.....	19-3
Performing the Depreciation Allocation Business Process (AMALLOC).....	19-4
Page Used to Run the Depreciation Allocation Business Process	19-5

Chapter 20

Creating Accounting Entries

Understanding Asset Information Flow	20-1

Reviewing Accounting Entry Setup	20-3
Reviewing Business Unit/Book Accounting Entry Options	20-3
Reviewing Accounting Entry Templates	20-3
Reviewing Depreciation Close Status	20-4
Creating Accounting Entries.....	20-4
Pages Used to Create Accounting Entries.....	20-5
Accounting Entry Creation – Request Page.....	20-5
Running Depreciation Close	20-5
Close Asset Period Page.....	20-7
Viewing the Status of a Background Process	20-7

Chapter 21

Retiring Assets

Understanding Asset Retirement	21-1
Understanding Retirement Types.....	21-1
Retiring Financial Assets.....	21-2
Pages Used to Retire Financial Assets	21-3
Retire Assets Page.....	21-4
One to Many Page.....	21-11
Retire Assets By ChartField Page	21-12
Child Assets Page.....	21-13
VAT Options Page	21-15
Running the Auto-Retire Fully Depreciated Assets Process.....	21-17
Putting an Asset Up For Auction	21-19
Retiring Non-Financial Assets.....	21-20
Page Used to Retire Non-Financial Assets.....	21-20
Using the Non-Financial Asset Retire Page	21-20
Reinstating Assets.....	21-20
Running the Tax Retirement Capital Gains Report (AMTX3210).....	21-21
Pages Used to Run the Tax Retirement Capital Gains Report.....	21-22

Chapter 22

Processing Mass Changes

Understanding Mass Changes in PeopleSoft Asset Management	22-1
Defining Mass Changes.....	22-3
Pages Used to Define Mass Changes	22-3
Adding/Updating a Mass Change Definition.....	22-4
Specifying Mass Change Criteria and Defaults	22-4
Specifying Mass Change AM Specific Fields.....	22-5
Generating Mass Change SQL Text.....	22-6

Defining Mass Change Groups	22-6
Executing Mass Changes.....	22-7
Page Used to Execute Mass Changes.....	22-7
Executing a Mass Change Online	22-7
Executing a Mass Change Using Process Scheduler	22-7
Executing a Mass Change in the Background.....	22-8
Verifying Data in the Loader Tables	22-8
Pages Used to Verify Data in the Loader Tables	22-9
Reviewing Financial Loads.....	22-9
Reviewing Physical Loads	22-9
Loading Leases	22-10
Approving Changes	22-10
Pages Used to Approve Changes	22-10
Financial Approval.....	22-10
Physical Approval	22-12
Populating PeopleSoft Asset Management Tables with Mass Change Data.....	22-12
Page Used to Populate PeopleSoft Asset Management Tables.....	22-12
Populating PeopleSoft Asset Management Tables	22-12
Depreciating Changed Assets	22-13
Reviewing Asset Management Mass Change Templates (and Types).....	22-13

Chapter 23

Using Self Service Web Components

Understanding Self Service Components in PeopleSoft Asset Management.....	23-1
Understanding Security	23-2
Understanding Asset Management Roles	23-2
Setting Up PeopleSoft Asset Management.....	23-3
Reviewing Self Service Application Pages	23-3
Pages Used to Review Self Service Application Pages	23-3

Chapter 24

Using Global Asset Management

Understanding Global Asset Management	24-1
Meeting Australian Requirements	24-1
Pages Used to Meet Australian Requirements	24-2
Asset Research and Development Categorization	24-2
Tax Credit Allowance	24-3
Tracking Changes in Creditable Purpose.....	24-4
Reporting on Changes in Creditable Purpose	24-6
Capital Gains Tax (CGT) Calculation.....	24-6

Asset Revaluation (Net Method).....	24-7
Meeting Canadian Requirements.....	24-9
Pages Used to Meet Canadian Requirements.....	24-9
Capital Cost Allowance Reporting.....	24-10
Meeting French Requirements.....	24-11
Pages Used to Meet French Requirements.....	24-11
Reporting Business Tax	24-12
Depreciating Assets Using the Derogatory Method.....	24-12
Revaluing Assets	24-13
Statutory Reporting	24-14
Meeting German Requirements	24-14
Pages Used to Meet German Requirements	24-14
Staffel Depreciation Method (Germany).....	24-16
Using a Half Year Prorate Convention.....	24-18
Using Geometric Digressive Depreciation.....	24-18
Using Capitalization Limits for Low Value Assets.....	24-18
Special Depreciation Terms and Methods.....	24-19
Meeting Italian Requirements.....	24-20
Pages Used to Meet Italian Requirements.....	24-21
Meeting Japanese Requirements.....	24-21
Pages Used to Meet Japanese Requirements.....	24-21
Depreciation Methods	24-22
Special Depreciation (Initial, Accelerated) and Increased Depreciation.....	24-24
Advanced Depreciation	24-25
Advanced Depreciation Reports.....	24-25
Composite Depreciation.....	24-25
Identifying Collateral Assets	24-26
Using Currency Rounding Options	24-27
Local Tax Reporting.....	24-28
Entering Consumption Tax	24-32

Chapter 25

Archiving Costs and Depreciation

Understanding Archiving Costs and Depreciation	25-1
Archiving Costs and Depreciation	25-1
Page Used to Archive Costs and Depreciation.....	25-2
Using the Run Archive Page	25-2
Restoring Costs and Depreciation.....	25-2
Page Used to Restore Costs and Depreciation	25-2
Using the Cost/Depreciation Restore Page	25-3

Viewing Archived Cost Information	25-3

Chapter 26

Appendix A: Understanding Depreciation Calculations

Calculating the Depreciable Basis	26-1
Salvage Value	26-1
Tax Credits	26-1
Listed Property Assets	26-2
Understanding the Depreciation Calculation Process	26-3
Calculating Begin Depreciation Date	26-4
Overriding the Begin Depreciation Field	26-5
Calculating Remaining Value and Remaining Life	26-5
Remaining Value Calculation for Add Transactions	26-5
Life to Date Calculation for Add Transactions	26-6
Calculating Yearly Depreciation	26-7
Remaining Value Calculation for Add Transactions	26-7
Life to Date Calculation for Add Transactions	26-8
Calculating Period Allocation	26-9
Remaining Value Calculation for Add Transactions: Depreciate When In Service Off	26-10
Remaining Value Calculation for Add Transactions: Depreciate When In Service On	26-10
Life to Date Calculations for Add Transactions: Depreciate When in Service Off	26-11
Life to Date Calculation for Add Transactions: Calculate When in Service On	26-12
Calculating Prior Period Depreciation	26-13
Case 1: For Add Transactions	26-13
Case 2: For Add Transactions	26-15
Case 3: For Add Transactions	26-16
Case 4: For Add Transactions	26-17
Case 5: For Add Transactions	26-18
Formula-Based Depreciation Methods	26-19
Straight Line	26-19
Declining Balance with a Switch to Straight Line	26-20
Declining Balance with Depreciation Limit	26-21
Declining Balance	26-23
Flat Rate	26-24
Sum of the Years' Digits	26-26

Chapter 27

Appendix B: PeopleSoft Asset Management Reports

PeopleSoft Asset Management Reports: General Description	27-1
Transaction Reports.....	27-1
Capital Acquisition Planning Reports	27-3
Depreciation Reports.....	27-4
Account Activity Reports.....	27-6
Accounting Entry Reports.....	27-7
Physical Inventory Reports	27-9
Lease Reports	27-9
Retirement Reports.....	27-10
U.S. Tax Reports	27-11
Global Reports	27-13

Glossary

Index

PeopleSoft 8.4 Asset Management

PeopleBook Preface

This section discusses:

- PeopleSoft application fundamentals.
- Common elements in this PeopleBook.
- Pages with deferred processing.

PeopleSoft Application Fundamentals

The *PeopleSoft Asset Management PeopleBook* provides you with implementation and processing information for your PeopleSoft Asset Management system. However, additional, essential information describing the setup and design of your system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks.

The following companion PeopleBooks apply specifically to PeopleSoft Asset Management.

- PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook
- PeopleSoft Setting Up Global Options and Reports PeopleBook
- PeopleSoft Working With Third-Party Applications PeopleBook

Common Elements Used in This PeopleBook

This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then it either requires no additional explanation or is documented with the common elements for the section, chapter, or PeopleBook.

The following page elements are common to this PeopleBook.

As of Date	The last date for which a report or process includes data.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Freeflow text up to 30 characters.

Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Language or Language Code	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Process Frequency	Designates the appropriate frequency in the Process Frequency group box: <i>Once</i> executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. <i>Always</i> executes the request every time the batch process runs. <i>Don't Run</i> ignores the request when the batch process runs.
Report ID	The report identifier.
Report Manager	This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Process Monitor	This link takes you to the Process List page, where you can view the status of submitted process requests.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Request ID	A request identification that represents a set of selection criteria for a report or process.
User ID	The system identifier for the individual who generates a transaction.
SetID	An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.
Short Description	Freeflow text up to 15 characters.

Status	Indicates if a row in a table is active or inactive. You cannot display inactive rows or pages or use them for running batch processes. Use inactive rather than delete data you no longer use in order to maintain an audit trail.

Pages With Deferred Processing

Several pages in PeopleSoft Asset Management operate in deferred processing mode. Most fields on these pages are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page—for example, if a field contains a default value, any value you enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

See Also

PeopleSoft PeopleTools PeopleBook: Application Designer, “**Guidelines for Designing Pages**”

About This PeopleBook

This book provides you with the information that you need for implementing and using a *Financials and Supply Chain Management 8.4* application.

This chapter contains information that you should know before you begin working with PeopleSoft products and documentation, including PeopleSoft-specific documentation conventions, information specific to each PeopleSoft product line, and information on ordering additional copies of our documentation.

Before You Begin

To benefit fully from the information covered in this book, you should have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft® Windows or Windows NT graphical user interface.

Because we assume that you already know how to navigate the PeopleSoft system, much of the information in these books is not procedural. That is, these books do not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with the information that you need to use the system most effectively and to implement your

PeopleSoft application according to your organizational or departmental needs. PeopleBooks expand on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals

Each PeopleSoft application PeopleBook provides implementation and processing information for your PeopleSoft database. However, there is additional, essential information describing the setup and design of your database contained in a companion volume of documentation called *PeopleSoft Application Fundamentals*.

PeopleSoft Application Fundamentals contains important topics that apply to many or all PeopleSoft applications across each product line. Whether you are implementing only one PeopleSoft application, some combination of products within a product line, or an entire PeopleSoft system, you should be familiar with the contents of this central PeopleBook. It contains fundamental information such as setting up control tables and administering security.

The PeopleSoft Applications Fundamentals PeopleBook contains common information pertinent to all applications in each product line, such as defining general options. If you're upgrading from a previous PeopleSoft release, you may notice that we've removed some topics or topic headings from the individual application PeopleBooks and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals* and other PeopleBooks.

Related Documentation

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM and additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection website:

<http://www.peoplesoft.com/corp/en/login.asp>.

You can find updates and additional documentation for this release, as well as previous releases, on PeopleSoft Customer Connection (<http://www.peoplesoft.com/corp/en/login.asp>). Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

Important! Before you upgrade, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

Hard-copy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press website from the Documentation section of

PeopleSoft Customer Connection. The PeopleSoft Press website is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of the following methods:

Internet	From the main PeopleSoft Internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order. PeopleSoft Internet site: http://www.peoplesoft.com/ .
Telephone	Contact Consolidated Publishing Incorporated (CPI) at 800 888 3559 .
Email	Send email to CPI at callcenter@conpub.com .

PeopleBooks Standard Field Definitions

Throughout our product documentation, you will encounter fields and buttons that are used on many application pages or panels. This section lists the most common fields and buttons and provides standard definitions.

Field	Definition
As of Date	The last date for which a report or process includes data.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Freeflow text up to 30 characters.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row. See Understanding Effective Dates in Using PeopleSoft Applications.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Language or Language Code	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.

Field	Definition
Process Frequency group box	Designates the appropriate frequency in the Process Frequency group box: Once executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run . Always executes the request every time the batch process runs. Don't Run ignores the request when the batch process runs.
Report ID	The report identifier.
Report Manager	This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Process Monitor	This button takes you to the Process List page, where you can view the status of submitted process requests.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format. See Process Scheduler Basics in the PeopleTools documentatoin.
Request ID	A request identification that represents a set of selection criteria for a report or process.
User ID	The system identifier for the individual who generates a transaction.
SetID	An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.
Short Description	Freeflow text up to 15 characters.

Typographical Conventions and Visual Cues

We use a number of standard conventions and visual cues in our online documentation.

The following list contains our typographical conventions and visual cues:

(monospace font)

Indicates a PeopleCode program or other program example.

Bold

Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold).

	We also use boldface when we refer to navigational paths, menu names, or process actions (such as Save and Run).
<i>Italics</i>	Indicates a PeopleSoft or other book-length publication. We also use italics for <i>emphasis</i> and to indicate specific field values. When we cite a field value under the page on which it appears, we use this style: <i>field value</i> . We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>0</i> , not the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
See Also	PeopleBooks provide cross-references under the heading “See Also.” References below this heading point to other documentation that is pertinent to the immediately preceding documentation. Capitalized titles in italics indicate the title of a PeopleBook; titles in quotes indicate the title of a chapter; titles in normal font refer to sections within the PeopleBook. Here's an example: See Also <i>PeopleSoft 8.4 Enterprise Portal PeopleBook</i> , “Handling Portal Administration Data,” Maintaining Viewer Roles

Note. Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!**, the note is crucial and includes information that concerns what you need to do for the system to function properly.

Warning! Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

Pages Used to <process name>

In the documentation, each page or panel description in the application includes an introductory table with pertinent information about the page. Not all of the information will be available for all pages or panels.

Page Name	Object Name	Navigation	Usage
Name of Page	The system name of the panel or process as specified in the PeopleTools Application Designer. For example, the Object Name of the Detail Calendar panel is DETAIL_CALENDAR1.	The path for accessing the page or process.	Describes how you would use the page or process.

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PeopleSoft, Inc.
4460 Hacienda Drive
Pleasanton, CA 94588

Or send comments by email to the authors of the PeopleSoft documentation at:

DOC@PEOPLESOFT.COM

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our product communications for you.

CHAPTER 1

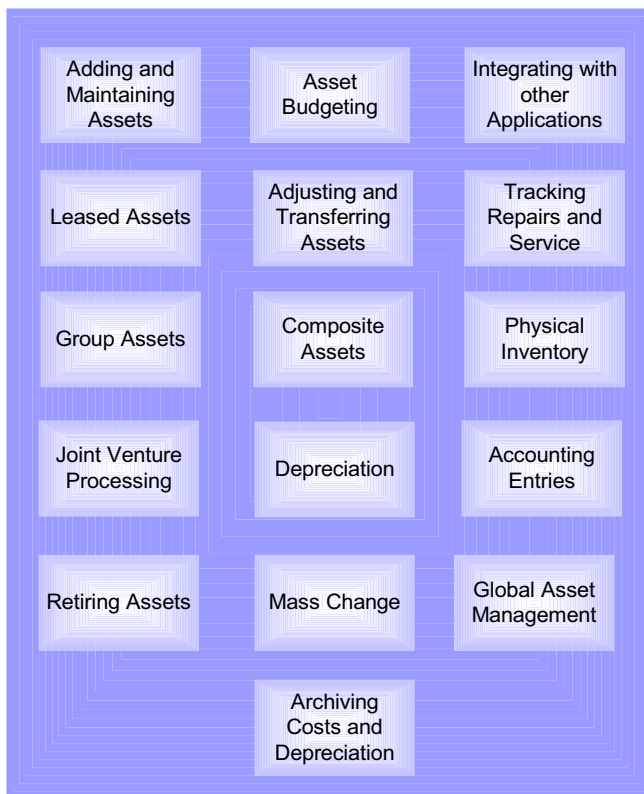
Getting Started with PeopleSoft Asset Management

This chapter provides an overview of PeopleSoft Asset Management and discusses:

- PeopleSoft Management integrations.
- PeopleSoft Management implementation tasks.
- Navigating PeopleSoft Asset Management with the Asset Management Home page.

PeopleSoft Asset Management Business Processes

The following graphic lists the PeopleSoft Asset Management business processes:



PeopleSoft Asset Management business processes

We cover these business processes in the business process chapters in this PeopleBook.

PeopleSoft Asset Management Integrations

PeopleSoft Asset Management integrates with the following PeopleSoft applications:

- PeopleSoft Payables
- PeopleSoft Budgeting
- PeopleSoft Inventory
- PeopleSoft General Ledger
- PeopleSoft Projects
- PeopleSoft Purchasing

It also integrates with third-party tax systems.

We cover integration considerations in the implementation chapters in this PeopleBook.

Supplemental information about third-party application integrations is located on the PeopleSoft Customer Connection website.

Implementing PeopleSoft Asset Management

The PeopleSoft Asset Management table-loading implementation can be divided into three phases: global, core, and additional. You set up tables to enable your system to support PeopleSoft Asset Management features.

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources is in the Preface, with information on where to find the most up-to-date version of each.

This section includes road maps that guide you through these phases:

- Setting up global application tables.
- Setting up core PeopleSoft Asset Management application tables.
- Setting up additional PeopleSoft Asset Management application tables.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Preface,”
Additional Resources

Setting Up PeopleSoft Global Application Tables

Follow these steps to define information in your PeopleSoft global application tables. The information that you define in your global tables lays the foundation for your PeopleSoft Asset Management-specific setup.

Step	Reference
Define high-level installation options.	<i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i> , “Setting Installation Options for PeopleSoft Applications,” Setting Up Cross-Application Installation Options
Define setIDs and business units.	<i>PeopleTools Data Management PeopleBook</i> , “PeopleTools Utilities,” TableSet IDs <i>PeopleSoft Setting Up Global Options and Reports PeopleBook</i> , “Processing Multiple Currencies,” Setting Up Currency Controls
Define global user preferences.	<i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i> , “Defining User Preferences,” Pages Used to Define Cross-Application User Preferences
Define PeopleSoft Asset Management user preferences.	<i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i> , “Defining User Preferences,” Defining PeopleSoft Asset Management User Preferences
Define geographical locations.	<i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i> , “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Locations
Define currencies and market rates.	<i>PeopleSoft Setting Up Global Options and Reports PeopleBook</i> , “Processing Multiple Currencies”
Define ChartFields.	• <i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i>, “Defining and Using ChartFields” • <i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i>, “Defining Financials and Supply Chain Management Common Definitions,” Entering Units of Measure
(Optional) Define ChartField combinations. Perform this step if you want to use ChartField combinations in your business processes.	<i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i> , “Editing ChartField Combinations”
(Optional) Define value-added tax (VAT) processing options.	<i>PeopleSoft Setting Up Global Options and Reports PeopleBook</i> , Understanding Value Added Taxes (VAT)

Step	Reference
Define ledgers.	<i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i> , “Setting Up Ledgers”
Define calendars.	• <i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i>, Defining Accounting Calendars • <i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i>, “Setting Up Ledgers”
Define document and journal processing options.	• <i>PeopleSoft Setting Up Global Options and Reports PeopleBook</i>, “Defining Document Sequencing” • <i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i>, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Automatic Numbering • <i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i>, “Defining Financials and Supply Chain Management Common Definitions,” Defining Common Journal Definitions
Define journal generation options.	• <i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i>, “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates • <i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i>, Using Journal Generator
Define ledgers for a unit.	<i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i> , “Setting Up Ledgers,” Defining Ledgers for a Business Unit
Define accounting entries and journals.	<i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i> , “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates

Setting Up Core PeopleSoft Asset Management Tables

The steps discussed in this section provide the order in which you define information in your core PeopleSoft Asset Management tables. The information that you defined in your global tables has laid the foundation for this PeopleSoft Asset Management-specific setup.

Setting up these core tables prepares your system to support these business processes:

- Adding and maintaining assets.
- Working with leased assets.
- Adjusting and transferring assets.
- Tracking repairs and service.
- Group asset processing.
- Composite asset processing.
- Performing physical inventory.
- Joint venture processing.
- Processing depreciation.
- Creating accounting entries.
- Retiring assets.
- Processing mass changes.
- Archiving costs and depreciation.

Generally, organizations implement these business processes first. We discuss these business processes in the business process chapters of this PeopleBook.

Step	Reference
Define PeopleSoft Asset Management installation options.	<i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i> , “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Asset Management Installation Options
Define Asset Management business units	• <i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i>, “Defining User Preferences,” Defining PeopleSoft Asset Management User Preferences • “Establishing Asset Management Business Units”
Define categories.	“Establishing Asset Processing,” Defining Asset Categories (Required)
Define cost types.	“Establishing Asset Processing,” Setting Up Cost Types
Define transaction codes.	“Establishing Asset Processing,” Setting Up Transaction Codes

Step	Reference
Define accounting entry template ids.	“Establishing Asset Processing,” Setting Up Accounting Entry Templates
Define accounting entry templates.	“Establishing Asset Processing,” Setting Up Accounting Entry Templates
Define asset books.	“Establishing Asset Processing,” Defining Asset Books (Required)
Define depreciation capitalization limits.	“Establishing Asset Processing,” Defining Depreciation Limits
Run convention builder.	“Establishing Asset Processing”
Define depreciation conventions.	“Establishing Asset Processing,” Setting Up Depreciation Conventions
Define depreciation schedules.	“Establishing Asset Processing,” Setting Up Depreciation Schedules
Define depreciation limits.	“Establishing Asset Processing,” Defining Depreciation Limits
Define depreciation terms.	“Establishing Asset Processing,” Defining Depreciation Terms
Define depreciation rates.	“Establishing Asset Processing”
Define multi-shift codes.	“Establishing Asset Processing,” Setting Up Multi-Shift Codes
Define tax classes.	“Establishing Asset Processing,” Defining Tax Classes
Define tax credits.	“Establishing Asset Processing,” Defining Tax Credits
Define qualified investments.	“Establishing Asset Processing,” Defining Qualified Investments
Define business tax by location.	“Establishing Asset Processing”
Define asset classes.	“Establishing Asset Processing”
Define agencies.	“Establishing Asset Processing,” Defining Your Core Asset Tables
Define asset profiles.	“Establishing Asset Processing,” Setting Up Asset Profiles
Define maintenance types.	“Establishing Asset Processing”
Define financing codes.	“Establishing Asset Processing,” Defining Your Core Asset Tables
Define C.A.P. types.	“Establishing Asset Processing,” Defining Your Core Asset Tables

Step	Reference
Define payment schedules.	“Establishing Asset Processing,” Defining Payment Schedules
Define joint venture allocations.	“Establishing Asset Processing,” Defining Joint Venture Allocations
Define retirement basis reduction.	“Establishing Asset Processing,” Setting Up Retirement Basis Reduction Codes
Define indexes.	“Establishing Asset Processing,” Defining Indexes
Define interunit transfers.	“Establishing Asset Processing,” Setting Up InterUnit Transfer Definitions
Define units of production.	“Establishing Asset Processing,” Setting Up Units of Production Definitions
Define maintenance contracts.	“Tracking Repairs and Service,” Entering Maintenance Details
Define transaction groups.	“Establishing Asset Processing,” Setting Up Transaction Codes
Define allocation basis.	“Allocating Depreciation Expenses,” Entering the Allocation Basis
Define asset allocations.	“Allocating Depreciation Expenses,” Defining Allocations for Assets

Navigating PeopleSoft Asset Management from the Asset Management Home Page

You can navigate your way through PeopleSoft Asset Management with the Asset Management Home page.

Page Used to Navigate PeopleSoft Asset Management

Page Name	Object Name	Navigation	Usage
Asset Management Home	AM_APPSTART_PG	Asset Management, Asset Management Home	Click the appropriate links to navigate your way through PeopleSoft Asset Management.

Asset Management Home Page

Access the Asset Management Home page.



Asset Management Home

You are on the Asset Management Home Page. From here you can navigate to Asset Management functions required for day-to-day financial or physical management of your assets.

* This page is intended to be an alternative to Portal navigation.

 Financial Asset Management Add, adjust, transfer, retire and recategorize assets with visibility into asset depreciation, accounting entries, and closed period information.	 Asset Processes Administer offline processes	 Asset Reports Load report tables and run asset reports
 Asset Administration Administer Asset Management by defining control information relevant to asset management.	 Asset Integration Administer integration of asset data from or to Asset Management.	 Physical Inventory Schedule, define, and reconcile asset physical inventory information
 Physical Asset Management Track service and repair information, schedule maintenance events and record license and warranty information	 Capital Acquisition Planning Plan for Capital Asset Acquisition	

Asset Management Home page

Click the appropriate links to navigate your way through PeopleSoft Asset Management.

CHAPTER 2

Establishing Asset Management Business Units

This chapter provides an overview and describes how to Create Asset Management business units.

Understanding Asset Management Business Units

You have complete control over how you define business units in your PeopleSoft Asset Management system, as well as how you use them to facilitate asset management in your organization. For example, you can set up an Asset Management Business Unit for each legal entity in your organization—all to be processed by a central Asset Management Department which will interface with and manage each business unit's assets. Alternatively, you could set up one business unit for each plant or branch office your company has, enabling them to manage their own assets independently while sending journals to the same general ledger business unit.

Understanding TableSet Sharing and PeopleSoft Trees

PeopleSoft trees are setID-driven. In order for your Asset Management trees to work properly, the setID assigned to record group FS_21 for each business unit *must* equal the business unit. If the setID for FS_21 doesn't equal the business unit, you will not be able to access your assets from the correct Asset Management tree.

Important! Each time you create a business unit, no matter whether you copy the TableSet sharing from another business unit or create a generic TableSet sharing setup, the system will automatically set the setID for FS_08 to equal the business unit you are creating. We strongly recommend you do not change this.

Creating Asset Management Business Units

Once you have determined how many business units you need and how you want to organize them, you'll create them for your PeopleSoft Asset Management system.

To define business units:

1. Create a PeopleSoft Asset Management business unit.
2. Define business unit processing options.
3. Define a General Ledger business unit for which you will generate journal entries from the Asset Management business unit. If PeopleSoft General Ledger is already implemented, you may not have to perform this step.

Pages Used to Create Asset Management Business Units

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
AM Business Unit Definition	BUS_UNIT_TBL_AM	Set Up Financials/Supply Chain Management, Business Unit Related, Assets, Asset Management Definition	Create an Asset Management business unit and specify its default processing options.
VAT Options	AM_VAT_BU_DFLT	Click VAT Options from the AM BU Definition page	Specify VAT processing options.
Interface Options	BUS_UNIT_AM_INTFC	Click Interface Options from the AM Business Unit Definition page	Select one of three voucher close transaction types when vouchers are processed containing a fixed asset.
Business Unit/Book Definition	BU_BOOK_DEFN_01	Set Up Financials/Supply Chain Management, Business Unit Related, Assets, Asset Management Definition, Business Unit/Book Definition	Specify required books, book options, and accounting entry options for each book the business unit will use. <i>Note.</i> You must have completed the AM Business Unit Definition page and defined your asset books on the Asset Book page.
BU Book ChartFields Summarize	BU_BOOK_SUM_PNL	Select the Group Asset Processing check box from the Business Unit/Book Definition page	Select the ChartFields that will be used for group member asset summarization. <i>(optional)</i>

Page Name	Object Name	Navigation	Usage
Round Options	ROUND_OPTIONS_SEC	Click Round Type from the Business Unit/Book Definition page.	Enter options for rounding depreciation amounts for the book. <i>(Japan only)</i>
Depreciation Close List	MR_AM_DEPR_CLOS	Click Depreciation Close List from the Business Unit/Book Definition page	Review the years and periods for which depreciation has been closed.

Defining Asset Management Business Units

Access the AM Business Unit Definition page.

AM Business Unit Definition **Business Unit/Book Definition**

Unit: US001 Description: US001 NEW YORK OPERATIONS Short Description: US001

Business Unit Definition

Location: US001 USA - New York [Update Open Periods](#)

Last Asset ID Used: 88 [Reset](#) [VAT Options](#)

Default Book: CORP Corporate [Interface Options](#)

Fed Book: FEDERAL Federal

AMT Book: AMT Alternative Minimum Tax Book

ACE Book: ACE Adjusted Current Earnings Book

CAP Book: CORP Corporate

Lease Book: CORP Corporate

AM Business Unit Definition page (page 1 of 2)

BU Setup Options

☒ Keep all books in synch ☐ Default tag # from asset ID ☐ Allow duplicate tag numbers

☐ Joint Venture Unit ☐ Use JV Participant Bk Profile ☐ Use Parent-Child Defaulting

☒ Auto-Retire Fully Depr Assets

InterUnit Transfer Defaults Options

☒ Asset Acquisition Info ☒ Asset Attributes Info ☒ Asset License/Register Info

☒ Asset Lease Info ☒ Asset Non Capitalized Cost ☒ Asset Maintenance Info

☒ Asset Comments ☒ Asset Warranty Info

Open Transaction Processing Options

☒ Auto Increment Open Trans ID Open Transaction ID: 203

AM Business Unit Definition page (page 2 of 2)

Keep in mind you can override defaults at a lower level when you enter information. Also, as you're setting up PeopleSoft Asset Management, remember that it comes with a series of standard tables. Examine these tables, and determine if the business unit you're setting up can share their financial structure. If it can, this will minimize the work of setting up all the different tables you would otherwise need.

Note. When you create the business unit, PeopleSoft Asset Management will automatically define TableSet defaulting for this business unit so that it copies the TableSet you entered on this page. Once you've created the business unit, you can verify TableSet sharing by using the PeopleTools Utilities TableSet Control Group pages.

PeopleSoft Asset Management will automatically number assets incrementally, starting from zero by default. If you want the system to increment automatically, starting from some other starting point, enter your starting point into the **Last Asset ID Used** field and click **Reset**. If there are no assets for this Business Unit, this will reset the last Asset ID to zero.

Use JV Participant Bk Profile

Select if you want the book information for joint venture participant business units to be governed by the book for the *participant* level business unit rather than by the book for the overall joint venture business unit. This feature enables you maintain joint venture participant business units with separate profiles that enable different depreciation methods, conventions, calculation types, and so on, if required.

Use Parent-Child Defaulting

Select to enable automatic Parent-Child inheritance processing for this business unit. For example, when you create a child asset, and you want it to inherit the tag or department number from the Parent asset (as specified on the Profile Child Asset Inheritance page), check this box. Otherwise, leave this box unchecked for quicker performance of Express Add, Basic Add and Transaction Loader. General Parent-Child asset processing is still enabled.

Joint Venture Unit

Select Joint Venture Unit if you want this to be a joint venture business unit.

Note. You cannot perform interunit transfers on joint venture business units.

InterUnit Transfer Defaults Options

Auto-Retire Full Depr Assets (automatically retire fully depreciated assets)

Select to enable fully depreciated assets to be auto-retired for this business unit.

Open Transaction Processing Options

Open transactions are asset events that require processing, such as depreciation and accounting entries. PeopleSoft Asset Management assigns each open transaction a unique open transaction ID whenever a processing option is requested. For example, changing asset cost, adding or retiring assets, or changing asset depreciation attributes all create open transactions. Depreciation must be calculated, or recalculated, and allocated for each transaction before it is considered closed. An Open Transaction has a pending status until it is processed.

The **Open Trans ID** helps you keep track of open transaction processing status. You can enter a beginning **Open Trans ID**, or you can have PeopleSoft Asset Management assign it.

You can also specify that Asset Management automatically increment the ID each time a transaction is added to the open transaction table by selecting **Auto Increment Open Trans ID**. The next processing request you enter will be automatically assigned a number that is one greater than this value. Subsequent open transaction ID numbers will be incremented by one.

You may want to process a large number of transactions as a group. For example, you may enter 300 new computers into PeopleSoft Asset Management and want to process depreciation and distribution for these assets as a single request rather than in 300 separate requests. If so, you'll want an **Open Trans ID** that identifies a single processing request for all 300 computers you enter. You'll also want to be sure that you disable **Auto Increment Open Trans ID**.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, Defining Open Periods

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, Defining and Updating Open Periods

PeopleSoft Global Options and Reports PeopleBook, Understanding Value Added Taxes (VAT)

“Retiring Assets ”

“Retiring Assets,” VAT Options Page

“Working with Joint Venture Processing”

“Adding and Maintaining Assets,” Using Asset Basic Information

Interface Options page

Access the Interface Options page

When a new asset is created from a Payables voucher, it is sent to Asset Management and a new asset is created. If the Payables voucher is then closed or unposted and *resent* to Asset Management it will result in one of the selected options.

Note. If no option is specified, **Retirement** is the default.

Retirement

Results in the creation of a retirement transaction to retire the asset originally created by the voucher.

This is the default if no option is specified

If any depreciation has been taken during the interim period, it will be reversed and removed from the corporate books. Gain/loss will be calculated.

Negative Addition

Results in a negative addition to the asset originally created by the voucher.

No transaction

No transaction will be generated for this event and the process to remove it from Asset Management must be entered manually. You can remove the Created transaction from Open Transactions if depreciation has not been run.

If depreciation *has* been run, and the asset has been set up in the system and posted to GL, you must enter a retirement or negative addition transaction to remove it from the books.

Acquisition detail will still be inserted for the closed voucher for audit purposes, however no Cost rows or financial transaction will be generated.

Note. If either **Negative Addition** or **Retirement** are selected and both the first posting and the unposting of the voucher are both processed in the same run of AMPS1000.SQR, no assets are created since the two transactions cancel each other out. Load Status for both transactions are set to Consolidated.

Business Unit/Book Definition Page

Access the Business Unit/Book Definition page.

The screenshot displays the 'Business Unit/Book Definition' page. At the top, there are tabs for 'AM Business Unit Definition' and 'Business Unit/Book Definition'. The 'Unit' is set to 'US001' with the description 'US001 NEW YORK OPERATIONS'. The 'Book' section shows 'Book Name' as 'ACE' (Adjusted Current Earnings Book) and 'Book Type' as 'Corp w/Tax'. There are buttons for 'Find', 'View All', 'First', '1 of 4', and 'Last'. Below this, there are checkboxes for 'Book is Required' and 'Book Options'. The 'Book Options' section includes fields for 'Currency' (USD, US Dollar), 'Rate Type' (CRRNT), 'Calendar' (01, Monthly), 'Capitalize Limit' (Amount), and 'Lease Cap'. There are also checkboxes for 'Group Asset Processing', 'Store Depr By Period', 'Child Inherits Parent's Life', and 'Auto-Retire Fully Depr Assets'. The 'Accounting Entry Options' section includes a checkbox for 'Create Accounting Entries', 'General Ledger Unit' (US001), 'Ledger Group', 'Budget Ledger Group', 'Account Entry Template ID' (DEFAULT), and 'Retirements by Disposal Code'. A 'Comment' field is at the bottom.

Business Unit/Book Definition page

Book Names	You'll need at least one financial book for each business unit. You may have other federal, state, and foreign tax or financial books as well.
Book Type	Specify for each asset book. This acts as a filter for your tax and financial options when you set up depreciation and tax information for asset transactions. For example, if you define a book called CORP as a <i>Corporate</i> book, when you add an asset to this book, you will not be able to select any tax attributes for processing. Select <i>Corporate w/Tax Info</i> if you do not want to maintain a separate tax book for this business unit. This option enables you to specify tax processing rules and track tax information for your assets. The <i>Main Tax Book</i> is where you'll enter tax information for reporting to your government.
Capitalization Limits	You can define these limits either by selecting <i>Amount</i> and entering a minimum, or by selecting <i>Table Lim</i> and selecting a Cost Limit Code . If you selected Amount , you will not be able to add an asset with a cost that is less than the specified limit. If you selected Table Lim , you may encounter an error or a warning, based on the actions you set up in the Capitalization Limit table, when you try to add assets below the amounts in the table.
Inflation Switch	Select if you want to enable the inflation processing feature. This optional feature is used for Argentina, Brazil, and Mexico to adjust assets for inflation pegged to a particular inflation index appropriate for that country. It provides for monthly inflation adjustment transactions (Transaction Type INF) that will adjust the asset balances (cost, period depreciation, year-to-date depreciation, and accumulated depreciation) for inflation. The default is to clear this feature.
Auto-Retire Fully Depr Assets	Select to allow auto-retire fully depreciated assets. This field is only displayed if you selected Auto-Retire Full Depr Assets on the AM Business Unit Definition page.

Note. Even if you are using only one currency in PeopleSoft Asset Management, you still need to set up a 1-to-1 exchange rate and rate type to exchange that currency with itself. For example, to use US Dollars you must set up an exchange rate for USD to USD with an exchange rate of 1. You'll do this on the Define General Options, Currency Exchange Rate page.

Note. If you store depreciation entries by period, you will increase the table size and decrease depreciation processing performance. For optimal depreciation processing performance and greater table efficiency, we strongly recommend storing depreciation entries by fiscal year rather than by period.

More than one ledger may be defined as part of the ledger group. If you will be generating budget accounting entries, also specify the **Budget Ledger Group** and/or **Budget Ledger** you want to post them to. If you leave Ledger/Budget Ledger fields blank, the accounting entries will be for the primary ledger. Enter the **Account Entry Template ID**; the default is *DEFAULT*. The accounting entry template ID gives you the flexibility to associate different books with different charts of accounts.

The Ledger Group and Budget Ledger Group fields, in conjunction with the Keep Ledgers in Synch option, enable you to define how a transaction will be posted. If the Keep Ledgers in Synch option is selected, then one transaction will post to all ledgers in the group. If the Keep Ledgers in Synch option clear, then a transaction can post to all or one of the ledgers in the group. One book will post to one ledger but you can set up other books to point to the other ledgers in the group.

See Also

“Establishing Asset Processing,” Setting Up Capitalization Limits

PeopleSoft General Ledger PeopleBook, Processing Value Added Tax (VAT) Transactions in PeopleSoft General Ledger

PeopleSoft Application Fundamentals for FIN, ESA and SCM PeopleBook, Understanding the Journal Generator COBOL Process

“Working with Group Asset Processing,” Consolidating Group Member Assets

Round Options Page

Access the Round Options page.

Round Precision

The number of places to the right or left of the decimal point to which the amount or number will be rounded. If you select *Currency* as the **Round Type**, the system will automatically determine Round Precision from the Currency Code.

Rounding Factor

The number to which the amount will be rounded. For example, if you select *Nat Rnd* as the **Rounding Rule**, and enter a **Rounding Factor** of 25, amounts will be rounded to the nearest multiple of 25, so that an amount of 130 will be rounded to 125, and an amount of 140 will be rounded to 150. If you select *Currency* as the **Round Type**, the system will automatically determine the Rounding Factor from the Currency Code.

The **Truncation Precision Flag** check box works with the **Round Precision** value. When you select it, amounts that contain many decimal places will be truncated to one decimal place to the right of the rounding precision position before rounding is performed. If you clear it, the entire amount will be rounded. This example illustrates truncation precision:

- Amount to be rounded: 10.03439
- Round Precision: 3

With the **Truncation Precision Flag** check box selected, the system truncates the fifth decimal place and rounds 10.0343. With the flag clear, the system rounds the entire amount. Actual rounding results would depend on the selected **Rounding Rule** and **Round Type**.

CHAPTER 3

Establishing Asset Processing

This chapter provides an overview of establishing asset processing, and describes how to:

- Use delivered PeopleSoft tables.
- Define your core asset tables.
- Set up asset profiles.
- Update or copy profiles en masse.
- Set up user-defined depreciation methods.
- Update your index and units of production tables.

Understanding Asset Processing

So far, you've laid the foundation for your asset management system. You've set up the accounting structure and business units that reflect your organizational and reporting structure. Now it's time to set up the tables used to manage assets.

Using Delivered Tables

PeopleSoft Asset Management is delivered complete with a full complement of commonly used and statutory asset management conventions. Examine these tables before creating your own. It is likely that many of these conventions will suit the needs of your organization. If so, you can use tableset sharing to share these tables and minimize your table setup tasks.

The following tables are delivered with PeopleSoft Asset Management:

- Calendars
- Currencies
- Depreciation Conventions
- Depreciation Limits
- Depreciation Schedules
- Qualified Investment Codes

- Tax Class
- Tax Credits
- Units of Measure
- Payment Schedule

Note. You can change any delivered table but be aware that some of these tables contain statutory information mandated by U.S. tax law. The delivered tables are periodically upgraded when you receive new versions of PeopleSoft Asset Management. If you modify the original tables, the upgraded data we send you could cause problems when it attempts to overwrite files that no longer exist, or overwrites files you have modified. Therefore, if you want to make changes to a table, it is best to make a copy of it, and modify the copy.

Defining Your Core Asset Tables

In this section we'll discuss the procedures and options for establishing the core tables for PeopleSoft Asset Management. As previously noted, many of these tables are optional or conditional. A few are required to get to the stage at which you can enter assets into the system.

Here's what you do to define your core asset tables:

- Set up your accounting entry template IDs
- Set up accounting entry templates
- Run the accounting entry template report
- Define license/registration agencies
- Define your asset books (required)
- Set up asset classes
- Set up business tax by locations
- Define C.A.P. types
- Set up capitalization limits
- Define asset categories (required)
- Set up cost types
- Set up depreciation conventions
- Modify conventions
- Copying multiple conventions

- Set up depreciation schedules
- Define depreciation terms
- Define depreciation limits
- Set up multi-shift codes
- Define multi-shift codes
- Set up financing codes
- Define indexes
- Set up interunit transfer definitions
- Define joint venture allocations
- Define maintenance types
- Define payment schedules
- Define qualified investments
- Set up retirement basis reduction codes
- Define tax classes
- Define tax credit status
- Define tax credits
- Store GST (goods and services tax) thresholds for a number of adjustment periods
- Set up transaction codes
- Set up transaction groups
- Set up units of production definitions

Pages Used to Define Your Core Asset Tables

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Accounting Entry Template ID	AMAE_TMPL_ID_PNL	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Accounting Entry Template IDs	Create an additional level for specifying accounting criteria. This gives you the flexibility to associate different books with different charts of accounts.

Page Name	Object Name	Navigation	Usage
Accounting Entry Template	DIST_TEMPLATE_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Accounting Entry Templates	Add or modify Accounting Entry templates. Note. When accessing the Accounting Entry Template page a Transaction Code can be used as a key to determine what accounting entries to create.
Accounting Entry Templates Report	RUN_AMAE1000	Set Up Financials/Supply Chain, Product Related, Asset Management, Reports, Accounting Entry Templates	Run a report showing a list of distribution templates by category.
Agency Information	AGENCY_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Profiles, Agencies	Keep track of an asset's registration and licenses by using the information set up in Agency tables. Only agency IDs set up here can be entered in the Asset License/Registration page. Use this page to create agency codes.
Asset Book	BOOK_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Asset Books	Define asset books.

Page Name	Object Name	Navigation	Usage
Asset Class	ASSET_CLASS_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Asset Classes	Maintain asset classes. Note. Asset Class is used to classify assets for reporting purposes. It can be used in combination with the Category Code to refine asset classification. For example, an executive desk is categorized as Furniture and Fixtures for the balance sheet. Within the broad category of furniture and fixtures, you can use an Asset Class code to identify it as a desk. Asset classes are set up at the TableSet level.
Business Tax by Location	ASSET_LOC_RATE	Set Up Financials/Supply Chain, Product Related, Asset Management, Taxes, Business Tax by Location	Enter and store tax rates by location. Information stored here will be used to calculate and report a business tax assessed on the gross value of fixed assets in some countries.
C.A.P. Types	CAP_TYPE	Set Up Financials/Supply Chain, Product Related, Asset Management, Profiles, Capital Acquisition Plan Types	If you are using PeopleSoft Asset Budgeting you will want to set up codes to be used with the Capital Acquisition Planning function. You can also use C.A.P. Type codes to track assets acquired as part of a capital acquisition plan. Use this page to set up C.A.P. Types.

Page Name	Object Name	Navigation	Usage
Capitalization Limit	DEPR_CAP_LIMIT	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Capitalization Limit	Set up capitalization limit codes by country if necessary.
Asset Category	CATEGORY_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Categories	Establish asset categories, which classify assets by type for accounting entry purposes. Typically, these categories reflect how assets are reported on your balance sheets. Examples of commonly used asset categories are Furniture and Fixtures, Machinery and Equipment Office Equipment, Leasehold Improvements, and so forth.
Asset Categories Report	RUN_AMAS1100	Set Up Financials/Supply Chain, Product Related, Asset Management, Reports, Asset Categories	Run a report on Asset Categories.
Cost Types	COST_TYPE_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Cost Types	Define cost types.
Depreciation Convention Builder	CONV_BLDR_PNL	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Convention Builder	Generate depreciation conventions based on monthly accounting calendars.

Page Name	Object Name	Navigation	Usage
Depreciation Convention	CONVENTION_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Convention Definition	Modify a convention you have built or add a new convention and enter all the dates associated with it. Note. It is recommended you use the Convention Builder page to add a new convention.
Depreciation Convention Single Copy	CONV_COPY_PNL	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Convention Single Copy	Copy one convention from a set ID/calendar to another set ID/calendar.
Depreciation Convention Multiple Copy	CONV_COPY_ALL_PAGE	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Convention Multiple Copy	Copy all conventions associated with a set ID/calendar to another set ID/calendar.
Depreciation Schedules	DEPR_SCHEDULE_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Schedules	Add or modify any of the depreciation tables.

Page Name	Object Name	Navigation	Usage
Depreciation Terms	DEPR_TERMS_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Terms Definition	Enter terms that will be applied to depreciation in a global environment. Terms stored here can be selected when you are specifying depreciation methods and have enabled global options. These terms will be used to alter depreciation calculations so that they comply with specific country requirements.
Depreciation Limits	DEPR_LIMIT_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Limits	Specify the maximum amount of depreciation you can expense on your assets for each year of life. As a rule, depreciation limits are specified by tax authorities.
Mult-Shift Codes	MULTI_SHIFT_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Multi-Shift Codes	Enter rates by which depreciation should be increased based on the number of production shifts an asset is used.
Financing Codes	FINANCING_CD	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Financing Codes	Define your financing codes which will help you analyze your debit/credit relationships for capital-intensive and government projects. For example, you could set up codes to identify bonds, such as IRBs, IDBs, and TEBs.

Page Name	Object Name	Navigation	Usage
Indexes	AM_INDEX_TBL	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Indexes	Set up an index, which is used to revalue assets according to set percentages. Gain and loss on retirement is then calculated using the resulting net book value. Revaluation indexes are usually maintained by regulatory agencies, but you can set up your own as well.
InterUnit Transfer Definition	IU_TRF_DEFN_TBL	Set Up Financials/Supply Chain, Product Related, Asset Management, Profiles, InterUnit Transfer Definition	Set up an InterUnit Transfer Definition.
Joint Venture Allocation	JV_BUS_ALLOC	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Joint Venture Allocation	Define the percentage of asset ownership allocated to each joint venture participant. Use this page to set up the Joint Venture Allocation table.
Maintenance Types	MAINT_TYPE_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Maintenance Types	Maintenance Type identifies the required maintenance and procedures that should be followed for a given asset. For example, for a car you might establish a Tune Up maintenance code that specifies routine maintenance for an automobile. Use this page to define your set of Maintenance Types.

Page Name	Object Name	Navigation	Usage
Payment Schedule	LEASE_SCH_ID	Set Up Financials/Supply Chain, Product Related, Asset Management, Payment Schedules	If you will be adding leased assets to your system, you must have at least one payment schedule defined. PeopleSoft Asset Management is delivered with one payment schedule already set up in the MODEL TableSet. This schedules a payment on the first of each month from January 1960 through December 2025. Use this page to add or modify payment schedules.
Qualified Investment	QUAL_INV	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Qualified Investment	When one or more tax credits are taken for an asset, you may need to adjust the basis of that asset before additional credits can be computed. In PeopleSoft Asset Management Qualified Investment Codes are used to determine the portion of the asset's basis qualified for the tax credit. In addition to tax credits, standard Qualified Investment Codes corresponding to a specific tax system and life are included with the delivered TableSet. The eligibility of these codes is based on the code's effective date and the placed-in-service date of the asset. Use this page to add or modify the tables.

Page Name	Object Name	Navigation	Usage
Retirement Basis Reduction	TRAN_EXCLUDE_TBL	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Retirement Basis Reduction	These codes are used when you opt to retire an asset using its original cost basis adjusted by all non-excluded transactions. In this way, for example, you could exclude any indexed revaluation adjustments. Use this page to set up Retirement Basis Reduction Codes.
Tax Class	TAX_CLASS_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Taxes, Classes	Tax Class determines the period over which you will expense tax depreciation. The Tax Class table for the MODEL TableSet is shipped with guideline class lives for property. Tax Class is informational only and is not used in any calculations. You can set up your own Tax Classes or use those already set up in the MODEL Tax Class table. Use this page to set up or review tax classes.
Tax Credit Status	TAX_CR_STATUS	Set Up Financials/Supply Chain, Product Related, Asset Management, Taxes, Credit Status	Set status for tax credits by country.
Tax Credits	TAX_CREDIT	Set Up Financials/Supply Chain, Product Related, Asset Management, Taxes, Credits	Set up your own tax credit tables or modify existing tables.

Page Name	Object Name	Navigation	Usage
Thresholds – GST	ASSET_THRESHOLD	Set Up Financials/Supply Chain, Product Related, Asset Management, Taxes, Thresholds – VAT	Store thresholds for a number of adjustment periods.
Transaction Codes	TRANSACTION_ CODE	Set Up Financials/Supply Chain, Product Related, Asset Management, Transaction Codes	Review or modify the transaction codes.
Transaction Groups	TRANS_GROUP_ PNL	Set Up Financials/Supply Chain, Product Related, Asset Management, Transaction Groups	Group actions together for purposes of allocating depreciation. For example, depreciation (DPR) and prior period depreciation (PDP) may be treated the same for allocations so they can be combined into one Transaction Group.
Units of Production	UOP_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Units of Production	Set up units of production definitions.
Transaction Information	UOP_DEFN_WRK	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Units of Production, Transaction Information	Each time new detail is added to this table you can generate open transactions for each asset associated with it.

Setting Up Accounting Entry Templates

The Accounting Entry Template is the central table used for creating accounting entries—the basis for GL journals.

Overview of Accounting Entry Templates

When you add an accounting entry template, PeopleSoft Asset Management populates it with standard accounting entry types, based on the asset category, cost type, and action you specified. It will also identify each type as either a Debit or Credit.

You need to set up an accounting entry template for each possible combination of:

- Asset Category
- Cost Type
- Action
- Transaction Code and Accounting Entry Template ID

Note. If you enter an asset into your system using a combination of these values for which no accounting entry template exists, your accounting entry process will fail when you next attempt to run it.

Creating an Accounting Entry Template

Accounting Entry Template			
Accounting Entry Template			
SetID:	SHARE		
Asset Category:	AUTO	Automobile	
Cost Type:			
Transaction Type:	ADD	Asset Addition	
Transaction Code:			
Account Entry Template ID:	DEFAULT	Default value for processing	
*Journal Template:	ADD	Asset Additions	
Budget Journal Template ID:	ADD	Asset Additions	

Accounting Entry Template page (1 of 2)

Accounting Entries			
	*Account	Alt Acct	DR/CR
-			
Accumulated Depr	165000 		Credit
Contra Asset	674000 		Credit
Depr Expense	681500 		Debit
Fixed Asset	155000 		Debit
Trade In	155000 		Credit
Unrecog Gain/Loss	110000 		Debit

Accounting Entry Template page (2 of 2)

The Accounting Entry Template defines accounting entry types based on:

- asset category
- cost type
- transaction type
- transaction code

For each accounting entry type, you specify:

Accounts	Used during accounting entry
Journal Template	For recording actual transactions
Budget Journal Template	Used for recording budget transactions

Accounting Entry Types are set by the system. Each asset event has an associated set of Accounting Entry Types.

For each possible Category/Cost Type/Trans Code combination, you must set up an accounting entry template for each of the following transaction types:

ADD	Additions
ADJ	Adjustments
TRF	Transfers
RCT	Recategorizations
DPR	Depreciation Expense
PDP	Prior Period Depreciation
RET	Retirements (also used for processing reinstatements)
LPY	Lease Payments

See Also

“Creating Accounting Entries”

Defining Asset Books (Required)

Asset books are used to store financial information on assets—information like cost, depreciation rules, and retirement information.

You can define an unlimited number of asset books per business unit. The number of books you use depends on your reporting needs—using multiple books enables you to keep separate cost and depreciation rules for each asset. Typically, organizations use two books: corporate and tax. Your organization may need additional books if it does business in more than one state or country.

Access the Asset Book page and fill in the applicable fields.

The depreciation criteria for each book are specified when you are adding assets or creating asset profiles.

See Also

“Establishing Asset Management Business Units”

Setting Up Capitalization Limits

PeopleSoft Asset Management validates capitalization limits when you add assets. You indicate, at the Business Unit /Book level, whether it should validate against a specific limit or against a table where you have stored step limit amounts and specified various messages for assets whose costs fall below these steps. You can also specify which step identifies the asset as a low value asset for reporting purposes. This accommodates the processing requirements of various countries. In some countries, a low value asset must be fully depreciated in the year of acquisition; in others, a low value asset may be added but must be taken as an expense.

For example, you might set up a Cost Limit Code for Germany. Using the table, you could set up your system up so that assets with a cost less than 800 DM could be added, but the system would generate a warning that the cost was below the capitalization limit; while assets with a cost less than 100 DM could not be added and would generate an error message.

Access the Capitalization Limit CD page. Fill in the applicable fields and select the **Low Value Switch** check box to identify which limit amount will trigger low value asset reporting. This is only used in certain countries.

See Also

“Using Global Asset Management,” Using Capitalization Limits for Low Value Assets

Defining Asset Categories (Required)

Access the Asset Categories page and fill in the applicable fields.

The combination of asset category and transaction code determines into which accounts an asset transaction is entered. If you wish to group assets by class for reporting or informational purposes only, use the asset class field.

Setting Up Cost Types

Cost types represent different components of the cost of an asset, such as materials, labor, and overhead. For example, you can differentiate between the cost of building an asset and its market value by allocating the cost of production to one cost type and the margin of profit to another cost type. Cost type, in combination with asset category and transaction code, determines into which accounts the costs are entered in the General Ledger.

If you just want to record the cost details of an asset without affecting your general ledger, you can use the Acquisition Details page to categorize these costs as non-capitalizable.

Access the Cost Types page and fill in the applicable fields.

Setting Up Depreciation Conventions

Depreciation conventions, in combination with an asset's placed in service date, determine when depreciation will start. For example, where a following month convention is used and an asset is placed in service on February 1, depreciation would begin on March 1. We deliver PeopleSoft Asset Management with a wide selection of depreciation tables, including depreciation conventions. We recommend you review these tables to determine if you can use them as is or if modifications are required before you set up your own Depreciation Conventions table.

PeopleSoft Asset Management provides a series of pages that enable you to:

- Define a depreciation convention and automatically generate Start, End and Begin Depreciation Dates based on a selected calendar.
- Modify the dates associated with a convention without regenerating it.
- Copy one convention associated with a SetID/Calendar to another SetID/Calendar.
- Copy all conventions associated with a SetID/Calendar to another SetID/Calendar.

Generating Conventions

Access the Depreciation Convention page.

Convention

Period Option Select *Mid Period* or *Days*. *Days* will begin depreciation based on the value specified in the **Which Day** field. Use **Mid Period** for Mid Month and Mid Quarter conventions.

Generate Options

The following table summarizes how the system determines the **Begin Depreciation Date** for each **Convention Type** and indicates which fields can be overridden.

Convention Type	Begin Depreciation Date
Mid Month	Which Day defaults to 15; Begin Depreciation Date is day 15 of the calendar period. You can override Which Day .
End of Month	Uses the end date of the month as the Begin Depreciation Date . You cannot override this.
End of Quarter	Uses the end date of the quarter as the Begin Depreciation Date . You cannot override this.

Convention Type	Begin Depreciation Date
End of Year	Uses the end date of the year as the Begin Depreciation Date . You cannot override this.
Following Month	Adds one day to the end day of the month and identifies this as the Begin Depreciation Date . You cannot override this.
Full Year	Uses the current day of the current month as the Begin Depreciation Date . You cannot override this.
Half Year	Which Day defaults to 1; Which Month defaults to 7, so day 1 of period 7 in the calendar is the Begin Depreciation Date . You can override Which Day and Which Month .
Mid Quarter	Which Day defaults to 15; Which Month defaults to 2, so day 15 of the second month in the quarter is the Begin Depreciation Date . You can override Which Day only.
User Defined	No defaults are provided. Specify Which Day , Which Month and Summary Periods .

Modifying Conventions

Access the Depreciation Convention Definition page.

Select **System Maintained** to use standard depreciation conventions that are delivered with the system and maintained by PeopleSoft.

Note. You cannot enter **From Date**, **To Date**, or **Begin Depr Date** for system maintained depreciation conventions.

Copy One Convention

Access the Depreciation Convention Single Copy page and fill in the applicable fields.

Copying Multiple Conventions

Access the Depreciation Convention Multiple Copy page and fill in the applicable fields.

Setting Up Depreciation Schedules

There are several different methods for calculating depreciation. Each depreciation method is an equation by which depreciation is calculated. In most methods, the same equation is used to calculate depreciation for each period. A Depreciation Schedule is a special type of depreciation method. Depreciation Schedules are tables specifying the percentage of depreciation expensed for each period. Currently, we deliver schedules for the following standard IRS:

- Declining balance with straight-line switch
 - 200%

- 175%
- 150%
- 125%
- Sum-of-the-years' digits
- ACRS (GDS and ADS)
- MACRS (GDS and ADS)

Standard depreciation schedules cannot be used for short tax year processing. For short tax year processing you'll need to set up special schedules that have the short tax year worked into them.

PeopleSoft Asset Management depreciation schedules are based on the percentage depreciation tables found in IRS Publication 534. You can modify existing depreciation schedules or add new schedules using the Depreciation Schedule page. In the page that follows, the method is DB150 with a switch to straight line. The In-Service Period for each year of the asset's life is the key to determining the percentage of depreciation allowed for any one year. For example, suppose your organization runs on a monthly calendar and places an asset in service on January 1997. You would look at Year of Life 1, In-Service Period 1 to find the percentage allowed in the first year; Year of Life 2, In-Service Period 1 to find the percentage allowed for the second year, and so on.

Access the Depreciation Schedules page.

Select the **Specific Convention** check box if you want to apply a particular **Convention** and select the **Convention** you want to use.

The Schedule periods you set up should reflect the periods set up in your calendar.

Defining Depreciation Terms

Access the Depreciation Terms page and fill in the applicable fields.

When you use additional terms, they will affect depreciation calculations as follows:

<i>Term</i>	<i>Depreciation</i>
Special	Depreciation * Rate
Accelerated	Depreciation * Rate
Initial	Cost * Rate
Increase	Depreciation * Rate

See Also

“Using Global Asset Management”

Defining Depreciation Limits

Access the Depreciation Limits page and fill in the applicable fields.

Using Delivered Depreciation Limits

If you choose, you can use the delivered Depreciation Limit table to reduce your table setup tasks. PeopleSoft Asset Management is delivered with limits based on U.S. tax law. These include depreciation limits for luxury goods such as automobiles.

Setting Up Multi-Shift Codes

German businesses can accelerate their depreciation by specifying usage across multiple production shifts. This increases the depreciable amount and reduces the useful life. This functionality was developed to satisfy German asset accounting rules. You can do so by establishing codes, for each additional shift, which indicate the rate by which annual depreciation should increase. Once you have defined these codes, you can select them for assets as they are added to the system. When you run depreciation, AMDPCALC will apply the rates during depreciation calculations. As annual depreciation increases, the useful life of an asset decreases.

The following tables show the effect of multi-shift codes on depreciation amounts and useful life. In the tables, the example assumes that the asset has a Cost of \$1,000, a Useful Life of 10 years, and an In-Service date of 01/01/01. The End Depreciation date is 12/31/2010. It is being depreciated using the Straight Line method.

Example Without Multi-Shift Rates

<i>Year</i>	<i>NBV</i>	<i>#Shifts</i>	<i>Factor</i>	<i>Depreciation Amount</i>
Year 1	1000	1	0%	100
Year 2	900	1	0%	100
Year 3	800	1	0%	100
Year 4	700	1	0%	100
Year 5	600	1	0%	100
Year 6	500	1	0%	100
Year 7	400	1	0%	100
Year 8	300	1	0%	100
Year 9	200	1	0%	100
Year 10	100	1	0%	100

Example With Multi-Shift Rates

In the following multi-shift operation, the Two Shifts Factor has been established as 50% and the Three Shifts Factor has been established as 100%. Annual Depreciation therefore increases and the asset's Useful Life decreases from ten years to seven years.

Year	NBV	#Shifts	Factor	Depreciation Amount
Year 1	1000	1	0%	100
Year 2	900	1	0%	100
Year 3	800	2	50%	150
Year 4	650	2	50%	150
Year 5	500	3	100%	200
Year 6	300	3	100%	200
Year 7	100	2	50%	100
Year 8	-	-	-	-
Year 9	-	-	-	-
Year 10	-	-	-	-

Example with Multi-Shift Rates by Accounting Period

The next Multi-shift operation demonstrates Multi-Shift Rates by Accounting Period.

Year	Period	NBV	#Shifts	Factor	Depr Before Multi-Shift	Depr After Multi-Shift	Depreciation Periods
Year 1	01-12	1000	1	0%	100	100	12
Year 2	01-12	900	1	0%	100	100	12
Year 3	01-09	800	2	50%	75	112.50	13.5
Year 3	10	687.5	3	100%	8.33	16.66	2
Year 3	11	670.84	3	100%	8.33	16.67	2
Year 3	12	654.18	3	100%	8.33	16.67	2
Year 4	01-12	637.5	2	50%	100	150	18
Year 5	01-06	487.5	2	50%	50	75	9

<i>Year</i>	<i>Period</i>	<i>NBV</i>	<i>#Shifts</i>	<i>Factor</i>	<i>Depr Before Multi-Shift</i>	<i>Depr After Multi-Shift</i>	<i>Depreciation Periods</i>
Year 5	07-12	412.5	1	0%	50	50	6
Year 6	01-12	362.5	3	100%	100	200	24
Year 7	01-12	162.5	2	50%	100	150	18
Year 8	01-12	12.5	1	0%	12.5	12.5	1.5
Year 9	01-12	-	-	-			-
Year 10	01-12	-	-	-			-

Note. Zero or no accounting period denotes the whole fiscal year will be using the same number of shifts. Accounting Period 1 to 13 indicates multi-shift operation applies only to that specific period. If you don't set up the fiscal year and/or accounting period it will default to one shift operation.

Defining Multi-Shift Codes

Access the Multi-Shift Codes Definition page and fill in the applicable fields.

Defining Indexes

Access the Indexes page.

Each Index consists of several **Subindexes**, each of which has a separate index amount. You will probably set up a subindex for each asset category, with amounts that correspond to the inflation percentages for that year. It is useful, but not necessary, to define a base year with an **Index Amount** of 100%.

See Also

Ongoing Table Maintenance

Setting Up InterUnit Transfer Definitions

InterUnit Transfer Definitions act as templates to simplify performing InterUnit transfers.

Overview of InterUnit Transfer Definitions

InterUnit Transfer Definitions tell the system which books exist for the Transfer From and Transfer To business units, and what type of transactions the InterUnit transfer should generate for each book. If you are planning to perform many InterUnit transfers, it will be helpful to first define all the possible InterUnit transfers. For example, if you have three business units—US001, US002, and US003—and you expect to perform all possible InterUnit transfers, you would set up the six following InterUnit Transfer Definitions:

<i>Transfer From</i>	<i>Transfer To</i>
US001	US002
US001	US003
US002	US001
US002	US003
US003	US001
US003	US002

Access the InterUnit Transfer Definitions page.

InterUnit Transfer Definition						
Unit:	US001	US001 NEW YORK OPERATIONS				
To Unit:	US003	US003 CALIFORNIA OPERATIONS				
InterUnit Transfer Book Definition						
From Book	From Book Description	Curr	Book Name	To Book Description	Curr	Add/Transf
ACE	Adjusted Current Earnings Book	USD	ACE	Adjusted Current Earnings Book	USD	Add
AMT	Alternative Minimum Tax Book	USD	AMT	Alternative Minimum Tax Book	USD	Add
CORP	Corporate	USD	CORP	Corporate	USD	Add
FEDERAL	Federal	USD	FEDERAL	Federal	USD	Add

InterUnit Transfer Definitions page

Get “To” Books

Click  to retrieve the books used by the Transfer To business unit.

From Book

Enter the from book whose information you would like to enter into the To book. Then choose the **Action** you would like to use: *Transfer Book* or *Add Book*. Usually you will want to use the Transfer Book action.

When transferring from a business unit with two books to a business unit with three books, you will need to enter information into the extra To Book using either action Add Book or Transfer Book. For example,

<i>From Book</i>	<i>To Book</i>	<i>Action</i>
Corporate	Local	Transfer Book
Federal	Reporting	Transfer Book

From Book	To Book	Action
Corporate	Other	Add Book

The transactions generated to pass book information for InterUnit transfers differ depending on how many To books a From book is passing information to, and whether it is passing the information using a *Transfer Book* action or an *Add Book* action.

Assets that are transferred to new business units using the *Add Book* action will have a cost row of zero on the new business unit until you run the Depreciation Calculation SQR (AMDPCALC). Running this process updates the asset's cost row with its Net Book Value from the From book.

Using a From Book Once

When a From Book is used once only, an *Add Book* action generates a retirement for the From book and an Add to the To book. A *Transfer Book* action generates a Transfer Out for the From book and a Transfer In for the To book.

The asset that is retired receives an asset Status of Disposed.

Assets that are transferred between books using the action *Transfer Book* receive a Status of Transferred.

From Book	From Trans	To Book	To Trans	Action
CORPORATE	Transfer Out	CORPORATE	Transfer In	Transfer Book
FEDERAL	Transfer Out	FEDERAL	Transfer In	Transfer Book
From Book	From Trans	To Book	To Trans	Action
CORPORATE	Transfer Out	CORPORATE	Transfer In	Transfer Book
FEDERAL	Retire	FEDERAL	Add	Add Book
From Book	From Trans	To Book	To Trans	Action
CORPORATE	Retire	CORPORATE	Add	Add Book
FEDERAL	Retire	FEDERAL	Add	Add Book

Using a From Book for Two or More Transfers

When a From book is used for two or more *Transfer Book* actions, only one Transfer Out transaction is generated. Since this takes care of the cost on the From book, no additional Transfer Outs are generated for that book.

Assets that are transferred between books using the Transfer Book action receive a Status of Transferred.

From Book	From Trans	To Book	To Trans	Action
CORPORATE	Transfer Out	CORPORATE	Transfer In	Transfer Book
CORPORATE		LOCAL	Transfer In	Transfer Book

Using a From Book for Both Transfer and Add

When a From book is used for both a *Transfer Book* and an *Add Book*, a Transfer Out is generated for the Transfer Book. Since this takes care of the cost on the From book, the *Add Book* does not generate a retirement for that book.

Assets that are transferred between books using the Transfer Book action receive a Status of Transferred.

From Book	From Trans	To Book	To Trans	Action
CORPORATE	Transfer Out	CORPORATE	Transfer In	Transfer Book
CORPORATE		LOCAL	Add	Add Book

Using a From Book for Two or More Adds

When a From book is used for two or more *Add Book* actions, a Retirement is generated for the first *Add Book*. Since this takes care of the cost on the From book, no further retirements are generated for it.

The asset that was retired receives a Status of Disposed.

From Book	From Trans	To Book	To Trans	Action
CORPORATE	Retire	CORPORATE	Add	Add Book
CORPORATE		LOCAL	Add	Add Book

Retiring a Book

When you transfer from a business unit with three books to a business unit with two books, the cost information on the extra From Book is automatically retired. You do not need to enter an Action.

Assets that are retired receive a status of Disposed.

From Book	From Trans	To Book	To Trans	Action
CORPORATE	Transfer Out	CORPORATE	Transfer In	Transfer Book
LOCAL	Transfer Out	LOCAL	Transfer In	Transfer Book
FEDERAL	Retire			

Defining Joint Venture Allocations

Access the Joint Venture Allocation page.

Enter each participating **Business Unit** and its **Allocated %** of equity in the shared assets. The sum of these percentages must equal 100%.

The joint venture allocation tables affects only newly added assets. Changes made to the allocation table will not affect existing assets. To change ownership percentages of existing assets you must run a mass change using the template supplied for this purpose. These Joint Venture mass change templates enable you to:

1. Add a joint venture business unit.
2. Remove a joint venture business unit.
3. Change joint venture ownership allocations.

Once you have changed the assets it's a good idea to change the allocation table to reflect the new equity percentages.

Note. The Joint Venture Allocation as defined in the allocation table need not match the actual ownership percentages. For example, if two companies enter a Joint Venture on a 60/40 basis, one of them can sell the JV an asset on a 70/30 basis—effectively giving one party a discount while the other pays a premium. In this case you would first enter the asset at the Joint Venture Business Unit level, then change the cost apportionment using mass change.

See Also

“Working with Joint Venture Processing”

Defining Payment Schedules

Access the Payment Schedule page.

SetID: SHARE Payment Schedule ID: AA General Payment Schedule

Number of Payments Per Year: 12

Description: This payment schedule will be setup for monthly lease calculations.

Generate Schedule Parameters

Begin Date: 01/01/2002 Lease Term (Periods): [Populate](#)

End Date: 12/01/2007 Payment Frequency: Monthly

☐ End Of Month Due Date?

Payment Dates Find | View All First 1-12 of 790 Last

Payment Date: 01/01/2002 + -

Payment Date: 02/01/2002 + -

Payment Schedules page

Select **End Of Month Due Date?** to always schedule the payment on the last day of the month, no matter what date is entered in **Begin Date**.

Click the **Populate** hyperlink and PeopleSoft Asset Management will automatically fill in the **Payment Dates** for the time period you defined. Be sure you enter the **Number of Payments Per Year** to ensure PeopleSoft Asset Management can determine the number of lease payments for the lease schedule.

Defining Qualified Investments

Access the Qualified Investments page.

Qualified Investment Codes are set up at the **TableSet** level. When adding a new code, enter a unique ID and the life expressed as periods in **Compare Life**. The life entered here is validated against the asset's useful life.

Setting Up Retirement Basis Reduction Codes

Access the Retirement Basis Reduction page.

In order for this option to work correctly, any transaction type or types you wish to exclude must have unique transaction codes.

See Also

Setting Up Transaction Codes

Defining Tax Classes

Access the Tax Class page.

The **CCA Rate %** is used to by Canadian organizations to calculate the Capital Cost Allowance. If you will be using this feature, enter the appropriate **CCA Rate %** for this tax class.

See Also

“Using Global Asset Management,” Capital Cost Allowance Reporting

Defining Tax Credits

Currently, PeopleSoft Asset Management is delivered with tax credits defined as business incentive credits:

- Energy Tax Credit
- Regular Investment Tax Credit
- Rehabilitation Tax Credit

These credits are based on existing U.S. tax law and it is recommended that you review the delivered Tax Credit table before adding any credits.

Access the Tax Credits page.

The **Reduction Type** indicates whether a reduction in the cost basis is required. Three codes are provided:

<i>B</i>	Basis Reduction
<i>P</i>	Percentage Rate Reduction
<i>N</i>	No Reduction

The rate of the credit is entered in **Credit Rate** and the corresponding rate that reduces the basis is entered in **Basis Reduction Rate**. A Basis Reduction rate of 100% means that there will be no reduction in the Cost Basis of the asset to which the Tax Credit Rate is applied.

VAT Thresholds

The Asset Thresholds page enables you to store thresholds for a number of adjustment periods to satisfy Australia’s legislative requirements. Under Australia’s “Goods and Services Tax: Division 129 - Making Adjustments For Changes In Extent Of Creditable Purpose”, clients who make a form of supply known as “Input Taxed Supply” need to track fixed assets utilized in making this type of supply. You can track fixed assets used for Input Taxed Supply from reporting period to reporting period and make adjustments to account for any changes.

Access the Asset Thresholds page.

Asset Thresholds

*SetID: *Schedule Type Code: Currency:

Description:

Short Desc:

Find | View All First 1 of 1 Last

*Effective Date: Status:

Thresholds Customize | Find | View All | First 1-4 of 4 Last

	From Amount	To Amount	Number of Years		
1	0.010	10000.000	0	+	-
2	10000.010	50000.000	1	+	-
3	50000.010	499999.990	5	+	-
4	500000.000	1000000000000000.000	10	+	-

Asset Thresholds page

Enter the threshold's **From Amount** and **To Amount** ranges and the **Number of Years** required for mandatory review.

Note. The system does not validate the range of thresholds you specify. To satisfy the threshold ranges specified by the legislation the amount ranges do not overlap.

Keep the following criteria in mind when identifying thresholds:

- Minimum threshold is 0.01.
- **From, To Amount,** and **Number of Years** are required for each row.
- Basis **From Amount** must be 0.01 more than the previous basis **To Amount**.
- Number of years must be greater on each subsequent row.

Note. For calculation of Last Date of Review, if an asset's cost is greater than the maximum To Amount threshold the Number of Years for the maximum To Amount threshold will be used.

See Also

"Adding and Maintaining Assets," Using Asset Basic Information

“Using Global Asset Management,” Tracking Changes in Creditable Purpose

Setting Up Transaction Codes

Access the Transaction Codes page.

Trans Code (Transaction Code)	Transaction codes identify special asset transactions and are used in combination with Actions to create accounting entries. You can modify these codes by changing the Description and Short Descr (Short Description).

When you define accounting entry options for a book, you can choose to distribute by Disposal Code. If you choose this option, the transaction code will default to the disposal code. In this case you must have the transaction codes from the delivered TableSet defined for the TableSet you are using. You will also need to define corresponding accounting entry templates.

Note. The following standard Actions are pre-defined and delivered with PeopleSoft Asset Management: Add, Adjustment, Depreciation, Prior Period Depreciation, Transfer In, Transfer Out, Retire, and Reinstate. To modify these transaction types, use the Asset Management page of the Installation Options component.

Setting Up Units of Production Definitions

If you will be depreciating assets using the Units of Production method, you will need to set up Units of Production definitions. These define the maximum units that an asset can produce and how many units were posted for each period.

Units of Production Page

Access the Units of Production page and fill in the applicable fields.

Adding/Adjusting Units of Production Detail Page

Access the Transaction Information page.

Enter a **Transaction Date** and an **Accounting Date**. The **Transaction Date** reflects the date you made the changes and the **Accounting Date** reflects the date these changes will impact your general ledger. Both dates are used in recalculating depreciation. The difference between **Transaction Date** and **Accounting Date** determine whether production detail for this transaction will be posted as accumulated production.

The difference between the transaction date and the accounting date will determine whether any prior period production needs to be posted. For example, consider a machine that was acquired and placed in service on March 15, 2001 but didn't get entered in PeopleSoft Asset Management until August 1, 2001. All general ledger periods prior to August are closed. In

this case, PeopleSoft Asset Management will automatically post any accumulated production to the general ledger in August.

Unlike accumulated depreciation, accumulated production is posted exactly like any other production detail. There is nothing to distinguish it as accumulated production.

Accumulated production for a new Units of Production ID should be posted on a date that falls before any assets associated with the Units of Production ID will be added.

See Also

“Understanding Depreciation Calculations”

Ongoing Table Maintenance

Setting Up Asset Profiles

An **asset profile** is a template that contains standard depreciation criteria for an asset type and its corresponding asset books. The information set up in profiles can be used as default values when you’re adding assets to the system. Profiles are recommended when you have a large number of assets of the same type—the defaults will minimize data entry and ensure accuracy.

You will be setting up Asset Profiles to match most, if not all, of the major asset categories you track on your books. These can range from the standard categories such as Land, Furniture & Fixtures, Machinery & Equipment, and Expensed Items, to more detailed categories you may want to track, such as Computers, Software, Phones, and Fax Machines.

Important! You must set up at least one Asset Profile before you can add any assets to the system. Keep in mind that profiles are templates that help reduce data entry when you are actually adding an asset. When you go through the process of entering assets into the system, you can override any of the fields in an Asset Profile. Because profiles are required when using ExpressAdd, we recommend that you set up a blank “dummy” profile for non-standard assets.

Here’s what you do to set up asset profiles:

- Define asset profiles
- Specify asset books for a profile
- Specify tax attributes in a profile
- Specify child asset inheritance attributes in a profile

Pages Used for Setting Up Asset Profiles

Page Name	Object Name	Navigation	Usage
Asset Profile	PROFILE_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Profiles, Asset Profiles	Define your Asset Profiles.
Asset Profile – Depreciation	PROFILE_BK_01	Set Up Financials/Supply Chain, Product Related, Asset Management, Profiles, Asset Profiles	Identify the criteria used in depreciation calculations.
Profiles Depreciation Details	PROFILE_DEPR_DETL	Select the Special Depr check box and click Special Terms on the Depreciation page of the Asset Profiles component	Set special depreciation terms for an asset profile and to select an accounting method for these special terms. These are commonly used to meet depreciation requirements for specific countries.
Salvage Rounding Options	SALVAGE_OPTION_SEC	Click Salvage Rounding Options on the Depreciation page.	Enter options for rounding depreciation amounts for this book. This is for use in Japan.
Asset Profile – Tax Attributes	PROFILE_BK_03	Set Up Financials/Supply Chain, Product Related, Asset Management, Profiles, Asset Profiles, Tax	Specify property type and tax depreciation criteria and to identify which tax credits will be used by the profile.

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Asset Profile – Child Asset Inheritance	PROFILE_PAR_BK_ECD	Set Up Financials/Supply Chain, Product Related, Asset Management, Profiles, Asset Profiles, Child Asset Inheritance	Specify child asset attributes which will be used by the profile, and inherited from the parent asset during Express Add, Basic Add, and batch-created assets. The inheritance based on the selected items happens upon Defaulting the Profile in Express Add, Capitalizing the asset in Basic Add, and when using Default Profile processing in Transaction Loader if the Business Unit option is turned on.
Profile Changes En Masse	RUN_AMPRFCHG	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Profile Changes En Masse	Copy an asset profile from one set ID to another, or to update a profile by changing some of its attributes.

Defining Asset Profiles

Creating an Asset Profile involves up to five pages. You can create profiles with varying levels of detail. The level you use depends on how much information you want to default into the system when you add an asset. To successfully create a profile you must enter at least the following information:

- Profile ID
- Asset Category
- Asset Book Name
- Depreciation Method

Access the Asset Profiles - Definition page.

Each profile has a unique **Profile ID**. You can use this ID to group Profiles by type. For example, you might want to have several automobile profiles, such as:

- Autos
- Autos-luxury
- Autos-leased

Taggable Asset

Select to indicate that an asset is taggable. Most physical assets can be tagged with a tag number to help keep track of them. Some assets, however, such as buildings or leasehold improvements, cannot be tagged. If an asset is taggable, it probably already has a tag number associated with it, which is recorded when the asset is added. Sometimes, however, an asset may be taggable, but not yet tagged. The Taggable Asset box can be used to flag this type of asset.

Important. In order to use the Physical Inventory functionality in PeopleSoft Asset Management, your assets **must** be tagged.

Capitalized Asset

Select to indicate whether this profile will be used for assets with cost and depreciation associated with them. Most assets in your PeopleSoft Asset Management system will be capitalized assets. If you're setting up a profile for non-capitalized assets—assets with no cost or depreciation criteria—turn off Capitalized Asset. Typically these assets are expensed, not actually owned, or fully depreciated, but you still want to track them.

Note. R&D Information is used to meet Australian asset processing requirements; for others these fields are informational.

R&D Plant Asset

Select if this asset is being used for Research and Development and is entitled to R&D tax concessions.

R&D Start Date

Enter the date the asset was first used exclusively for R&D. If you leave this field blank, the In Service date from the Business Unit's Tax Book will be used as the start date. The start date determines in what year the R&D concessions can first be claimed.

Use NBV for R&D

Select if you want to base the R&D concessions calculation on the Net Book Value of the asset (at the R&D start date) instead of the book cost. This is useful where an asset previously being depreciated as a non-R&D asset subsequently becomes eligible for R&D concessions.

See Also

“Using Global Asset Management,” Asset Research and Development Categorization

Specifying Asset Books For A Profile

Access the Asset Profiles – Depreciation page.

Asset Profiles – Depreciation page (1 of 2)

Asset Profiles – Depreciation page (2 of 2)

Note. Each asset can report to multiple books and have multiple depreciation attributes per book.

Book Name

Enter a Book Name that defines the rules for the assets entered with this profile. Non-required books are optional.

Effective Date

The date entered in **Effective Date** indicates when the **Convention** and Depreciation **Method** take effect. If you want a history of changes made to a profile, be sure to add new rows to the table and use effective dating to update profiles, rather than making changes to the initial row.

Category

Defines the category of an asset, such as Furniture & Fixtures or Machinery & Equipment. The available

category codes are those you entered on the Category Code table. In general, these will correspond to the General Ledger asset accounts. Asset Category is used in accounting entry generation.

Depreciation Method

Some depreciation methods require you to enter additional information.

Note. If you are specifying the depreciation method as Flat Rate or a Declining Balance method or Manual depreciation for tax books, you should enter the recovery life.

Note. If you select **Non Depreciable** on this page, you must still enter values for **Useful Life** and **Convention**. However, you need not update the remainder of the Asset Profiles pages. Since the profile is defined for non-depreciable assets, the information in these pages will not be used in any processing.

Note. Make sure that you establish an effective date for the profile that is valid for the currency code specified for the profile.

Depending on the Depreciation Method you select, additional fields will display.

Method	Fields That Display
<i>Declining Balance w/SL% /Limit</i>	DB Pct (Declining Balance Percent), Limit Pct
<i>Declining Balance w/SL%</i>	DB Pct, Monthly
<i>Depreciation Schedule</i>	Schedule
<i>Declining Balance</i>	Percent, Low Limit, Monthly
<i>Flat Rate %</i>	Percent, Low Limit, Avg Option (Averaging Option)
<i>France Derogatory Balance</i>	DB Pct, Percent, Low Limit, Depr Pass Life (Depreciate Past Life)
<i>Germany Staffel Method</i>	DB Pct, Percent, Low Limit, Depr Pass Life
<i>Japan – Intangible/Strt Line</i>	DB Pct, Percent, Low Limit, Depr Pass Life
<i>Japan – Tangible / Declining Balance</i>	DB Pct, Percent, Low Limit, Depr Pass Life
<i>Japan – Tangible/Strt Line</i>	DB Pct, Percent, Low Limit, Depr Pass Life

Method	Fields That Display
<i>Japan –Changes DB to SL</i>	DB Pct, Percent, Low Limit, Depr Pass Life
<i>Japanese – Lease Depreciation</i>	No additional fields display
<i>Manual Depreciation</i>	No additional fields display. The Manual Depreciation method enables you to adjust depreciation amounts generated using some other method. To use manual depreciation you must therefore first create depreciation entries using another method. Once this has been done, you can make your adjustments.
<i>Straight Line</i>	No additional fields display
<i>Sum of the Years</i>	No additional fields display
<i>Units of Production</i>	UOP ID (Units of Production ID)
<i>User Defined Method</i>	Method ID, DB Pct, Percent, Low Limit, Depr Pass Life

The following table defines the additional fields.

Limit Pct	Enter to specify a limit for depreciation as a percentage of cost.
UOP ID	Enter the Units of Production ID, production information, and transaction information you'd like to use for this asset.
DB Pct	Enter the percentage of declining balance depreciation to be taken each year until the amount calculated by the straight line method is greater.
Percent	Enter the percentage of original basis to be taken in depreciation each year.
Low Limit	Enter an amount. When the asset basis reaches this limit, the remaining basis will be taken in depreciation and the asset will be fully reserved.
Depr Pass Life	Select this if you want to continue to depreciate this asset past its useful life end date. This option is used for certain countries' governmental regulations or for utilities industries that may want to continue to depreciate an asset to the end of a depreciation calendar.

Method ID	The user-defined method you would like to use.
Schedule	Enter a schedule to use for depreciation.
Avg Option	Generally used by utility companies to depreciate composite assets.

The averaging options are expressly designed to work with the flat rate depreciation method. Select an **Averaging Option** if you would like to use it:

<i>Monthly</i>	Monthly averaging takes an average monthly asset balance and multiplies it by the annual depreciation rate. The result is then applied against a period allocation (1/12, 2/12, 3/12, and so on) to derive a Year-to-Date depreciation amount. The difference between the newly calculated YTD depreciation and the previous YTD depreciation is the amount booked to the current period.
<i>Yearly</i>	Yearly averaging is similar to monthly averaging except that a yearly average balance is used. Since this amount is not known until the end of the year, it is usually estimated and adjusted periodically as the actual figures become known.

Note. Using the flat rate depreciation method will cause any depreciation to be posted to the end of the calendar. If this is not your intention, you must enter a Low Limit of *.01* when you first selected the **Depreciation Method** for this asset. If you have not already done this, update the **Depreciation Method** field by selecting *Flat Rate* and entering *.01* in the **Low Limit** additional field that displays.

Calculation Type	Select a Calculation Type. • Use <i>Remaining Value</i> to deduct any accumulated depreciation from the cost basis and expense the remaining value over the remaining life of the asset. Most assets will be depreciated using this option. • Use <i>Life-to-Date</i> to calculate the difference between the depreciation allowed and the depreciation taken. Typically, you would use life-to-date calculations when there is a change in accounting principle, such as depreciation method. Changes of this type require an adjustment for the differences in accumulated depreciation to date.

For example, if you took \$20,000 depreciation over a two year period but the amount allowed was \$24,000, the difference of \$4000 would be expensed as an adjustment to accumulated depreciation in the current period.

Low Value	Select to identify assets with costs below a certain level for special depreciation processing. This is a requirement for some countries.
Useful Life	Enter in number of periods. This is used to perform the depreciation calculations for the financial book(s).
End Depr Date	Enter if you would like depreciation to cease at a particular time. At the End Depr Date the remaining asset basis will be taken in depreciation and the asset will be fully reserved.
Future Depr Yrs	PeopleSoft Asset Management calculates and stores depreciation until the end of the asset's life. However, for optimal processing performance and greater table efficiency, you can specify a fixed number of years for which depreciation is calculated and stored. <i>Note.</i> We strongly recommend using the Future Depreciation Years option if you are using Group Assets.
Special Dpr	Select If you are working in a global environment and want to use special depreciation terms to meet specific country requirements. Click Special Terms to open the Profiles Depreciation Details page where you can select special terms for depreciation.
Depr Limit (Depreciation Limit Code)	Depreciation Limit Code that relates to a specific dollar amount limitation on depreciation for each year of life. Although this can be used for financial depreciation, it is commonly used for U.S. Tax purposes, since such depreciation limits exist for items such as luxury automobiles.
Cost Basis Limit	The limit on the depreciable basis of this asset. If the actual cost of an asset is greater than its depreciable basis, the difference will result in a gain when the asset is retired.

Remember, each group member asset profile can be used by one, and only one, Business Unit.

See Also

Setting Up Multi-Shift Codes

“Using Group Asset Processing”

Using the Profiles Depreciation Details Page

Access the Profile Depreciation Details page.

Select one of the following **Acct Mthd** (Accounting Method) options:

Allowance

Select Allowance and special depreciation amounts are not booked with the standard depreciation amounts. Journal entries are generated that will include only the standard depreciation. PeopleSoft Asset Management does not support automatically generating journal entries for the special depreciation allowance accounting method. You may need to run two reports: Reserve for Special Depreciation and Reversal for Special Depreciation, and then generate the journal entries manually into the General Ledger system.

Expense

Select Expense and total amounts of special depreciation and standard depreciation are booked and journal entries are generated that will include the total of standard and special depreciation amounts.

Reserve

Select Reserve and special depreciation amounts are not booked with the standard depreciation amounts. Journal entries are generated that will include only the standard depreciation. PeopleSoft Asset Management does not support automatically generating journal entries for the special depreciation allowance accounting method. You may need to run two reports: Reserve for Special Depreciation and Reversal for Special Depreciation, and then generate the journal entries manually into the General Ledger system.

Note. Additional fields are provided to comply with the depreciation methods used in countries other than the US.

When you use additional terms, they will affect depreciation calculations as follows:

Term	Depreciation
Special	Depreciation * Rate
Accelerated	Depreciation * Rate
Initial	Cost * Rate
Increase	Depreciation * Rate

Note. **Year of Change** is only available when the depreciation method is *Japan-Change DB to SL*.

See Also

Defining Depreciation Terms

Using the Salvage Rounding Options Page

Access the Salvage Rounding Options page.

Round Precision

The number of places to the right or left of the decimal point to which the amount or number will be rounded. If you select *Currency* as the **Round Type**, the system will automatically determine Round Precision from the Currency Code.

Rounding Factor

The number to which the amount will be rounded. For example, if you select *Nat Rnd* as the **Rounding Rule**, and enter a **Rounding Factor** of 25, amounts will be rounded to the nearest multiple of 25, so that an amount of 130 will be rounded to 125, and an amount of 140 will be rounded to 150. If you select *Currency* as the **Round Type**, the system will automatically determine the Rounding Factor from the Currency Code.

Truncation Precision Flag

Works with the **Round Precision** value. When you select it, amounts that contain many decimal places will be truncated to one decimal place to the right of the rounding precision position before rounding is performed. If you so not select it, the entire amount will be rounded. This example illustrates truncation precision:

- Amount to be rounded: 10.03439
- Round Precision: 3

With the Truncation Precision Flag selected, the system truncates the fifth decimal place and rounds 10.0343. Without the flag selected, the system rounds the entire amount. Actual rounding results would depend on the selected Rounding Rule and Round Type.

Specifying Tax Attributes in a Profile

Access the Asset Profiles – Tax page.

Definition Depreciation **Tax** Child Asset Inheritance

SetID: SHARE Profile ID: AUTO Automobile

Book Find | View All First 1 of 2 Last

Book Name: CORP Corporate **Country:** USA

Tax Find | View All First 1 of 1 Last

Effective Date: 01/01/1900

Property Type: Personal

Property Code: 1245

Regulation:

Recovery Life:

Recovery SubType:

Guideline Class:

☐ Corporation Sec.291

☐ Business Tax

☐ Listed Property?

Listed Property Type:

Business Use %:

Tax Credit Options Customize | Find | View All | First 1 of 1 Last

	Qual Inv	Cred Type	Credit Cd	Reduc. Opt		
1						

Asset Profiles – Tax page

Property Type and Property Code

Determine the amount of gain treated as ordinary income on the disposition of this asset.

Regulation

The identifies the depreciation system elected for this asset:

- Accelerated Cost Recovery System (ACRS)
- Asset Depreciation Range (ADR)
- Conventional/Facts & Circumstance
- Asset Class Guideline
- Modified Accelerated Cost Recovery (MACRS)

Recovery Life and the Recovery Subtype

For reporting purposes, you can further classify the asset by specifying the Recovery Life expressed in years and the Recovery Subtype — for example, 15-Year Low-Income Housing. You can also specify the Asset **Guideline Class**. All current classifications are set up in the Tax Class table in the delivered TableSet.

Corporation Sec. 291

Select if this company is a corporation. This check box must be turned on if the company is a corporation in order for the AMTX3210 tax report (Tax Retirement Capital Gains) to accurately reflect the correct Sec. 1231/Ordinary gains.

Business Tax

Select if assets using this profile are subject to a business tax. This is required in some countries.

Listed Property Information?

Select to record whether the asset is listed property. Listed property are certain kinds of assets that are conducive to mixed business/personal use such as :

- passenger automobiles under a certain weight
- any other property used for transportation such as trucks, buses, boats, airplanes, motorcycles, and any other vehicles for transporting persons or goods
- any property of a type generally used for entertainment or recreation or amusement such as photographic equipment, phonographic, communication, video recording equipment
- any computer and related peripheral equipment unless it is used only at a regular business establishment and owned or leased by the person operating the establishment
- any cellular telephone (or similar telecommunications equipment) placed in service or leased in a tax year beginning after 1989

Listed Property Type

Enter the percentage amount of the business use of this listed property asset in **Business Use %**. Based on the business use % you enter, the basis calculated for depreciation is:

$$\text{Basis} = \text{Cost} * \text{Bus\_use\_}\%$$

Tax Credit Options

The rate and amount of the tax credit are based on federal tax law and determined by the Qualified Investment Code, Tax Credit Type and Code, and the Basis Reduction Option in PeopleSoft Asset Management.

Select a **Qual Inv** (Qualified Investment Code) if applicable:

<i>A</i>	Accelerated Cost Recovery System
<i>D</i>	Asset Depreciation Range
<i>F</i>	Conventional Facts and Circumstances
<i>G</i>	Guideline
<i>M</i>	Modified Accel Cost Recovery

Select a Tax **Credit Type** if applicable. In the U.S., Certain business incentive credits may be taken:

<i>R</i>	Rehabilitation Credit
<i>E</i>	Energy Credit
<i>I</i>	Regular Investment Credit
<i>U</i>	User-defined

The **Tax Credit Code** further defines the tax credit—for example, a 20% rehabilitation tax credit is available for historic buildings. Some credits require a corresponding reduction in the asset's cost basis.

Basis Reduction Option indicates whether a reduction in the cost basis is required. Three codes are provided:

<i>B</i>	Basis Reduction
<i>P</i>	Percentage Rate Reduction
<i>N</i>	No Reduction

See Also

Defining Qualified Investments

Defining Tax Credits

Setting Up Retirement Basis Reduction Codes

Specifying Child Asset Inheritance Attributes in a Profile

Access the Child Asset Inheritance page and select the applicable boxes for inheritance.

See Also

“Adding and Maintaining Assets,” Using Asset Basic Information

“Establishing Asset Management Business Units,” Business Unit/Book Definition Page

“Establishing Asset Management Business Units,” Creating Asset Management Business Units

Ongoing Table Maintenance

You will probably want to update the information in your Index and Units of Production tables periodically as you receive new information. You can load or update the Index and Units of production tables automatically using the AMIF2000 SQR. This SQR takes data in a fixed length format ASCII file and loads it into the appropriate table.

Files to be loaded into the Index table should be in this format:

<i>Field</i>	<i>Length</i>
SETID	5
INDEX_NAME	20
EFFDT	8 (MM/DD/YY)
DESCR	30
INDEX_DETAIL_NAME	35
INDEX_AMOUNT	15

Files to be loaded into the Units of Production table should be in this format:

<i>Field</i>	<i>Length</i>
SETID	5
UOP_ID	10
DESCR	30
UOP_IN_SERVICE_DT	8 (MM/DD/YY)
UOP_MAX_UNITS	12
UNIT_OF_MEASURE	3
UOP_POSTING_DT	8 (MM/DD/YY)
UOP_UNITS	12

Page Used to Update Index and Units of Production Tables

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Load UOP and Index Tables	RUN_AMIF2000	Manage Assets, Interface Asset Information, Process, Load UOP and Index Tables	Load units of production and index tables.

CHAPTER 4

Converting to PeopleSoft Asset Management

Conversion is one of the tasks in implementing an asset management system. You began the process when you did your first requirements analysis. Now that you are ready to switch to a new system, you must begin to consider the issues that are involved in converting to PeopleSoft Asset Management.

This chapter provides an overview of converting to PeopleSoft Asset Management, and describes how to:

- Organize your implementation.
- Customize SQR Conversion
- Run the Transaction Edit program.
- Preview and approve results.
- Populate Asset Management tables with data.
- Depreciate converted assets.
- Tie up loose ends.
- Load retired assets.
- Convert lease information.

Understanding Your Conversion

You have two general tasks at this point:

1. Set up the database tables that will store accounting structure and asset information.
2. Transfer your data from an existing system to PeopleSoft Asset Management.

There are no strict rules for performing these tasks. The pace and flow of your implementation will be guided by the particular requirements of your business environment, available personnel resources, and the unexpected events you encounter during the process.

This topic deals primarily with converting data, while other sections guide you through the table setup that is necessary to define your asset system. This sequence is not meant to limit the order in which you do things. You may find it helpful to get part way through conversion before doing table setup. For example, when you set up the Location table, you can refer to the record layout from your conversion file to see how many different locations you need to establish and what they should be called.

The system refers to Asset Management Business Units and Books during the conversion process, so both of them need to be set up before you transfer data into loader tables. Defining business units and books is part of the setup discussed in Establishing Asset Management Business Units.

Important! Your table setup must be complete before you can finish converting your asset data. The final conversion step—depreciating converted assets—cannot be carried out until all PeopleSoft Asset Management tables are set up. Apart from those restrictions, you can proceed with table setup and conversion steps in whatever order suits your needs.

Prerequisites

We strongly recommend that you add and depreciate some assets online:

- After your business units and tables are completely set up
- Before you begin the conversion process

This exercise will help you in several ways. First, it is a good test of your table setup. Second, it gives you a chance to test your Asset Profiles to ensure they are working the way you intended. Third, and perhaps most importantly, it enables you to see first hand how the depreciation program works and how it is affected by different dates and conventions. These are all important things to know before you begin your conversion.

Customizing Your SQR Conversion

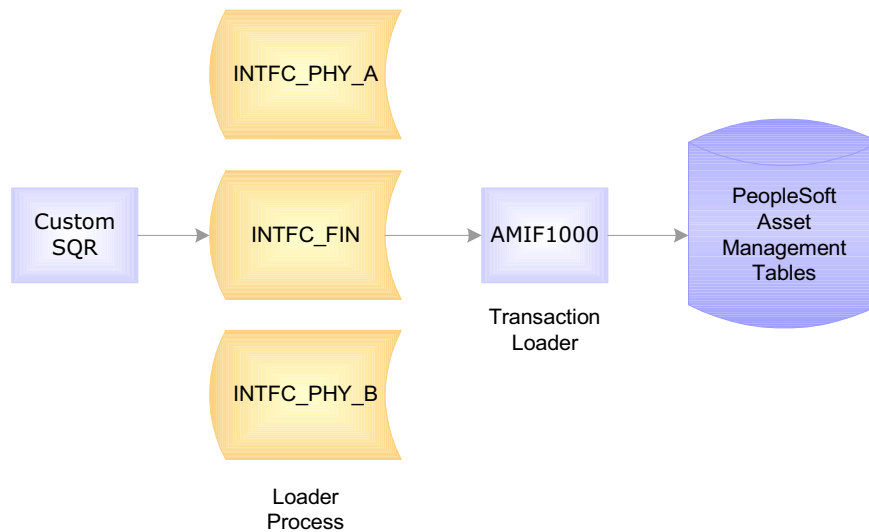
To transfer data from an existing system into PeopleSoft Asset Management loader tables, most organizations choose to write a custom SQR and follow these steps:

Customizing an SQR Conversion

1. Write and run a program that will transfer data from your existing system into PeopleSoft Asset Management loader tables.

Note. The conversion sample program, AMCV1000 SQR and its SQC links are no longer supported.

2. Run the Transaction Edit program (AMIFEDIT) to validate field values such as ChartFields, business units, books, and so on.
3. Preview and approve data in the loader tables.
4. Use the Transaction Loader (AMIF1000) to transfer information from the loader tables into your PeopleSoft Asset Management tables.
5. Depreciate the assets once they are converted.



Asset Conversion Process

You will find the Loader Table Data Dictionary to be an invaluable reference during conversion. This explains all the fields in the loader tables and how they are used.

Before you begin converting asset data from your current system, it is essential to take a close look at your existing data. Depending on the amount of corruption in your data—often the result of data entry errors—your first step should be to validate your existing data before you begin converting.

The first SQR you run is one that you will need to write yourself. The purpose of this SQR is to transfer data from your old system into three interim tables in PeopleSoft Asset Management:

INTFC_FIN	Contains financial asset data
INTFC_PHY_A	Contains physical asset data
INTFC_PHY_B	Contains physical asset data

Note. When writing this SQR, note that for load types of CN1 that use NEXT in the ASSET_ID field, each load line should have a unique INTFC_ID. This ensures that Asset IDs are generated correctly. In all other cases, you should use one INTFC_ID per set of transactions with the same load type.

The second SQR you run is the Transaction Edit program, which edits values such as ChartFields, business units, books, etc. The third SQR that you run is the Transaction Loader (AMIF1000), which reads INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B, then populates the PeopleSoft Asset Management tables with your asset data. This data then exists in PeopleSoft Asset Management as open transactions.

Once the data is in the system as open transactions, all that remains is to run depreciation and check the results.

Note. When converting data from your current system to PeopleSoft Asset Management, you should convert data as of the period *before* you want the system effective. You should calculate depreciation as of the *first period* the system is effective.

For example, if you want the system to be effective on 6/1/00, you should convert all your data as of 5/31/00. The fiscal year, START_PD, and END_PD on the depreciation table should be 1999, 5, 5. The TRANS_DT and DTTM_STAMP should be 5/31/00. However, you should calculate depreciation with OPEN_TRANS accounting and transaction dates of 6/1/00.

Note that AMIF1000 has two options regarding the population of open transaction accounting and transaction dates with respect to how costs and accumulated depreciation are loaded. Search for RJS2-34 in AMIF1000.SQR and choose the option that suits your needs before running the program. For more information, review the Transaction Loader Conversion Dates Options section below.

See Also

“Loader Table Data Dictionary”

Running the Transaction Edit Program

Before running the Transaction Loader (AMIF1000), you must run the Transaction Edit program to check for valid values. The Transaction Edit program (AMIFEDIT) edits the fields you specify, validates values, and marks those values that are in error. You can then check the results with two queries to see messages for those fields that are in error. This process helps ensure that the data is correct when it is entered by the Transaction Loader into Asset Management tables.

Here’s what you do to run the Transaction Edit program:

- Populate the Transaction Edit page
- View the results.

Pages Used to Run the Transaction Edit Program

Page Name	Object Name	Navigation	Usage
Transaction Edit	RUN_AMIFEDIT1	Asset Management, Send/Receive Information, Load Transactions, Edit Transactions	Run the Transaction Edit program.

Using the Transaction Edit Page

Access the Transaction Edit page.

Transaction Loader Edit

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Run Control Parameters Find | View All First 1 of 1 Last

Request ID: 1 Process Frequency: Once Language Code: English

Interface ID: 0 To Trans Load ID: 0 System Source:

Interface Edit Options

☒ Business Unit	☒ Depreciation/Retire Convention	☒ Location
☒ Book	☒ Depreciation Schedule	☒ Profile ID
☒ Category	☒ UD Method	☒ Asset Class
☒ Cost Type	☒ Currency Cd	☒ CAP Number/Sequence
Chartfields	☒ Depreciation Limit	☒ FERC Code
	☒ UOP ID	☒ Financing Code
	☒ Tax Class	☒ Vendor Code

Find Trans Load ID (optional)

System Source: Load Type: Load Status: Pending ☐ Financial Record ☐ Physical Records

Interface Information Customize | Find | View All First 1 of 1 Last

Intfc ID	System Source	Load Type	Load Description	Load Status	Total Items in Query
1					

Transaction Edit page

Interface Edit Options

Select all the fields on which you want to perform the edit valuation.

Note. The default condition is to run edit checks on all of these fields—they are all selected when you first display the page. To prevent an edit check on a particular field, uncheck that field's check box.

Find Trans Load ID (transaction load ID)

System Source	Generates the transactions you want to edit.
Load Type	A more detailed version of Trans Type—that is, one Trans Type can generate several different Load Types.

Note. Whenever you rerun the Transaction Edit program, old messages files from the previous run are deleted.

Viewing the Results of the Transaction Edit Program

To view results from the Transaction Edit program, you can run the following two queries:

1. AM_INTFC_PHY_A_MSG (Interface Physical A Edit Messages) to see physical records.
2. AM_INTFC_FIN_MSG (Interface Financial Edit Messages) to see financial records.

Previewing and Approving Results

Once your asset data is in the loader tables, you will need to verify that the information in the loader tables is correct, and approve all the load lines that you want to load into PeopleSoft Asset Management. This review and approval process is designed to prevent you from inadvertently loading massive amounts of invalid data into your system.

Use the Financials Transactions page, Physical Transactions A page and Physical Transactions B page to see what data was loaded into INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B. If you find errors, you can either correct them online or using your SQL query tool, or make necessary modifications to your custom SQR and run the program again.

See Also

“Integrating with Other Applications,” Previewing Data in the Loader Tables

Pages Used to Preview and Approve Results

Page Name	Object Name	Navigation	Usage
Conversion – Summary	CNV_SUM_01	Asset Management, Send/Receive Information, Load Interface, Conversion Summary	Verify the total row count, cost and accumulated depreciation for this conversion.

Conversion Summary Page

Access the Conversion Summary page.

Select **Summarize** to refresh **Row Count**, **Cost**, and **Accumulated Depreciation**. If you notice any discrepancies when you compare these fields, you may want to take a closer look at the appropriate preview page to verify and approve the data row by row.

Populating PeopleSoft Asset Management Tables with Asset Data

This step of data conversion actually populates PeopleSoft Asset Management database tables with the data you just loaded into INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B. You achieve this by running the Transaction Loader SQR, AMIF1000.

The Transaction Loader is also used with mass transactions. After you perform a mass change, you run this SQR to create entries in PeopleSoft Asset Management tables.

Important! You must run the Transaction Edit program (AMIFEDIT) before running the Transaction Loader, especially at conversion time. The Transaction Edit program will perform edit checks on the data fields you specify to help ensure the information you load into PeopleSoft Asset Management is correct. Review the data loaded into INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B and look carefully at the Transaction Loader SQR, AMIF1000, before you run it. You may need to change some of the data defaults it contains.

See Also

“Integrating with Other Applications,” Running the Transaction Loader

Transaction Loader Conversion Dates Options

At conversion, you have two options when you use the Transaction Loader to populate open transaction accounting and transaction dates.

1. Make the open transaction accounting and transaction dates the first day of the following period of the specified accounting date.
2. Make the open transaction accounting and transaction date the same as the date that is specified in the Financial Interface table (INTFC_FIN).

First Day of the Following Accounting Period

Use the following procedure calls to have the Transaction Loader populate the open transaction accounting and transaction dates with the first day of the following accounting period.

```
! Do Insert-Open_Trans
! Do Insert-Open_Trans-Profile
```

```
do Process-Conversion-Open-Trans
```

Populate Dates as Specified in INTFC_FIN

Use the following procedure calls to have the Transaction Loader populate the open transaction accounting and transaction dates with the date specified in the INTFC_FIN table.

```
Do Insert-Open_Trans
Do Insert-Open_Trans-Profile

! do Process-Conversion-Open-Trans
```

Depreciating Converted Assets

The final step in converting to PeopleSoft Asset Management is to process all the open transactions that were created by the Transaction Loader SQR. You will need to run programs that calculate depreciation (AMDPCALC), create accounting entries (AMAEDIST), and close depreciation (AMDPCLOS).

When converting data from your current system to PeopleSoft Asset Management, you should convert data as of the period *before* you want the system effective. You should calculate depreciation as of the *first period* the system is effective.

For example, if you want the system to be effective on 6/1/99, you should convert all your data as of 5/31/99. The fiscal year, START_PD, and END_PD on the depreciation table should be 1999, 5, 5. The TRANS_DT and DTTM_STAMP should be 5/31/99. However, you should calculate depreciation with OPEN_TRANS accounting and transaction dates of 6/1/99.

For converted assets and assets loaded through the Transaction Loader, the default is to book accumulated depreciation to the *previous* period. However, any accumulated depreciation will be booked to the *current* period: 1) if you populate the START_PD, END_PD, and FISCAL_YEAR fields in the Financial Loader table (INTFC_FIN) with values for the current period; *and* 2) the amount in the DEPR field is not 0.

Tying up Loose Ends

Your conversion is complete at this point, the data is all in the system, and all assets are depreciated. Before you can move into full production, you need to approve conversion results, remove unnecessary tables from your system, and restrict access to the conversion SQRs now that they are no longer needed.

To tie up your loose ends:

- Verify the conversion
- Restore disk space
- Update security

Pages Used to Tie up Loose Ends

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Interface Loader	RUN_AMCV2000	Asset Management, Send/Receive Information, Load Interface, Receive Conversion Data	Run the Interface Loader program that can be used to delete data from the loader tables.

Verifying the Conversion

It is essential that you run implementation checks to make sure that all the calculations used the right values, followed the methods you intended, and so forth. By balancing the conversion, you verify that the dollar amounts in the system are those that you expect to see. If they are not, you need to verify your source system data, and check the SQRs to see where you might have inadvertently used the wrong depreciation method, an invalid date, or some other constant that affects calculations.

Restoring Disk Space

When you are through with the conversion, you will want to release the disk space occupied by all the interim tables you used in the process. Working backwards, you can delete data from the tables populated by using the Interface Loader.

Access the Interface Loader page.

Load/Delete Process Buttons

Select **Delete Fin/Phy** and run this request. Process Scheduler runs the AMCV2000 process at user-defined intervals.

Updating Security

You may want to restrict access to the Interface Loader and Transaction Loader once your conversion is completed and approved. It may not be a good idea to allow your regular system users access to these processes.

See Also

PeopleSoft PeopleTools PeopleBook, “Understanding PeopleSoft Security”

Loading Retired Assets

The load type *ARA* is used specifically for loading historical information on assets that have already been retired.

For this Load Type, the Transaction Loader inserts records into Asset, and if applicable, Asset Custodian, Asset Location, Warranty, Attribute, License, Comments, PI Asset History, Parent Asset, and Acquisition Detail. It creates Book and Cost rows, as well as one row of accumulated depreciation for each book, all using the Transaction Type *ADD*. After modifying some of the values in INTFC_FIN and changing the Transaction Type to *RET*, the Transaction Loader inserts Cost and Retirement rows. The status of the assets is set to *D (Disposed)* for Retired assets.

Here's how you load retired assets:

- Consider prerequisites for retiring assets
- Populate loader tables
- Review the retired asset data

Considerations for Retiring Assets

Before loading retired assets, note these considerations:

- Assets should be fully reserved and retired. You can add partially retired assets, but the remaining cost basis will not be depreciated or processed in any way.
- AMDPCALC will not be run after the retired assets have been loaded.
- Once you have added retired assets, you can subsequently reinstate them.

Populating Loader Tables

To load retired assets using the *ARA* Load Type, follow these instructions for populating the loader tables:

- If you have a valid Asset Profile that is effective dated correctly for your assets and your assets have the same amounts for cost, depreciation, gain/loss, etc., on each book (use the same depreciation conventions), you can load the retired assets with the DEFAULT_PROFILE_SW = Y. In this case, you should set DEFAULT_PROFILE_SW = Y on INTFC_FIN and INTFC_PHY_A, enter the valid Profile ID in INTFC_PHY_A, and make only one entry in INTFC_FIN for each asset. Leave the BOOK field blank.
- If this is not the case, set the DEFAULT_PROFILE_SW = N and load one record for each book for each asset into INTFC_FIN. Consequently, if one asset reports to two books, you will load two records for the asset into INTFC_FIN.

Enter the accumulated depreciation into INTFC_FIN.DEPR—one entry for every ChartField combination. Each entry in INTFC_FIN will correspond to a row in PS_DEPRECIATION.

To simplify population of the load tables, one entry in INTFC_FIN is used to create both an *ADD* and a *RET* cost row for each book.

The only key difference between the *ADD* and the *RET* rows is the DTTM_STAMP. The Transaction Loader loads the *ADD* row first. Then it increments the DTTM_STAMP by one day, sets the RETIRE_SW = 1, and multiplies COST and QUANTITY by negative one (-1). It then loads this as the *RET* row.

Note that once the Transaction Loader completes successfully, values in all the INTFC_FIN rows for ARA INTFC_TYPE and INTFC_ID will have changed. If you want to rerun the transaction using the same INTFC_ID entries:

- Subtract one day from DTTM_STAMP.
- Set RETIRE_SW back to 0.
- Set the LOAD_STATUS to *New* (pending).
- Multiply the COST and QUANTITY by negative one (-1).

This will restore the rows to their original values.

Reviewing Retired Asset Data

After you have loaded retired assets, pay close attention to the following INTFC_FIN fields:

INTFC_FIN Field Name	Value
DEPR	Accumulated depreciation
INTFC_TYPE	ARA
RETIREMENT_DT	The asset's historical retirement date.
DTTM_STAMP	Although you can set this to any value, we recommend that you set it to the earliest date/time stamp used for any the assets that you are loading. This will ensure that it is earlier than all the retirement dates.
RETIRE_QUANTITY	Make sure it's a negative number.
RETIREMENT_AMT	Make sure it's a negative number.
FISCAL_YEAR	Represents the FY of the accumulated depreciation.
START_PD	
END_PD	
GAIN_LOSS	
END_DEPR_DT	
BEGIN_DEPR_DT	
ACTIVITY_SW	0
RETIRE_SW	0 (AMIF1000 handles the switch to 1 for the RET cost row.)

INTFC_FIN Field Name	Value
RETIREMENT_RSV	

Also pay close attention to these INTFC_PHY_A fields:

INTFC_PHY_A Field Name	Value
CAPITALIZATION_SW	2
PROFILE_ID	Must be valid in PROFILE_DET_TBL if you set DEFAULT_PROFILE_SW = Y in INTFC_FIN and INTFC_PHY_A.

When using the Transaction Loader, you need not populate those fields that contain data in the PROFILE_DET_TBL if you provide a valid PROFILE_ID and set DEFAULT_PROFILE_SW to *Y* on both INTFC_FIN and INTFC_PHY_A.

Converting Lease Information

The interface load table INTFC_LEASE contains leased asset information for lease schedules that have already been calculated. This lease interface table is used to add leases to PeopleSoft Asset Management tables using Transaction Loader's interface type *LAD* (Leased Asset Addition). Lease-specific procedures are found in AMIF1Lse.SQC. The lease payment schedule information should be populated in the INTFC_LEASE table; it is not calculated by the Transaction Loader.

Prior to running the Transaction Loader, the INTFC_LEASE, INTFC_FIN and INTFC_PHY_A tables must be loaded with leased asset information. The new asset_IDs will be calculated if the interface table asset_ID fields are set to *NEXT*. If *NEXT* asset_ID is used, each Intfc_Line_Num should represent one asset ID and the same intfc_line_num should be used across the 3 interface tables.

The following are **required** fields in INTFC_LEASE:

- PYMNT_DT
- PYMNT_SCHED_ID (do not populate this field with *NEXT* - it will not be assigned automatically)
- LEASE_TERM
- LEASE_TYPE
- IMPLICIT_RATE
- PV_MLP
- CAP_LEASE_AMT
- LEASE_DT

- MRP
- INTEREST_EXPENSE
- OBLIGATION_REDUCE
- EST_LIFE

The following fields can have values of zero/N/or default from the profile (if using default profile switch = "Yes"):

- FMV
- BPO
- BPO_PAYMENT
- BORROW_RATE
- ACTUAL_RESIDUAL
- GUAR_RESIDUAL
- TSFR_OWNERSHIP_FLAG
- RENEWAL_OPTION
- ITC_AMT
- EXECUTORY_COSTS

If LEASE_TYPE = 'O' (Operating Lease), then DEFAULT_PROFILE_SW must equal 'N'. If it is an operating lease asset, then the BOOK field in LEASE_OPER record will get populated with the DEFAULT_BOOK in BUS_UNIT_TBL_AM record.

All these data impact the lease_book. The INTFC_FIN.LIFE on the lease_book should be calculated as frequency * lease_term. For example, if the pymnt_sched_id is monthly, lease_term = 24, then life = 24, and estimated life = 24. The above data are needed for lease adjustments in PeopleSoft Asset Management.

When the INTFC_LEASE table is populated, you can use the Load Preview – Lease to review and correct lease data before uploading it to Asset Management tables.

Pages Used to Convert Lease Information

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Load Preview – Lease	INTFC_LEASE	Asset Management, Send/Receive Information, Approve Lease Information, Review	Review and, if necessary, correct lease data before uploading it to Asset Management tables.

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Load Approval – Lease	INTFC_LEASE_APPR	Asset Management, Send/Receive Information, Approve Lease Information, Approve	Approve lease data before uploading to Asset Management tables.

CHAPTER 5

Loader Table Data Dictionary

This document contains descriptions of the fields on the loader tables—INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B—and explanations of how they're used. This document, in conjunction with the listing of these records in the Application Designer, gives you all the knowledge you need to load data into Asset Management using these tables. Information about records in the Application Designer includes the field type, size, valid values, etc. The field names used in this document match the field names in any table. For example, the field name for Interface ID in any table is always INTFC_ID.

If these fields are modified on the application tables, then they must also be modified on the loader tables if you will be using the Transaction Loader.

Loader Table INTFC_FIN

<i>Field Name</i>	<i>Long Name</i>	<i>Use and Processing Considerations</i>	<i>Tables Updated</i>	<i>Required for Conversion</i>
INTFC_ID	Interface ID	Key to this table. An interface ID is typically assigned to a group of transactions with the same load type. Use a unique, previously unused INTFC_ID for each set of transactions with the same load type. When using a load type of CN1 and NEXT in the ASSET_ID field, you'll need to use a unique INTFC_ID for each asset.	Used internally.	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		For FADs and Conversions, if INTFC_ID is the same for multiple lines for an asset, increment the INTFC_LINE_NUM for each individual line.		
INTFC_LINE_NUM	Interface Line Number	Key to this table. Interface Line Number is used as a key for multiple lines for the same Interface ID for transactions with similar keys (for example., multiple acquisition details, such as CAP). For FADs and Conversions, if INTFC_ID is the same for multiple lines for an asset, increment the INTFC_LINE_NUM for each individual line.	Used Internally.	Y
BUSINESS_UNIT	Business Unit	Identifies the business unit of the financial transaction to be processed. (You should never have more than one business unit per interface ID.)	BOOK, COST, DEPRECIATION, RETIREMENT, OPEN_TRANS	Y
ASSET_ID	Asset Identification	Identifies the asset ID of the financial transaction to be processed. For add interface types (ADD,	BOOK, COST, DEPRECIATION, RETIREMENT, OPEN_TRANS	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		NAD, FAD, CN1, etc.), if this field contains the value 'NEXT' then Transaction Loader will assign the next asset ID for this business unit.		
BOOK	Asset Book Name	Identifies the asset book to be processed. All financial transactions must be assigned a book if the DEFAULT_PROFILE_SW = 'N'. The financial information for an asset (book, cost, depreciation, retirements) addition can be entered by creating transactions manually. This is done by putting one row into the INTFC_FIN table for each book that an asset reports to. This information can also be defaulted via the profile. If a profile is used then the DEFAULT_PROFILE_SW is set to 'Y.' The Transaction Loader will then populate the financial tables for all books	BOOK, COST, DEPRECIATION, RETIREMENT, OPEN_TRANS	Y when Default Profile Switch = N

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		specified in the profile from the one row in INTFC_FIN. When the DEFAULT_PROFILE_SW is set to 'Y', book can be left blank (" "). Books will default in from the profile, which is populated in INTFC_PHY_A. If you're doing a CN1, set the DEFAULT_PROFILE_SW to 'N'.		
DTTM_STAMP	Date/Time Stamp	Used to populate the key field of datetime stamp on many tables. Represents the date/time that this transaction was added to the system. While Date/Time Stamp can be set to any value, we recommend that you set it to the date of the conversion. This ensures that it will be earlier than the date of any further transactions. It's used as a key because INTFC_LINE_NUM isn't always incremented (for example, when creating transactions via Mass Change). Making this a key	COST, DEPRECIATION, RETIREMENT, OPEN_TRANS	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		is a safeguard against getting a duplicate insert. If you have multiple cost rows for one asset, you may want to increment this field by one second for each subsequent row to prevent duplicate inserts into PS_COST.		
OPERATING_UNIT	Operating Unit	A ChartField, which can be customized. See the online ChartField customization topic for further discussion.	COST, DEPRECIATION	
DEPTID	Department	A ChartField, which can be customized. See the online ChartField customization topic for further discussion.	COST, DEPRECIATION	
PRODUCT	Product	A ChartField, which can be customized. See the online ChartField customization topic for further discussion.	COST, DEPRECIATION	
PROJECT_ID	Project	A ChartField, which can be customized. See the online ChartField customization topic for further discussion.	COST, DEPRECIATION	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
CATEGORY	Asset Category	An asset ChartField that is used to derive the GL accounts for any given financial transaction (used in conjunction with Cost Type, Trans Type, and Trans Code - see the topic on accounting entries).	COST, DEPRECIATION	Y
COST_TYPE	Cost Type	An asset ChartField that is used to derive the GL accounts for any given financial transaction (used in conjunction with Cost Type, Trans Type, and Trans Code - see the topic on accounting entries).	COST, DEPRECIATION	
VOUCHER_ID	Voucher ID	Identifies the voucher associated with the financial transaction. This is used in AP integration. This field can be used for PeopleSoft or non-PeopleSoft integration. This field is on this table so that the INTFC_FIN transactions can be easily queried by voucher. This should be populated if the transaction is	Used internally.	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		voucher related.		
VOUCHER_ LINE_NUM	Voucher Line Number	Identifies the voucher line number associated with the financial transaction. This is used in AP integration. This field can be used for PeopleSoft or non-PeopleSoft integration.	Used internally.	
DISTRIB_LINE_ NUM	Distribution Line Number	Identifies the voucher line distribution number associated with the financials transaction. This is used in AP integration. This field can be used for PeopleSoft or non-PeopleSoft integration.	Used internally.	
INTFC_TYPE	Interface Type, also called Load Type	Identifies the type of transaction this is. Transaction Loader will process this transaction based upon this field. A list of interface types and their usage is included at the end of this table.	Used internally.	Y default CN1 or CN2
SYSTEM_ SOURCE	System Source	The source system that created this transaction. Valid values are listed in the translate table. This field is used extensively by AM to drill back to source systems.	Used internally.	Y default CNV

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		Feel free to add valid values to the translate table for your external systems (or use EXT). You can run Transaction Loader selectively for specific values of system source.		
APPROVAL_SW	Auto-approval Status	Identifies whether the transaction is approved or not. Transaction Loader will only load approved transactions. Valid values are 'Y' for approved and 'N' for not approved.	Used internally.	Y
PI_ID	Physical Inventory ID	Used for internal processing. Do not populate. The physical inventory ID that was entered when defining physical inventory is used here.	Used internally.	
INTFC_STATUS	Interface Status	Used for internal processing. Default this field to 'DON'.	Used internally.	Y default DON
LOAD_STATUS	Load Status	Identifies the status of this transaction. Updated by the Transaction Loader. Valid values are 'NEW' = not processed; 'ERR' = an error exists on this transaction and it will not be processed; 'DON'	Used internally.	Y NEW

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		= the transaction has been successfully processed; CON = transaction has been consolidated into a different transaction and it will not be loaded. UNI = transaction has been unitized into a different transaction and it will not be loaded.		
ORIG_INTFC_ID	Original Interface ID	Used for internal processing. Do not populate.	Used internally.	
ORIG_LINE_NUM	Original Interface Line Number	Used for internal processing. Do not populate.	Used internally.	
DEFAULT_PROFILE_SW	Default Books from Profile?	Identifies whether a profile will be used for an asset add or capitalization by the Transaction Loader. When this switch is set to 'Y' the BOOK table will have its fields defaulted from the profile tables rather than the loader tables (INTFC_). When this switch is set to 'Y', the category and group asset ID on the COST table, group asset ID on the OPEN_TRANS table, a few fields on the ASSET and	Used internally.	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		ASSET_ACQ_DET tables, and the retirement convention on the RETIREMENT table will also be defaulted from the profile tables. The profile_id is identified on the INTFC_PHY_A table. When performing a CN1, you must set the DEFAULT_PROFILE_SW to 'N'. The default value of DEFAULT_PROFILE_SW in INTFC_FIN must match the status of DEFAULT_PROFILE_SW in INTFC_PHY_A. The section on Setting Up Asset Profiles in the topic entitled Establishing Asset Processing, explains profile processing, including which fields default from a profile. Remember, the values from a profile will always override the values on this table if profile processing has been chosen.		

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
TRANS_CODE	Transaction Code	Used to identify special accounting treatment for the transaction. The category, cost type, transaction type, and transaction code together identify the accounting entry template that will be used for a given transaction. The transaction code allows you to specify an alternative template to be used for a transaction. If you add or modify a TRANS_CODE, you must set up an Accounting Entry Template for each additional Category/Cost Type/Trans Code/Trans Type combination it generates. For more information on Transaction Codes and Accounting Entry Templates, refer to Establishing Asset Processing.	COST, DEPRECIATION	
TRANS_IN_OUT	Transaction In/Out	Used to identify which side of a transfer or recategorization this transaction represents. Every such transaction	COST, DEPRECIATION	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		contains two transactions. The <i>out</i> side of the transaction adjusts the asset being transferred/recategorized from. The <i>in</i> side of the transaction adjusts the asset being transferred/recategorized to. Valid values are 'O' and 'I'.		
TRANS_DT	Transaction Date	Denotes the date this transaction occurred. Example: An asset was purchased and placed into service on 15 April, 1997, but was added to the system on 5 June, 1997. The company wanted the add to hit the general ledger for period 5 (May). In this example the transaction date would be 15 April, 1997. The accounting date most likely would be 31 May, 1997. During conversion it is important that this field represent the last period for which depreciation has been calculated. For CN1 load	COST, DEPRECIATION, OPEN_TRANS	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		types, the system increments the TRANS_DT and ACCOUNTING_DT you enter into INTFC_FIN by one day. So if you enter 05/31/95 as your transaction and accounting dates, the system will use 06/01/95.		
ACCOUNTING_DT	Accounting Date	Denotes the date this transaction was accounted for. This is the date that will be passed to the general ledger. It is the difference between the transaction date and the accounting date that identifies a retroactive transaction. Remember, the accounting date must always be greater than or equal to the transaction date. See the example of transaction date for an illustration. For CN1 load types, the system increments the TRANS_DT and ACCOUNTING_DT you enter into INTFC_FIN by one day. So if you enter 05/31/95 as your transaction and	COST, OPEN_TRANS	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		accounting dates, the system will use 06/01/95.		
IN_SERVICE_DT	In Service Date	The date the asset was placed in service. This field is used in conjunction with the convention to determine the begin depreciation date. This field only relates to depreciable assets.	BOOK	Y
IN_SERVICE_PD	In Service Period	The calendar period in which the in service date falls. If this field is not populated, the depreciation calculation program will calculate it.	BOOK	
IN_SERVICE_FY	In Service Fiscal Year	The calendar fiscal year in which the in service date falls. If this field is not populated, the depreciation calculation program will calculate it.	BOOK	
DEPR_IN_SERVICE_SW	Depreciate When in Service?	This field marks whether the yearly depreciation in the year of acquisition should be spread from the in service date through the end of the year or from the begin	BOOK	Y default N

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		depreciation date as calculated using the convention and the in service date. Example: In service date = 1 April 1997, convention = half year, begin depreciation date = 1 July, 1997, 1997 Depreciation = \$1,000. If this field = 'Y' then the \$1,000 will be spread from 1 April to 31 December. If this field = 'N' then the \$1,000 will be spread from 1 July to 31 December.		
BEGIN_DEPR_DT	Begin Depreciation Date	The date the asset begins depreciating. This field is typically calculated by the depreciation calculation program (AMDPCALC) using the in service date and the convention, so you should leave this field blank.	BOOK	
BEGIN_DEPR_PD	Begin Depreciation Period	Used for internal processing. Do not populate.	BOOK	
BEGIN_DEPR_FY	Begin Depreciation Fiscal Year	Used for internal processing. Do not populate.	BOOK	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
BEGIN_FRACTION	Begin Depreciation Period Fraction	Used for internal processing. Do not populate.	BOOK	
DEPR_CALC_SW	Depreciation Calculation Switch	Used for internal processing. Do not populate.	BOOK	
BEGIN_CALC_DT	Begin Depreciation Calculation Date	Used for internal processing. Do not populate.	BOOK	
BEGIN_CALC_PD	Begin Calculation Period	Used for internal processing. Do not populate.	BOOK	
BEGIN_CALC_FY	Begin Calculation Fiscal Year	Used for internal processing. Do not populate.	BOOK	
CALCULATION_TYPE	Calculation Type	The type of depreciation calculation that will be performed by the depreciation calculation program (AMDPCALC). The valid values are 'R' for remaining value and 'L' for Life-to-Date. Most conversions will use a remaining value type. For a more detailed discussion of these calculation types, please refer to the Depreciation Calculations topic of <i>PeopleSoft Asset Management Business Processes</i>. In general, if the	BOOK	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		Remaining Value option is selected, depreciation will be calculated from the Transaction Date. If the Life-to-Date option is selected, depreciation will be calculated from the Begin Depreciation Date.		
LAST_CALC_TYPE	Last Calculation Type	Used for internal processing. Do not populate.	BOOK	
RSV_FRACTION	Reserve Fraction (RSV/Cost)	Used for internal processing. Do not populate.	BOOK	
RECALC_RSV_SW	Recalculate RSV Fraction (RSV/Cost)	Used for internal processing. Do not populate.	BOOK	
SCHED_FRACTION	Fraction of Schedule Elapsed	Used for internal processing. Do not populate.	BOOK	
YEAR_REM_FRACTION	Year Remaining Fraction	Used for internal processing. Do not populate.	BOOK	
DEPR_STATUS	Depreciation Status	Marks the asset book as depreciable or non-depreciable. The valid values are 'D' for depreciable and 'N' for non-depreciable. If an asset is marked non-depreciable, then the depreciation calculation program (AMDPCALC) will not process it and no	BOOK	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		depreciation will be posted. It can still be capitalized, however, and Cost and Book record rows will be tracked. If you mark an asset book as non-depreciable, you must still enter a life and convention for it.		
REGULATION	Depreciation Regulation	Identifies the U.S. tax regulation that covers this asset book. Valid values are in the translate table.	BOOK	
RECOVERY_LIFE	Recovery Life	Identifies the U.S. tax recovery life for this asset book.	BOOK	
RECOVERY_SUBTYPE	Recovery Sub-type	Identifies the U.S. tax recovery sub-type for this asset book.	BOOK	
CONVENTION	Prorate Convention	Identifies the depreciation prorate convention to be used with this asset book. The convention is applied to the in service date to calculate the begin depreciation date for the asset book. The valid values must be set up on the convention table prior to implementation.	BOOK	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		PeopleSoft ships a 'MODEL' set of conventions with the system that can be shared by your business units. NOTE: If you are using a calendar other than a standard, 12 period calendar, it may be necessary to modify the 'MODEL' set of conventions or create new convention definitions to match the calendar(s) you're using.		
LIFE	Life	Identifies the depreciable life of this asset book. If the asset is using a depreciation method that uses life (such as straightline, schedule, declining balance switching to straightline, etc.) then life is a required field. Life is measured in periods. If you are using a calendar that is 12 periods, and the life of the asset is 5 years, then the life field would contain 60.	BOOK	Y for most methods
LIFE_REMAINING	Remaining Life	Used for internal processing. Do	BOOK	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		not populate.		
TAX_CLASS_AM	Guideline Tax Class	Identifies the U.S. tax class associated with this asset book.	BOOK	
DEPR_PERCENT	Percent	Identifies the percent to be used. This field is only used when the depreciation method is flat rate or declining balance.	BOOK	Y for flat rate declining balance depreciation
DB_PERCENT	Declining Balance Percent	Identifies the declining balance percent. This field is only used when the depreciation method is declining balance with switch to straight line.	BOOK	Y for declining balance w/ a straight line switch depreciation
METHOD	Depreciation Method	Identifies the depreciation method to be used. Valid values are in the translate table.	BOOK	Y
DEPR_SCHED_CD	Depreciation Schedule Code	Identifies the depreciation schedule to be used. This field is only used if the depreciation method is schedule. This field must reference a valid depreciation schedule. The schedules are defined by the user in the Establish Asset Processing	BOOK	Y for depreciation method Schedule

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		window. PeopleSoft ships a number of sample schedules in the 'MODEL' TableSet. NOTE: Life is a key field on the Depreciation Schedule Code table. Verify that the Depreciation Schedule Code selected is valid and life corresponds to the value entered in the life field.		
DEPR_LIMIT_CD	Depreciation Limit Code	Identifies the depreciation limits to be used. Depreciation limits are used to limit the amount of depreciation expense that can be taken in a given fiscal year. This field must reference a valid depreciation limit. The limits are defined by the user in the Establish Asset Processing window. PeopleSoft ships a number of sample limits in the 'MODEL' TableSet.	BOOK	
PROPERTY_CD	Property Code	Identifies what code of property the asset book falls into for U.S. tax processing purposes. Valid	BOOK	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		values are '1' for section 1245 property and '2' for section 1250 property.		
PROPERTY_TYPE	Property Type	Identifies the type of property the asset book represents. Valid values are 'R' for real property and 'P' for personal property.	BOOK	
SALVAGE_VALUE	Salvage Value	The salvage or residual value that is to be used in the depreciation calculation for this asset book. It is subtracted from the cost to determine the depreciable basis in depreciation calculations.	COST	
TAX_CREDIT_SW	Tax Credit Switch	Used for internal processing. Do not populate.	BOOK	
BASIS_RED_TOTAL	Basis Reduction Total	The total amount of the reduction in the cost basis for this asset book.	BOOK	
BASIS_RED_RECAP	Basis Reduction Recapture	The total amount of the recapture of the basis reduction for this asset book.	BOOK	
SEC179_TAKEN_SW	Section 179 Taken Switch	Identifies whether the asset book has qualified under the U.S. Tax regulation section 179. Valid values are 'Y' for yes and 'N' for no.	BOOK	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
SEC179_AMT	Section 179 Taken Amount	If the asset book qualified for section 179 expense, how much was taken?	BOOK	
ACTIVITY_SW	Activity Switch	Identifies whether this transaction reflects an active ChartField combination for an asset. This is a numeric field. When the sum of the activity switch for a ChartField combination for an asset = 0 then this ChartField combination is active. For asset adds, this field will always be 0.	COST, DEPRECIATION	
RETIRE_SW	Retirement Switch	Identifies whether this ChartField combination for the asset book has been retired (fully) or not. This is a numeric field and works the same as the activity switch.	COST	
LISTED_PROP	Listed Property?	Identifies whether the asset is listed property or not. Only used for tax books.	BOOK	
LISTED_PROP_TYPE	Listed Property Type	Identifies the type of listed property the asset is.	BOOK	
BUS_USE_PERCENT	Business Use Percent	Percentage that asset is used for business purposes.	BOOK	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
QUANTITY	Asset Quantity	Represents the quantity of this transaction. Remember, each transaction's quantity is summed to provide a balance at a given point in time.	COST	
COST	Cost	Represents the cost of this transaction. Remember, each transaction's cost for an asset book is summed to provide a balance at a given point in time.	COST	Y
CURRENCY_CD	Currency Code	This field represents the transaction currency. This field is used to determine the currency conversion that will occur when populating each asset book, which may be in a different currency.	COST, RETIREMENT	Y
TRANSFER_BU	Transfer Business Unit	For an interunit asset transfer to transaction (transaction type='TRF' and Transaction in/out switch='I') this represents the business unit the asset was transferred from. For an interunit asset transfer	COST	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		from transaction (transaction type='TRF' and Transaction in/out switch='O') this represents the business unit the asset was transferred to.		
TRANSFER_ASSET_ID	Transfer Asset ID	This field works just like the Transfer Business Unit, only it represents the asset ID used in the transfer transaction.	COST	
TRANSFER_BOOK	Transfer From Book	This field works just like the Transfer Business Unit, only it represents the book used in the transfer transaction.	COST	
OPRID	Operator ID	The operator ID that initiated this transaction.	COST, OPEN_TRANS	
FISCAL_YEAR	Fiscal Year	Represents the fiscal year in which the depreciation was taken. When converting depreciation you must identify the time period the depreciation covers. If converting an asset for which depreciation has been calculated through June 1997, then the fiscal year would	DEPRECIATION	Y if the asset has accumulated depreciation

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		be 1997, the start period would be 6 and the end period would be 6.		
START_PD	Start Period	Represents the start period for which the depreciation was taken. See the example above.	DEPRECIATION	Y if the asset has accumulated depreciation
END_PD	End Period	Represents the end period for which the depreciation was taken. See the example above.	DEPRECIATION	Y if the asset has accumulated depreciation
YTD_FLAG	Original Reserve	Set value to 'N' for Depreciation Amount that represents accumulated depreciation as of the conversion date. Default to 'Y' for other depreciation transactions.	DEPRECIATION	Y if the asset has accumulated depreciation
DEPR	Depreciation Amount	The depreciation amount of this transaction.	DEPRECIATION	Y if the asset has accumulated depreciation
DEPR_YTD	Year-to-Date Depreciation	Populate with Year To Date Depreciation	DEPRECIATION	Y if Method is Sum of Years, Declining Balance, Declining Balance with Switch to Straight line and you are doing a mid-year conversion.
RETIREMENT_DT	Retirement Date	The retirement date of the transaction. This field is used for retirement transactions only.	RETIREMENT	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
RETIRE_ CONVENTION	Retirement Convention	Represents the convention used for the retirement transaction. The convention is used to determine the end depreciation date for this asset book. This field is used for retirement transactions only.	RETIREMENT	
END_DEPR_DT	End Depreciation Date	The end depreciation date for this retirement transaction. This represents the date that depreciation will stop for this asset. The depreciation for that period is then prorated to determine the amount of accumulated depreciation being retired. This field is used for retirement transactions only.	RETIREMENT	
DISPOSAL_ CODE	Disposal Code	Represents a memo field detailing the method that was used to dispose of this asset. The valid values for this field are in the translate table. This field is used for retirement transactions only.	RETIREMENT	
RETIREMENT_ TYPE	Retirement Type	Represents whether this retirement	RETIREMENT	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		transaction was ordinary or extraordinary according to U.S. Tax code. This field is used for retirement transactions only.		
RETIREMENT_STATUS	Retirement Status	Represents the status of the retirement transaction. The valid values are in the translate table. The initial value should be 'N' for a new retirement. This field is used for retirement transactions only.	RETIREMENT	
VOLUNTARY	Voluntary Conversion	Represents whether the retirement was voluntary or involuntary. This is required by U.S. tax code. The valid values are in the translate table. This field is used for retirement transactions only.	RETIREMENT	
TRADE_IN_ASSET_ID	Asset ID Bought with Trade In	Represents the asset ID that was bought using this asset as a trade-in. This field is only used for retirement transactions.	RETIREMENT	
TRADE_IN_DTTM_STMP	Trade In Date/Time Stamp	Represents the date/time stamp of the asset add transaction for the asset that was bought This field	RETIREMENT	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		is only used for retirement transactions.		
TRADE_IN_AMT	Trade In Amount	The amount received for the trade-in of an asset. This field is only used for retirement transactions.	RETIREMENT	
REFERENCE	Reference Code	A memo field that can be used to tie this retirement transaction to a reference document. This field is only used for retirement transactions.	RETIREMENT	
RETIRE_QUANTITY	Retirement Quantity	The quantify of the asset book being retired by this transaction. This field is only used for retirement transactions.	RETIREMENT	
RETIREMENT_AMT	Retirement Amount	The amount of cost for the asset book being retired by this transaction. This field is only used for retirement transactions.	RETIREMENT	
PROCEEDS	Retirement Proceeds	The proceeds received for this asset. This is used in the depreciation calculation program to derive the gain/loss amount. This field is only used for retirement	RETIREMENT	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		transactions.		
REMOVAL_COST	Removal Cost	The cost of removal for this asset. This is used in the depreciation calculation program to derive the gain/loss amount. This field is only used for retirement transactions.	RETIREMENT	
RETIREMENT_RSV	Reserve Retired	The accumulated depreciation being retired by this transaction. This is calculated by the depreciation calculation program. This field is only used for retirement transactions.	RETIREMENT	
GAIN_LOSS	Retirement Gain/Loss	The gain/loss amount for this retirement transaction. This is calculated by the depreciation calculation program. This field is only used for retirement transactions.	RETIREMENT	
LEASE_REM_PAYMNTS	Lease Remaining Payments	The number of payments remaining at the time of the retirement. This field is calculated by the program AMDPCALC and <i>does not</i> have to be populated. This field is only used for	RETIREMENT	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		retirement transactions.		
OPEN_TRANS_ID	Open Transaction ID	The ID (key) for the OPEN_TRANS table. The OPEN_TRANS table is a “to do” list for several programs, such as AMDPCALC and AMAEDIST. If this transaction requires processing by these programs, an entry is made to the OPEN_TRANS table. For performance reasons, this field should be populated for conversions. A single unique OPEN_TRANS_ID can be used for a group of the same transaction types, for example, CN1s.	OPEN_TRANS	Y
CALC_DEPR_STATUS	Depreciation	This field is used to determine whether depreciation needs to be calculated on this transaction. Only financial transactions need depreciation calculated. An open transaction (OPEN_TRANS) is created for those transactions that will have	OPEN_TRANS	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		depreciation calculated. The OPEN_TRANS entry is then used by AMDPCALC as a “to do” list of transactions to process. Transaction Loader will populate this field. It can be left blank. NOTE: Non-depreciable assets will still have open transactions generated.		
CALC_DIST_STATUS	Distribution	This field is used to determine whether accounting entries need to be created for this transaction. Only financial transactions on a book marked for accounting entry creation need to have accounting entries created. An open transaction (OPEN_TRANS) is created for those transactions that will have accounting entries created. The OPEN_TRANS table entry is then used by AMAEDIST as a “to do” list of transactions to process. Transaction	OPEN_TRANS	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		Loader will populate this field. It can be left blank.		
MESSAGE_SET_NBR	Message Set Number	Used for internal processing. Do not populate.	Used internally	
MESSAGE_NBR	Message Number	Used for internal processing. Do not populate.	Used internally	
BUSINESS_UNIT_JV	Joint Venture Business Unit	The “parent” JV business unit, if the asset is part of a joint venture.	Used internally	
LIFE_END_DT	Useful Life End Date	This field represents the end date of the useful life on the asset book. This field can be used as an alternate to the life field. Life and life end date are mutually exclusive. When you specify the life end date, the depreciation calculation program will calculate the life field and store it on the BOOK table.	BOOK	
DEPR_LOW_LIMIT	Depreciation Low Limit Amount	This field represents the low amount that net book value must reach before an asset stops depreciating. This field is only used by the declining balance depreciation method. Since	BOOK	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		the declining balance method does not use a life, the low limit is the way to specify when an asset should become fully reserved.		
SUSPEND_STATUS	Suspend Status	Indicates whether the book is currently “mothballed”. Default value for this field is blank. If the book is “mothballed”, enter a value of ‘Y’ in this field.	BOOK	
SUSPEND_DT	Suspend Date	The date that depreciation was suspended.	BOOK	
RESUME_DT	Resume Date	The date that depreciation was resumed after a suspension.	BOOK	
SUSPENDED_PERIODS	Number of Suspended Periods	The number of periods that depreciation was suspended for.	BOOK	
COST_BASIS_LIMIT	Cost Basis Limit	The maximum amount that can be capitalized for this asset book.	BOOK	
DEPR_AVG_OPTION	Averaging Option	A special option that applies only to the flat rate depreciation method. Valid values are ‘M’ (Monthly), ‘Y’ (Yearly), or ‘N’ (None). If you’re doing a conversion	BOOK	Y default N

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		(CN1), you must set this field to a value, no matter what depreciation method you're using.		
UOP_ID	Units of Production ID	Represents the ID of the Units of Production control table that specifies the units of production for this asset book.	BOOK	
IU_MAP_KEY	InterUnit Map Key	Used for InterUnit transfers.	Appears on COST.	
MC_DEFN_ID	Mass Change ID	Used for internal processing. Do not populate.	Used internally.	
GROUP_ASSET_ID	Group Asset ID	Used to identify which group asset group members report to.	BOOK, COST, DEPRECIATION, OPEN_TRANS	
UD_METHOD_ID	Method ID	Identities the user-defined depreciation method to be used. This field must reference a valid user-defined depreciation method. The user defined methods are specified in the Establish Asset Processing window.	BOOK	Y for depreciation method user-defined
INCLUDE_CAP_GAINS	CGT Applicable	A flag which determines whether or not capital gains tax should be included in the gain/loss of a book. The INCLUDE_CAP_GAINS is for	BOOK	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		Australian customers.		
REDUCED_COST	Reduced Cost Basis	Amount used in calculating gain/loss for Australian Customers.	RETIREMENT	
CAPITAL_G_L	Capital Gains and Loss	Amount used in calculating gain/loss for Australian Customers.	RETIREMENT	
RET_NON_CAP_AM2	Non-Capitalized CGT amount.	Amount used in calculating gain/loss for Australian Customers.	RETIREMENT	
AM_BK_UD_CHAR1	User-Defined character field		BOOK	
AM_BK_UD_CHAR2	User-Defined character field		BOOK	
AM_BK_UD_DATE1	User-Defined date field		BOOK	
AM_BK_UD_NUM1	User-Defined numeric field		BOOK	
AM_BK_UD_NUM2	User-Defined numeric field		BOOK	
INCREASE_RATE	Increased Rate	Used to calculate special depreciation amount. You can enter a rate and the standard depreciation will be modified by this percentage along all the life of the asset. This is a Japanese Requirement but can be used for any country.	BOOK	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
FULLY_DEPR_SW	Retire as Fully Depreciated		RETIREMENT	
ACCOUNTING_MTHD	Accounting Method	Supports 3 different accounting methods in Japan. In Expense method, the standard depreciation is modified with the special depreciation. The accounting entries in this method have standard + special depreciation in the same accounts. In Allowance and Reserve Method, the information must be in separate accounts.	BOOK	
FUTURE_DEPR_YEARS	Number of Future Depreciation Years	Number of future years of depreciation to create when AMDPCALC runs. For example: if value was 3 and accounting fiscal year is 2000, AMDPCALC will create years: 2000, 2001 and 2002. If left zero, AMDPCALC will create all years of the life of the asset.	BOOK	
SALVAGE_VAL	Salvage Value	Used to populate an absolute amount in COST.SALVAG	BOOK	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		E_VALUE by Book on future transactions – used only when default profile switch = No		
SALVAGE_PCT	Salvage Percent	Used to calculate COST.SALVAGE E_VALUE as a percentage of the cost by asset book on future transactions - used only when default profile switch = No	BOOK	

Loader Table INTFC_PHY_A

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
INTFC_ID	Interface ID	Key to this table. An interface ID is typically assigned to a group of transactions with the same load type. Use a unique, previously unused INTFC_ID for each set of transactions with the same load type. When using a load type of CN1 and NEXT in the ASSET_ID field, you'll need to use a unique	Used internally.	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		INTFC_ID for each asset. For FADs and Conversions, if INTFC_ID is the same for multiple lines for an asset, increment the INTFC_LINE_NUM for each individual line.		
INTFC_LINE_NUM	Interface Line Number	Key to this table. Interface Line Number is used as a key for multiple lines for the same Interface ID for transactions with similar keys (ex., multiple acquisition details, such as CAP). For FADs and Conversions, if INTFC_ID is the same for multiple lines for an asset, increment the INTFC_LINE_NUM for each individual line.	Used internally.	Y
BUSINESS_UNIT	Business Unit	The business unit that identifies the asset to be processed. This field is required	ASSET, ASSET_ACQ_DET, ASSET_CUSTODIAN, ASSET_LOCATION, PARENT_ASSET	Y
ASSET_ID	Asset Identification	The asset ID that identifies the asset to be processed. This field is required. If this	ASSET, ASSET_ACQ_DET, ASSET_CUSTODIAN,	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		field contains the value 'NEXT' and the interface type is FAD or CN1 then Transaction Loader will assign the next asset ID for this business unit.	ASSET_LOCATI ON, and many others	
DTTM_STAMP	Date/Time Stamp	Used to populate the key field of datetime stamp on many tables. Represents the date/time that this transaction was added to the system. During conversion it is important that this field represent the period through which depreciation has been calculated		Y
VOUCHER_ID	Voucher ID	Identifies the voucher associated with the financial transaction. This is used in AP integration. This field can be used for PeopleSoft or non-PeopleSoft integration. This field is on this table so that the INTFC_FIN transactions can be easily queried by voucher. This should be formatted if the transaction is voucher related.	Used internally. ASSET_ACQ_D ET	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
VOUCHER_LINE_NUM	Voucher Line Number	Identifies the voucher line number associated with the financial transaction. This is used in AP integration. This field can be used for PeopleSoft or non-PeopleSoft integration.	Used internally. ASSET_ACQ_DET	
DISTRIB_LINE_NUM	Distribution Line Number	Identifies the voucher line distribution number associated with the financials transaction. This is used in AP integration. This field can be used for PeopleSoft or non-PeopleSoft integration.	Used internally. ASSET_ACQ_DET	
INTFC_TYPE	Interface Type, also called Load Type	Identifies the type of transaction this is. Transaction loader will process this transaction based upon this field. Valid values are listed in the translate table.	Used internally.	Y
MC_DEFN_ID	Mass Change ID	Used for internal processing. Do not populate.	Used internally.	
SYSTEM_SOURCE	System Source	The source system that created this transaction. Valid values are listed in the translate table. This field is used extensively by AM to drill back to source system.	ASSET_ACQ_DET	Y default CNV

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		Feel free to add valid values to the translate table for your external systems. You can run Transaction Loader selectively for specific values of system source.		
APPROVAL_SW	Auto Approval Status	Identifies whether the transaction is approved or not. Transaction Loader will only load approved transactions. Valid values are 'Y' for approved and 'N' for not approved.	Used internally.	y
INTFC_STATUS	Interface Status	Used for internal processing. Default this field to 'DON'.	Used internally.	Y default DON
LOAD_STATUS	Load Status	Identifies the status of this transaction. Valid values are 'NEW' = not processed; 'ERR' = an error exists on this transaction and it will not be processed; 'DON' = the transaction has been successfully processed. CON = transaction has been consolidated into a different transaction and it will not be loaded. UNI = transaction has been unitized into a different transaction and it	Used internally.	Y default NEW

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		will not be loaded.		
ORIG_INTFC_ID	Original Interface ID	Used for internal processing. Do not populate.	Used internally.	
ORIG_LINE_NUM	Original Interface Line Number	Used for internal processing. Do not populate.	Used internally.	
DEFAULT_PROFILE_SW	Default Books from Profile?	Identifies whether a profile will be used for an asset add by the Transaction Loader. When this switch is set to 'Y' the BOOK table will have its fields defaulted from the profile tables rather than the load tables (INTFC...). The category on the cost table will also be defaulted from the profile tables. The profile_ID is identified on the INTFC_PHY_A table. When performing a CN1, you must set the DEFAULT_PROFILE_SW to 'N'. The value of DEFAULT_PROFILE_SW in INTFC_FIN must match the value of DEFAULT_PROFILE_SW in INTFC_PHY_A.	Used internally.	Y Set = N for CN1
TRANS_IN_OUT	Transaction In/Out	Used to identify which side of a	Used internally.	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		transfer or recategorization this transaction represents. Every such transaction contains two transactions. The <i>out</i> side of the transaction adjusts the asset being transferred/recategorized from. The <i>in</i> side of the transaction adjusts the asset being transferred/recategorized to.		
PARENT_ID	Parent Asset ID	Used to identify the parent of this asset. Parent/Child relationships can be built using the Parent ID. A parent can be an existing asset (the parent ID is the asset ID of another asset) or a “virtual” asset (the parent ID is not an actual asset ID). In any case the parent ID should be a valid entry on the record Parent_Asset. If an entry does not exist on Parent_Asset for the parent ID, then Transaction Loader will create one.	ASSET, PARENT_ASSET	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
PARENT_DESCR	Parent Asset Description	The description of the parent asset that will be entered on the table parent_asset if an entry does not exist.	PARENT_ASSET	
PARENT_DESCR_LONG50	Parent Asset Long Description	The long description of the parent asset that will be entered on the table parent_asset if an entry does not exist.	PARENT_ASSET	
TAGGABLE_SW	Taggable Asset Switch	Indicates whether the asset is taggable or not. Valid values are 'Y' or 'N'. A tag is the physical tag that is affixed to an asset.	ASSET	
TAG_NUMBER	Tag Number	The tag number that is assigned to this asset.	ASSET	
DESCR	Description	A description of the asset. 30 characters.	ASSET	
DESCRSHORT	Short Description	A short description of the asset. 10 characters.	ASSET	
ASSET_STATUS	Asset Status	The status of the asset. The valid values are in the translate table. This field is generally for information purposes only. No accounting events are tied to this status.	ASSET	Y default to I (in service)

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
FINANCIAL_ASSET_SW	Capitalized Asset?	Identifies whether this asset has been capitalized. Valid values are 'Y' for yes and 'N' for no. If an asset has not been capitalized, there can be no financial information or transactions for the asset (BOOK, COST, DEPRECIATION, RETIREMENT, OPEN_TRANS, etc.). However, there <i>can</i> be acquisition detail information (ASSET_ACQ_DETAIL). Since acquisition detail is not tied to accounting events - it is an audit trail, you can store as much expense information as you would like.	ASSET	Y
REPLACE_SW	Replacement Asset?	Identifies whether this is a replacement asset.	ASSET	
REPLACE_ASSET_ID	Replaced Asset ID	If this is a replacement asset, what is the Asset ID of the asset that was replaced.	ASSET	
CONVERSION_ID	Old Asset ID	Identifies the ID in an old system for this asset. We recommend that you do not try to convert your Asset IDs from	ASSET	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		your old system to AM. Since Asset ID is only an internal key to our system, it is better to let AM assign Asset IDs to your assets. You can then store the ID from the old system in this field.		
NEW_ASSET_SW	New Asset?	Was this asset acquired new? Valid values are 'Y' or 'N'.	ASSET	Y
AVAIL_SW	Resale?	Is this asset available for resale? Valid values are 'Y' or 'N'. When marked 'Y' this field can be queried to identify assets that are not being used by their custodians and are available for resale or internal transfer. A PS/Query is shipped with Asset Management as an example.	ASSET	Y
AVAIL_CONTACT	Availability Contact	If the asset is available, who should be contacted if someone is interested in the asset.	ASSET	
AVAIL_PHONE	Availability Phone	Phone number of the contact above.	ASSET	
ACQUISITION_CD	Acquisition Code	Identifies how this asset was	ASSET	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		acquired. The valid values are in the translate table.		
ACQUISITION_DT	Acquisition Date	Identifies the acquisition date of this asset. This is a memo only field and is not used for any calculations.	ASSET	Y
FINANCING_CD	Financing Code	User defined financing code. Should be a valid value on the FINANCE_CD_TBL.	ASSET	
ASSET_DTTM_STAMP	Asset Date/Time Stamp	Used for internal processing. Do not populate.	Used internally.	
PROFILE_ID	Asset Profile ID	Identifies the profile to be used to default the book information on an asset add. This field is only used if the INTFC_FIN.DEFAULT_PROFILE_SW = 'Y'. When that field is set to 'Y' then Profile ID must be populated with a valid, effective-dated Profile ID on the PROFILE_DET_TBL.	ASSET	Y
ASSET_CLASS	Asset Class	Identifies the asset class that this asset falls into. This is just another way to categorize your assets. This field must be a valid value on the	ASSET	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		ASSET_CLASS_TBL. This table is maintained in the Establish Asset Processing menu online.		
CAP_NUM	Capital Acquisition Plan Number	Combined with CAP_SEQUENC E this field identifies the C.A.P. that this asset is associated with. Capital Acquisition Planning (C.A.P.) is a way of specifying asset budgets or appropriations.	ASSET	
MANUFACTURER	Manufacturer Name	Manufacturer of the asset.	ASSET	
MODEL	Model	Model of the asset.	ASSET	
PROD_VERSION	Product Version	Product version of the asset.	ASSET	
SERIAL_ID	Serial ID	Serial number of the asset.	ASSET	
PRODUCTION_DT	Production Date	Production date of the asset.	ASSET	
PLANT	Manufacturing Plant	Plant that manufactured the asset.	ASSET	
MANUFACTUR_CONTACT	Manufacturing Contact	Contact at the plant that manufactured the asset.	ASSET	
CAP_SEQUENC E	C.A.P. Sequence	Combined with CAP_NUM this field identifies the C.A.P. that this asset is associated with. Capital Acquisition Planning (C.A.P.)	ASSET	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		is a way of specifying asset budgets or appropriations.		
REPLACEMENT_COST	Replacement Cost	Estimated replacement cost of the asset. This field can be processed by the Indexing feature in Asset Management. The indexing feature only updates replacement cost. It does not perform the initial population of this field.	ASSET	
LEASE_ASSET_ID	Lease Asset ID	If this is a non-capitalized asset and is associated with a lease, this is the Asset ID of that lease. This field must identify a capitalized asset ID with an acquisition code of leased.	ASSET	
BUSINESS_UNIT_JV	Joint Venture Business Unit	The “parent” JV business unit, if the asset is part of a joint venture.	Used internally	
INDEX_NAME	Index Name	Identifies which index to use in revaluing asset cost.	ASSET	
INDEX_DETAIL_NAME	Index Detail Name	Same as INDEX_NAME.	ASSET	
COMPOSITE_SW	Composite Asset?	Used to indicate whether the asset is a composite asset. Similar to	ASSET	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		parent/child assets except that a composite asset is not a “virtual” asset. The composite asset exists as a standard asset record within the PeopleSoft Asset Management system.		
COMPOSITE_ID	Composite Asset ID	If applicable, enter the Asset ID of the composite asset that is associated with this asset record.	ASSET	
FERC_CD	FERC Code	Identifies the FERC code associated with this asset. The valid values must be set up on the FERC Code table prior to implementation. PeopleSoft ships a ‘MODEL’ set of FERC codes with the system that can be shared by your business units.	ASSET	
SEQUENCE_NUMBER_6	Sequence	Used to sequence the acquisition detail table. This field must be incremented for each acquisition detail row for an asset. The Transaction Loader does not increment this field, it must be assigned correctly on the	ASSET_ACQ_DETAIL	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		INTFC_PHY_A table. This means that the feeder system must set this field. For the PeopleSoft Payables and Purchasing interface this field is set by AMPS1000.SQR.		
ACQUISITION_DESCR	DESCR field for ACQ_DETAIL	A description for the acquisition detail for this transaction.	ASSET_ACQ_DET	
CAPITALIZATION_SW	Capitalized?	Identifies whether this particular transaction should be capitalized. Valid values are on the translate table. This must be set to 1, 2, 3, or 4 in order for acquisition detail records to be inserted.	ASSET_ACQ_DET	
BUSINESS_UNIT_AP	AP Business Unit	The business unit from PeopleSoft Accounts Payable that generated this transactions.	ASSET_ACQ_DET	
CURRENCY_CD	Currency Code	Represents the currency of the transaction.	ASSET_ACQ_DET	Y
BUSINESS_UNIT_PO	PO Business Unit	The business unit from PeopleSoft Purchasing that is associated with this transaction.	ASSET_ACQ_DET	
PO_ID	Purchase Order Number	The PO number from PeopleSoft Purchasing that is associated with	ASSET_ACQ_DET	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		this transaction.		
PO_LINE_NBR	Purchase Order Line Number	The PO line number from PeopleSoft Purchasing that is associated with this transaction.	ASSET_ACQ_DET	
SCHED_NBR	Schedule Number	The schedule number from PeopleSoft Purchasing that is associated with this transaction.	ASSET_ACQ_DET	
PO_DIST_LINE_NUM	PO Distribution Line Number	The distribution line number from PeopleSoft Purchasing that is associated with this transaction.	ASSET_ACQ_DET	
REFERENCE_ID	Reference Number	A general reference number associated with the acquisition of this asset.	ASSET_ACQ_DET	
INVOICE_DT	Invoice Date	Represents the date of the invoice associated with this transaction.	ASSET_ACQ_DET	
VENDOR_ID	Vendor ID	The vendor ID from PeopleSoft Accounts Payable or Purchasing that is associated with this transaction.	ASSET_ACQ_DET	
VENDOR_NAME	Vendor Name	The name of the vendor associated with this transaction. This would only be used when an external purchasing or payable system is used.	ASSET_ACQ_DET	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
INVOICE_ID	Invoice Number	The invoice number of the invoice associated with this transaction.	ASSET_ACQ_DET	
AMOUNT	Amount	The amount of this transaction. This is the amount that will be capitalized if that is what has been requested. Note that this field is NOT used by Transaction Loader for inserting cost. It is the amount field on Acq Detail. It should match the COST field on INTFC_FIN.	ASSET_ACQ_DET	
QUANTITY	Quantity	The quantity of this transaction. This is the quantity that will be capitalized if that is what has been requested. Note that this field is NOT used by Transaction Loader for inserting cost. It is the quantity field on Acq Detail. It should match the QUANTITY field on INTFC_FIN.	ASSET_ACQ_DET	
SALETX_AMT	Sales Tax Distribution Amount	The amount of sales tax associated with this transaction.	ASSET_ACQ_DET	
SALETX_CD	Sales Tax Code	The code representing the	ASSET_ACQ_DET	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		sales taxing authority associated with this transaction.	ET	
USETAX_AMT	Use Tax Distribution Amount	The amount of use tax associated with this transaction.	ASSET_ACQ_D ET	
USETAX_CD	Use Tax Code	The code representing the use taxing authority associated with this transaction.	ASSET_ACQ_D ET	
FREIGHT_AMT	Freight Amount	The amount of freight associated with this transaction.	ASSET_ACQ_D ET	
BUSINESS_UNIT_RECV	Business Unit Receive	Identifies the PeopleSoft Purchasing receiving business unit that this transaction is associated with.	ASSET_ACQ_D ET	
RECEIVER_ID	Receiver ID	Identifies the PeopleSoft Purchasing receiving receiver ID that this transaction is associated with.	ASSET_ACQ_D ET	
RECV_LN_NBR	Receiver Line Number	Identifies the PeopleSoft Purchasing receiving line number that this transaction is associated with.	ASSET_ACQ_D ET	
RECV_SHIP_SEQUENCE_NBR	Receiver Shipping Sequence Number	Identifies the PeopleSoft Purchasing receiving shipping sequence number that this	ASSET_ACQ_D ET	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		transaction is associated with.		
RECV_DIST_LINE_NUM	Receiver Distribution Line Number	Identifies the PeopleSoft Purchasing receiving distribution line number that this transaction is associated with.	ASSET_ACQ_DET	
DISTRIB_SEQ_NUM	Distribution Sequence Number	Identifies the PeopleSoft Purchasing receiving distribution sequence number that this transaction is associated with.	ASSET_ACQ_DET	
INV_ITEM_ID	Inventory Item ID	Identifies the inventory item ID that this transaction is associated with.	ASSET_ACQ_DET	
OPERATING_UNIT	Operating Unit	The operating unit (ChartField) associated with this transaction. This field should be the same as the corresponding ChartField on the INTFC_FIN table. See the online ChartField customization topic for further discussion.	ASSET_ACQ_DET	
DEPTID	Department	The department (ChartField) associated with this transaction. This field should be the same as the corresponding ChartField on the	ASSET_ACQ_DET	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		INTFC_FIN table.		
PRODUCT	Product	The product (ChartField) associated with this transaction. This field should be the same as the corresponding ChartField on the INTFC_FIN table.	ASSET_ACQ_DET	
PROJECT_ID	Project ID	The project (ChartField) associated with this transaction. This field should be the same as the corresponding ChartField on the INTFC_FIN table.	ASSET_ACQ_DET	
CATEGORY	Asset Category	The category associated with this transaction. This field should be the same as the category on the INTFC_FIN table.	ASSET_ACQ_DET	Y
COST_TYPE	Cost Type	The cost type associated with this transaction. This field should be the same as the cost type on the INTFC_FIN table.	ASSET_ACQ_DET	
BUSINESS_UNIT_PC	Projects Business Unit	The business unit in PeopleSoft Projects that generated this asset transaction. Can also come from Purchasing/Payab	ASSET_ACQ_DET	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		les integration.		
MASTER_PROJECT	Master Project	The master project in PeopleSoft Projects that generated this asset transaction.	ASSET_ACQ_DET	
ACTIVITY_ID	Activity ID	The activity ID in PeopleSoft Projects that generated this asset transaction. Can also come from Purchasing/Payables integration.	ASSET_ACQ_DET	
RESOURCE_TYPE	Resource Type	The resource type in PeopleSoft Projects that generated this asset transaction. Can also come from Purchasing/Payables integration.	ASSET_ACQ_DET	
RESOURCE_SUBCAT	Resource subcategory	The resource subcategory from PeopleSoft Projects, Purchasing or Payables.	ASSET_ACQ_DET	
ANALYSIS_TYPE	Resource Analysis type	The resource analysis type in PeopleSoft Projects that generated this asset transaction. Can also come from Purchasing/Payables integration.	ASSET_ACQ_DET	
RESOURCE_CATEGORY	Resource category	The resource category in PeopleSoft Projects that generated this	ASSET_ACQ_DET	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		asset transaction. Can also come from Purchasing/ Payables integration.		
CUSTODIAN_EFFDT	Asset Custodian Effective Date	The date the custodian of this asset became effective. If the transaction is an add, the date should be the same as the trans_dt. It is very important that this field be formatted with a valid date on an add transaction, whether or not the custodian is known. Transaction loader uses this when inserting custodian entries. If it is null, no custodian entry is loaded.	ASSET_CUSTODIAN	Y
EFFSEQ	Effective Sequence	The sequence number of the custodian. This will be zero unless the asset has had more than one custodian for a given effective date.	ASSET_CUSTODIAN	
CUSTODIAN	Custodian	The name of the custodian of this asset.	ASSET_CUSTODIAN	
EMPLID	Asset Custodian Employee ID	The employee ID of the custodian of this asset.	ASSET_CUSTODIAN	
CUSTODIAN_DEPTID	Asset Custodian Department	The department of the custodian of	ASSET_CUSTODIAN	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		this asset.		
CUSTODIAN_PROJECT	Asset Custodian Project	The project associated with the custodian of this asset.	ASSET_CUSTODIAN	
OFFSITE_SW	Offsite?	Is this asset offsite? Valid values are 'Y' or 'N'.	ASSET_CUSTODIAN	
AUTH_STATUS	Authorization Status	The status of the authorization for this asset to be assigned to this custodian.	ASSET_CUSTODIAN	
AUTHORIZATION_NAME	Authorization Name	The name of the person who has authorized this asset to be assigned to this custodian.	ASSET_CUSTODIAN	
AUTHORIZATION_DT	Authorization Date	The date of the authorization for this asset to be assigned to this custodian.	ASSET_CUSTODIAN	
LOCATION_EFFECTIVE_DT	Location Effective Date	The date the location of this asset became effective. If the transaction is an add, the date should be the same as the trans_dt. It is very important that this field be formatted with a valid date on an add transaction, whether or not the location is known. Transaction loader uses this when inserting location entries. If it is null, a	ASSET_LOCATION	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		location entry is not loaded.		
LOCATION_EFFSEQ	Location Effective Sequence	The sequence number of the location. This will be zero unless the asset has been in more than one location for a given effective date.	ASSET_LOCATI ON	
LOCATION	Location	The location of this asset. Should be a valid value on the LOCATION_TBL.	PI_ASSET_HIST	
PI_ID	Physical Inventory ID	Used for internal processing. Do not populate. The physical inventory ID that was entered when defining physical inventory is used here.	ASSET_LOCATI ON	
INVENTORY_DT	Last Inventory Date	The last date that this asset was inventoried at this location.	PI_ASSET_HIST	
PERFORMED_BY	Performed By	The name of the person who performed the last inventory.	PI_ASSET_HIST	
DOCUMENT_ID	Document	A reference document ID associated with this asset.	ASSET_LOCATI ON	
LOC_AUTH_STATUS	Location Authorization Status	The authorization status for this asset at this location.	ASSET_LOCATI ON	
LOC_AUTH_NAME	Location Authorization Name	The name of the person who authorized this	ASSET_LOCATI ON	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
	Name	asset to be at this location.		
LOC_AUTH_DT	Location Authorization Date	The date the authorization was given for this asset to be at this location.	ASSET_LOCATION	
REPLACE_COST_DT	Replacement Cost Date	Same as INDEX_NAME.	ASSET	
GROUP_ASSET_FLAG	Group Asset Flag	Used for Group Asset Processing.	ASSET	
GROUP_ASSET_ID	Group Asset ID	Used to identify which group asset group members report to.	BOOK, COST, DEPRECIATION, OPEN_TRANS	
RD_PLANT_ASSET	R&D Plant Asset	Flag to indicate this asset is used for R&D.	ASSET	
RD_START_DATE	R&D Start Date	Date asset became used for R&D.	ASSET	
RD_USE_NBV	Use NBV for R&D	Use net book value in gain/loss calculations for R&D assets.	ASSET	
LAST_INDEX_VALUE	Last Index Value	Last index value used to revalue assets, such as the Consumer Price Index.	ASSET	
INCENTIVE_ID	Incentive ID	An incentive ID, as would be assigned to a grant. Assigned in PeopleSoft Projects and sent to Asset Management.	ASSET_ACQDET	
IP_ADDRESS	IP Address	The Internet Protocol address of an asset, such as a computer or printer. Can be uploaded from	ASSET	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		Tangram's Asset Insight during Physical Inventory.		
IP_ALIAS	IP Alias	May be used to capture the name of a user associated with an asset, since IP addresses may be dynamic. Can be uploaded from Tangram's Asset Insight during Physical Inventory.	ASSET	
MERCH_AMT_BSE	Merchandise amount	Used in Payables/Assets integration.	ASSET_ACQ_DET	
VAT_INV_AMT_BSE	VAT invoice amount	Used in Payables/Assets integration.	ASSET_ACQ_DET	
VAT_NRCVR_AMT_BSE	VAT Nonrecoverable amount	Used in Payables/Assets integration.	ASSET_ACQ_DET	
VAT_RCVRY_AMT_BSE	VAT recovery amount	Used in Payables/Assets integration.	ASSET_ACQ_DET	
AM_AST_UD_CHAR1	User-defined Asset character field		ASSET	
AM_AST_UD_CHAR2	User-defined Asset character field		ASSET	
AM_AST_UD_DATE1	User-defined Asset date field		ASSET	
AM_AST_UD_NUM1	User-defined Asset numeric field		ASSET	
AM_AST_UD_NUM2	User-defined Asset numeric field		ASSET	

Loader Table INTFC_PHY_B

The INTFC_PHY_B table exists because of a platform limitation on the maximum number of columns in a table. Because of this limitation, we created two physical interface tables. INTFC_PHY_A contains the most frequently, and INTFC_PHY_B the least frequently used physical interface fields.

When used, INTFC_PHY_B fields are most commonly loaded at conversion. They are not currently interfaced from PeopleSoft Purchasing, Payables, or Projects, but they could be with some customization.

This table does not need to be inserted for conversion. But if you insert any values into it, the ones marked **Y** are required

<i>Field Name</i>	<i>Long Name</i>	<i>Use and Processing Considerations</i>	<i>Tables Updated</i>	<i>Required for Conversion</i>
INTFC_ID	Interface ID	Key to this table. An interface ID is typically assigned to a group of transactions with the same load type. Use a unique, previously unused INTFC_ID for each set of transactions with the same load type. When using a load type of CN1 and NEXT in the ASSET_ID field, you'll need to use a unique INTFC_ID for each asset. For FADs and Conversions, if INTFC_ID is the same for multiple lines for an asset, increment the	Used internally.	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		INTFC_LINE_NUM for each individual line.		
INTFC_LINE_NUM	Interface Line Number	Key to this table. Interface Line Number is used as a key for multiple lines for the same Interface ID for transactions with similar keys (ex., multiple acquisition details, such as CAP). For FADs and Conversions, if INTFC_ID is the same for multiple lines for an asset, increment the INTFC_LINE_NUM for each individual line.	Used Internally.	Y
BUSINESS_UNIT	Business Unit	Identifies the business unit of the transaction to be processed. This field is required.	ASSET_ATTRIBUTE, ASSET_COMMENTS, ASSET_LICENSE, ASSET_WARRANTY	Y
ASSET_ID	Asset ID	Identifies the asset ID of the transaction to be processed. This field is required. If this field contains the value 'NEXT' and the interface type is FAD then Transaction Loader will assign the next asset ID for this business unit.	ASSET_ATTRIBUTE, ASSET_COMMENTS, ASSET_LICENSE, ASSET_WARRANTY	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
INTFC_TYPE	Interface Type, also called Load Type	Identifies the type of transaction this is. Transaction loader will process this transaction based upon this field. Valid values are listed in the translate table.	Used internally.	Y
SYSTEM_SOURCE	System Source	The source system that created this transaction. Valid values are listed in the translate table. This field is used extensively by AM to drill back to source system. Feel free to add valid values to the translate table for your external systems. You can run Transaction Loader selectively for specific values of system source.	Used internally.	Y
MC_DEFN_ID	Mass Change ID	Used for internal processing. Do not populate.	Used internally.	
APPROVAL_SW	Auto Approval Status	Identifies whether the transaction is approved or not. Transaction Loader will only load approved transactions. Valid values are 'Y' for approved and 'N' for not approved.	Used internally.	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
INTFC_STATUS	Interface Status	Used for internal processing. Do not populate.	Used internally.	
LOAD_STATUS	Load Status	Identifies the status of this transaction. Valid values are 'NEW' = not processed; 'ERR' = an error exists on this transaction and it will not be processed; 'DON' = the transaction has been successfully processed. 'CON' = transaction has been consolidated into a different transaction and it will not be loaded. 'UNI' = transaction has been unitized into a different transaction and it will not be loaded.	Used internally.	Y enter NEW
ATTRIBUTE_EF FDT	Asset Attribute Effective Date	These next fields relate to the Asset_Attributes record. This is optional information. If you do not populate these fields then a row of asset attribute information will not be created for the asset (thus saving space). You can populate the asset attributes on as many (or as few) assets as you like. It is not an	ASSET_ATTRIBUTES	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		all or nothing proposition. If you are not planning on tracking attributes (color, weight, height, width, length, capacity, power rating) for an asset, then do not populate these fields for that asset. The effective date of the attributes of this asset. If the asset is being added, this should be the same as the trans_dt.		
ASSET_COLOR	Asset Color	The color of the asset.	ASSET_ATTRIBUT UTE	
ASSET_WEIGHT	Asset Weight	The weight of the asset.	ASSET_ATTRIBUT UTE	
WEIGHT_UM	Asset Weight Unit of Measure	The unit of measure used for the asset weight. Should be a valid unit of measure defined on the units of measure table.	ASSET_ATTRIBUT UTE	
ASSET_HEIGHT	Asset Height	The height of the asset.	ASSET_ATTRIBUT UTE	
HEIGHT_UM	Asset Height Unit of Measure	The unit of measure used for the asset height. Should be a valid unit of measure defined on the units of measure table.	ASSET_ATTRIBUT UTE	
ASSET_WIDTH	Asset Width	The width of the asset.	ASSET_ATTRIBUT UTE	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
WIDTH_UM	Asset Width Unit of Measure	The unit of measure used for the asset width. Should be a valid unit of measure defined on the units of measure table.	ASSET_ATTRIBUT E	
ASSET_LENGTH	Asset Length	The length of the asset.	ASSET_ATTRIBUT E	
LENGTH_UM	Asset Length Unit of Measure	The unit of measure used for the asset length. Should be a valid unit of measure defined on the units of measure table.	ASSET_ATTRIBUT E	
ASSET_CAPACITY	Asset Capacity	The capacity of the asset.	ASSET_ATTRIBUT E	
CAPACITY_UM	Asset Capacity Unit of Measure	The unit of measure used for the asset capacity. Should be a valid unit of measure defined on the units of measure table.	ASSET_ATTRIBUT E	
POWER_RATING	Asset Power Rating	The power rating of the asset.	ASSET_ATTRIBUT E	
POWER_RATING_UM	Asset Power Rating Unit of Measure	The unit of measure used for the asset power rating. Should be a valid unit of measure defined on the units of measure table.	ASSET_ATTRIBUT E	
COMMENT_DATE_TIME_STAMP	Asset Comments Date/Time Stamp	The date/time stamp of the comments for this asset. This is used as a key to the Asset_Comments	ASSET_COMMENTS	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		record.		
NAME	Name	The name of the person who entered the comments.	ASSET_COMMENTS	
COMMENTS50	Comments 50 Characters	The comments for the assets. This field is long on the Asset_Comments record, but is a 50 byte character field here due to database restrictions. You can load additional comments online that can be up to 32k in length.	ASSET_COMMENTS	
AGENCY_ID	Agency ID	These next fields relate to the Asset_License record. It is used to track the license or registration of an asset with a given agency or vendor. An example may be a vehicle registration with the state or software registration with a vendor (like PeopleSoft!). This is optional information. If you do not populate these fields then a row of asset license information will not be created for the asset (thus saving space). You can populate	ASSET_LICENSE	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		asset license information on as many (or as few) assets as you like. It is not an all or nothing proposition. If you are not planning on tracking license information for an asset, then do not populate these fields for that asset. This field is the agency that the asset is registered with and is mutually exclusive of the asset license vendor ID. Should be a valid value on the Agency_Tbl record.		
LICENSE_VENDOR_ID	Asset License Vendor ID	This is the vendor that the asset is registered with and is mutually exclusive with the agency ID. Should be a valid value on the VNDR_FS record.	ASSET_LICENSE	
REGISTRATION_NO	Registration Number	The registration number for the asset.	ASSET_LICENSE	
INSPECTION_SW	Inspection Required?	Is an inspection of the asset required? Valid values are 'Y' or 'N'.	ASSET_LICENSE	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
LIC_START_DT	License Effective Date	The effective date of the license or registration.	ASSET_LICENS E	
LIC_END_DT	License Expiration Date	The expiration date of the license or registration.	ASSET_LICENS E	
REGISTER_NAME	Name	The name of the person under which the asset is registered.	ASSET_LICENS E	
COUNTRY	Country	The country in which the asset is registered.	ASSET_LICENS E, COUNTRY	
ADDRESS1	Address 1	The address line 1 under which the asset is registered.	ASSET_LICENS E	
ADDRESS2	Address 2	The address line 2 under which the asset is registered.	ASSET_LICENS E	
ADDRESS3	Address 3	The address line 3 under which the asset is registered.	ASSET_LICENS E	
ADDRESS4	Address 4	The address line 4 under which the asset is registered.	ASSET_LICENS E	
CITY	City	The city under which the asset is registered.	ASSET_LICENS E	
NUM1	Number 1		ASSET_LICENS E	
NUM2	Number 2		ASSET_LICENS E	
HOUSE_TYPE	House Type	The type of house, for example houseboat, trailer.	ASSET_LICENS E	
COUNTY	County	The county under which the asset is registered.	ASSET_LICENS E	
STATE	State	The state under which the asset is	ASSET_LICENS E	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
		registered.		
POSTAL	Postal Code	The postal code under which the asset is registered.	ASSET_LICENSE	
GEO_CODE	Tax Vendor Geographical Code	The tax vendor geographical code.	ASSET_LICENSE	
IN_CITY_LIMIT	In City Limit	Is vendor within city limit?	ASSET_LICENSE	
LICENSE_COMMENTS50	Asset License Comments 50 Characters	Comments about the license or registration for the asset.	ASSET_LICENSE	
WARRANTY_EFFECTIVE_DATE	Warranty Effective Date	The following fields relate to the Asset_Warranty record. This is optional information. If you do not populate these fields then a row of asset warranty information will not be created for the asset (thus saving space). You can populate asset warranty information on as many (or as few) assets as you like. It is not an all or nothing proposition. If you are not planning on tracking warranty information for an asset, then do not populate these fields for that asset. This field represents the date the warranty	ASSET_WARRANTY	

<i>Field Name</i>	<i>Long Name</i>	<i>Use and Processing Considerations</i>	<i>Tables Updated</i>	<i>Required for Conversion</i>
		for this asset became effective.		
EFF_STATUS	Status as of Effective Date	The status of the warranty as of the effective date. Valid values are 'A' for active, or 'I' for inactive.	ASSET_WARRANTY	
WARRANTY_VENDOR_ID	Warranty Vendor ID	The vendor ID that has provided the warranty. This should be a valid value on the VNDR.FS record.	ASSET_WARRANTY	
WARRANTY_NUMBER	Warranty Number	The number of the warranty.	ASSET_WARRANTY	
WARRANTY_DURATION	Warranty Duration (Months)	The duration of the warranty in months.	ASSET_WARRANTY	
COVERAGE50	Asset Warranty Coverage 50 Characters	The comments on the coverage of the warranty. This field is a long field on the Asset_Warranty record, but is only 50 characters here. Online you can enter up to 32K of information into this field.	ASSET_WARRANTY	
JURISDICTION	Jurisdiction	Identifies the municipal authority of which it is a part. Could be used by property tax to identify taxing authority.	ASSET_LICENSE	

When converting a blank character field (a character field with a null value), you should assign it a value of a **single** space, regardless of the field length. For example, to convert a blank character field with a length of five characters, you should give it a value of one space, **not five spaces**. This is particularly important for ChartFields.

When converting character fields, do not add any trailing spaces to the field value. For example, the value in Book should be 'CORP', not 'CORP '.

When loading rows into any interface tables, the `intfc_id`, `intfc_line_num`, and `dtm_stamp` must be the same across all used loader tables (that is, `INTFC_FIN`, `INTFC_PHY_A`)

General Table Descriptions

AM_COST_ACT_TBL - This table is populated with cost activity information by running the Load Cost Activity table process.

AM_DEPR_ACT_TBL - Same as above table but for depreciation.

AM_GL_RECON_TBL - This table contains cost and year to date depreciation for assets that are loaded using the AM to GL Recon process. The values in this table help to reconcile year-to-date depreciation figures from Asset Management to General Ledger.

ASSET - This required table is the main asset table. There is one entry in this table for each asset. This table tracks the main attributes of the asset. An entry in this table *is* required for an asset.

ASSET_ACQ_DET - Each row in this optionally used table tracks the acquisition details of parts of this asset. Information such as which feeder system fed the information (Purchasing, Accounts Payable, etc.), the keys to the information in those systems, amount and quantities. There can be unlimited rows in this table for each asset. An entry in this table is not required for an asset.

ASSET_ATTRIBUTE - This optionally used table tracks the physical attributes of an asset such as color, weight, etc. There is a maximum of one row in this table for each asset. An entry in this table is not required for an asset.

ASSET_COMMENTS - This optionally used table tracks comments about an asset. There can be an unlimited number of rows in this table for each asset. An entry in this table is not required for an asset. This table is ideal to document free form text about an asset.

ASSET_CUSTODIAN - This required table tracks the custodian of the asset. It is keyed by effective date and there can be unlimited rows for an asset (this would represent history). An entry in this table is required for an asset.

ASSET_IMAGE - This optionally used table tracks the image of an asset. An entry in this table is not required for an asset.

ASSET_LICENSE - This optionally used table tracks any registration or licensing information for an asset. There can be one row for an asset. An entry in this table is not required for an asset.

ASSET_LOCATION - This required table identifies the location of an asset. It is effective dated and can contain an unlimited number of rows for an asset (history). An entry in this table is required for an asset.

ASSET_MAINT - This optionally used table tracks the maintenance performed on an asset. This table can hold an unlimited number of rows for each asset. An entry in this table is not required for an asset.

ASSET_NBV_TBL - This table contains cost and depreciation values that are populated by running the Load Asset Net Book Value table process.

ASSET_WARRANTY - This optionally used table identifies the warranty information for an asset. It is effective dated and can contain an unlimited number of rows for an asset (history). An entry in this table is not required for an asset.

BOOK - This table tracks the depreciation definition information for an asset book. There can be an unlimited number of rows on this table for an asset. If an asset is capitalized then it will have at least one entry on this table. The valid values for the key BOOK can be found on the BU_BOOK_TBL.

BOOK_HIST - Financial Book History

BOOK_SL - This table tracks the Straight Line method depreciation definition information for the FEDERAL book for all assets that do not have the SL depreciation method entered by the end user.

BOOK_TAX_CR - This table tracks the tax credit information for an asset book. This table is only used with tax books that have credit information.

BUS_UNIT_TBL_AM - This table contains all the Asset Management Business Units and the defaults for each of those business units.

BU_BOOK_TBL - This table contains all the books defined for an Asset Management Business Unit.

BU_BOOK_CLOSE - This table contains the Asset Management accounting periods that have been closed. Once an Asset Management accounting period has been closed the depreciation close program (AMDPCLOS) can no longer be run for that period.

COST - This table tracks the cost transactions for a given asset book. Cost is stored as a series of transactions for each asset book. These transactions can be summed up for any point in time to determine the cost balance for an asset book. The field ACTIVITY_SW denotes a combination of ChartFields that are active when it is summed to = 0.

COST_NON_CAP - This table tracks the non-capitalized cost transactions for a given book.

DEPR_ALLOC_TBL - This table contains the depreciation allocation values for a calendar. Period depreciation amounts are determined by views that join this table with the DEPRECIATION table. The DEPR_ALLOC_TBL can be inserted only by the Asset Period Allocation Setup program (AMCALLOC).

DEPRECIATION - This table tracks the depreciation transactions for a given asset book. Depreciation is stored with a fiscal year, start period, and end period associated with it for a given asset book. This means that the depreciation amount on that row applies to that fiscal year from the start period and to the end period. To determine the exact amount of depreciation for a given period you would apply the prorated yearly amounts from the

calendar table (this information is also stored in a denormalized format on the DEPR_ALLOC_TBL).

DEPRECIATION_SL - This table tracks the Straight Line depreciation transactions for the FEDERAL book and for all assets that do not have the SL depreciation method entered by the end user.

DIST_LN - This table tracks the accounting entries created for an asset. This table can hold an unlimited number of row for each asset. Books that have Create Accounting Entries set to Yes will have entries in this table.

INTFC_FIN - The financial Transaction Loader table. This denormalized table is used by the Transaction Loader to populate financial transactions into the normalized Asset Management database. The tables that are loaded from this table are BOOK, COST, DEPRECIATION, RETIREMENT, and OPEN_TRANS. If your transaction has no need to populate these tables, there is no need for an entry in this table.

INTFC_FIN_MSG - This table is for the Transaction Edit program messages for financial records.

INTFC_LEASE - The lease Transaction Loader table. This denormalized table is used by the Transaction Loader to populate the lease tables. The tables loaded from this table are LEASE and LEASE_SCHED. The Transaction Loader does not calculate the payment schedules; they're populated by the system you are converting from.

INTFC_PHY_A - The first of two physical Transaction Loader tables. This denormalized table, in conjunction with INTFC_PHY_B, is used to populate physical transactions into the normalized Asset Management database. The tables that are loaded from this table are ASSET, ASSET_LOCATION, ASSET_CUSTODIAN, ASSET_ACQ_DET, PARENT_ASSET. If your transaction has no need to populate these tables, there is no need for an entry in this table.

INTFC_PHY_A_MSG - This table is used for the Transaction Edit program messages for physical records.

INTFC_PHY_B - The second of the two physical Transaction Loader tables. The tables that are loaded from this table are ASSET_ATTRIBUTE, ASSET_LICENSE, ASSET_WARRANTY, ASSET_COMMENTS. If your transaction has no need to populate these tables, there is no need for an entry in this table.

INTFC_PRE_AM - This table contains the transactions from PeopleSoft Purchasing and Payables. This table is used by the Payables/Purchasing Interface (AMPS1000) to load the Transaction Loader tables.

LEASE - This table contains the lease terms for a leased asset. This table holds one row for each leased asset.

LEASE_SCHED - This table contains the schedule of payments for a lease. The number of rows for a lease is determined by the number of payments entered for it.

LEASE_SCHED2 - This table is used with step leases. The rows contained in this table are by month. The LEASE_SCHED2 can be inserted only by the Lease Expense Schedule program (AMLSCH).

LEASE_STEP_PYMT - This table contains the step lease payments for a leased asset. The number of rows for a lease is determined by the number of steps.

OPEN_TRANS - This transaction table is used to track "Open" transactions. An entry is created in this table for every financial transaction. This table serves as the to do list for the depreciation calculation (AMDPCALC) and accounting entry (AMAEDIST) programs. The table contains two critical fields: CALC_DEPR_STATUS and CALC_DIST_STATUS. The depr field controls whether the depreciation program has been executed for this transaction. The dist field controls whether the accounting entry program has been executed for this transaction.

OPEN_TRANS_TAX - This transaction table tracks the "OPEN" transactions for running or for a 'do' list for the AMDPTAX process, for assets that do not have the Straight Line depreciation method and have been in service for more than one year.

PARENT_ASSET - This table stores the parent information for assets. Since an asset's parent can be either an actual asset or a virtual asset, this table is used to store the description of the parent asset.

PI_ASSET_HIST - This table contains the history of physical inventories performed on an asset.

RETIREMENT - This table stores the retirement transactions for an asset book. An asset book can have an unlimited number of retirements.

RET_DET_TBL - This table stores retirement details for trade-ins and like-kind exchanges.

Transaction Loader Inserts

Depending on what Transaction Type you are processing, and which loader table it is reading, the Transaction loader inserts field values into various PeopleSoft Asset Management tables and performs any additional processing noted in the table. It inserts all those fields that the target table and the loader table have in common.

From INTFC_FIN

<i>Transaction Type</i>	<i>Inserts into These Tables</i>	<i>Additional Processing</i>
FAD	Book* Book Profile # Cost * Cost Profile # Depreciation * Depreciation Profile # Open Trans * Open Trans Profile #	

Transaction Type	Inserts into These Tables	Additional Processing
ADD	Book * Book Profile # Cost * Cost Profile # Depreciation * Depreciation Profile # Open Trans * Open Trans Profile #	
CN1	Book * Book Profile # Cost * Cost Profile # Depreciation * Depreciation Profile #	Process Conversion Open Trans 1
CN2	Book * Book Profile # Cost * Cost Profile # Depreciation * Depreciation Profile #	Process Conversion Open Trans 1
CAP	Book * Book Profile # Cost * Cost Profile # Depreciation * Depreciation Profile # Open Trans * Open Trans Profile #	Modify Where Fixed CAP 1
CIC	Book * Book Profile # Cost * Cost Profile # Open Trans * Open Trans Profile #	Validate Distribution Templates Modify Where Fixed CAP
AAD	Cost * Cost Profile # Open Trans * Open Trans Profile #	
IUI	Book * Cost # Open Trans *	Set Trans Type to TRF Set Trans_In_Out to I Validate Distribution Templates Process IUI Asset ID

<i>Transaction Type</i>	<i>Inserts into These Tables</i>	<i>Additional Processing</i>
IUO	Cost * Open Trans *	Set Trans Type to TRF Set Trans_In_Out to O Validate Distribution Templates
TRF	Cost (positive amount for transfer in) * Cost (negative amount for transfer out) * Open Trans *	
ADJ	Cost * Open Trans *	
RCT	Cost * Open Trans *	
RET	Cost * Retirement Open Trans *	Set Asset Status to Disposed
PRT	Cost * Retirement Open Trans *	
REI	Cost * Retirement Open Trans *	Update Asset Status to In Service
BKS	Open Trans *	Update Book Processing
BKD		Delete Book
BSD		Delete only BU/Book/Asset ID combinations
OPT	Open Trans *	
ASD	Deletes from all base tables	Check DIST_LN Delete Asset Processing
ADQ	Cost * Cost Profile # Open Trans * Open Trans Profile #	
ARA	Book * Book Profile # Cost * Cost Profile # Depreciation * Depreciation Profile # Retirement * Retirement Profile #	

Transaction Type	Inserts into These Tables	Additional Processing
LAD	Book * Book Profile # Cost * Cost Profile # Depreciation * Depreciation Profile # Retirement * Retirement Profile # Open Trans *	

* When Default Profile Switch = N

When Default Profile Switch = Y and PHY_A.PROFILE_ID is valid in the profile detail table, the system gets book, cost, depreciation, and open trans information from the profile detail table rather than INTFC_FIN.

From INTFC_PHY_A

Transaction Type	Inserts into These Tables	Additional Processing
FAD	Asset Asset Acquisition Detail Asset Custodian Asset Location	
NAD	Asset Asset Acquisition Detail Asset Custodian Asset Location	
IUI	Asset Asset Acquisition Detail Asset Custodian Asset Location	
CN1	Asset Asset Acquisition Detail Asset Custodian Asset Location	
AUP		Update Asset
PHY	Asset Acquisition Detail Asset Custodian Asset Location	
CAP	Asset Acquisition Detail	Capitalize Asset Acquisition Detail
ACQ	Asset Acquisition Detail	
ADQ	Asset Acquisition Detail	

<i>Transaction Type</i>	<i>Inserts into These Tables</i>	<i>Additional Processing</i>
CLC	Asset Custodian Asset Location	
LAD	Asset Asset Custodian Asset Location	
CIC		Update Asset Acquisition Detail = CIC
IHI	Physical Inventory History	
RAQ	Asset Acquisition Detail	Replace Acquisition Detail - Used solely by AMPS1000 and AMIF1000
ARA	Asset Custodian Asset Location Physical Inventory History Parent Asset	

From INTFC_PHY_B

<i>Transaction Type</i>	<i>Inserts into These Tables</i>	<i>Additional Processing</i>
FAD	Asset Attribute Asset Comments Asset License Asset Warranty	
NAD	Asset Attribute Asset Comments Asset License Asset Warranty	
PHY	Asset Attribute Asset Comments Asset License Asset Warranty	
CN1	Asset Attribute Asset Comments Asset License Asset Warranty	
ARA	Asset Attribute Asset Comments Asset License Asset Warranty	
LAD	Asset Attribute Asset Comments Asset License Asset Warranty	

Interface Types (Load Types)

<i>Interface Type</i>	<i>Long Name</i>	<i>Usage</i>	<i>Tables Updated</i>
AAD	Additional Cost Add	Rarely used. Used to add additional cost information to an asset. Mainly used for joint venture and composite rollups. Inserts into cost and open trans.	Cost, Open Trans
ACQ	Insert Acquisition Detail	Inserts into Acquisition Detail.	Acquisition Detail
ADD	Asset Add	Asset add - Financial only. Inserts into book, cost, depr, and open trans. For details see load type CN2.	Book, Cost, Depr, Open Trans
ADJ	Asset Cost Adjustment	To adjust the cost of an existing asset.	Cost, Open Trans
ADQ	Adjust Cost and Acquisition Detail	To adjust the cost and acquisition details of an existing asset.	Acquisition Detail, Cost, Open Trans
ARA	Add Retired Asset	To add an asset that has been fully reserved and retired.	Book, Cost, Depr, Asset, and if applicable Custodian, Asset Location, Warranty, Attribute, License, Comments, and Acquisition Detail
ASD	Asset Deletion	To delete an existing asset. This will only delete assets that have not been used to generate any journals.	Asset, Acquisition Detail, Attribute, Comments, Custodian, Location, Maintenance, Warranty, Book, Book Tax Credit, Cost, Depr, Dist Line, Open Trans, Retirement, Lease, Lease Schedule, PI Asset History,
AUP	Asset Information Update	To update the asset table only. Rarely used except in physical inventory.	Asset

Interface Type	Long Name	Usage	Tables Updated
BKD	Book Deletion	To delete a book for an asset or business unit. For example, this can be used to delete any dummy books used for performing 'what if?' analyses.	Book, Book Tax Credit, Depr, Dist Line, Retirement, Open Trans
BKS	Book Change	To make any change to an asset book.	Book, Open Trans
BSD	Selective Book Delete	To delete a book from a range of asset IDs. Very similar to BKD.	Book, Book Tax Credit, Depr, Dist Line, Retirement, Open Trans
CAP	Asset Capitalization	To add a line of acquisition detail and capitalize it. If the acquisition detail line is originally uncapitalized, the interface will insert book, cost, and open trans as well as acquisition detail. If it is originally capitalized, the book information will not be inserted.	Acquisition Detail, Book, Cost, Open Trans
CIC	Capitalize into Composite	Used to capitalize composite assets. Similar to CAP.	Acquisition Detail, Book, Cost, Open Trans
CLC	Custodian/Location Change	Updates custodian/location information.	Custodian, Location
CN1	Conversion of First Book	Used during conversion to convert the first asset book. Inserts into all asset tables, as well as financial tables.	Book, Cost, Depr, Open Trans, Asset, Acquisition Detail, Location, PI Asset History, Parent Asset, Attribute, Comments, License, Warranty
CN2	Conversion of Subsequent Books	Used during conversion to convert any subsequent books. Inserts only into financial tables.	Book, Cost, Depr, Open Trans

Interface Type	Long Name	Usage	Tables Updated
FAD	Financial and Physical Add	Used for adding assets with both physical and financial information. This is the Interface Type most commonly used for adding assets.	Book, Cost, Depr, Open Trans, Asset, Acquisition Detail, Location, PI Asset History, Parent Asset, Attribute, Comments, License, Warranty
IHI	Physical Inventory History Insert	Used by the Physical Inventory SQR (AMPI1000).	PI Asset History
IUI	InterUnit Transfer, In Side	Used for the IN side of an InterUnit Transfer. Valid values for ACTIVITY_SW include: 1 Full Transfer 0 Active ChartField combination -1 Reactivated ChartField combination For example, one ChartField combination is fully transferred out of a department (ACTIVITY_SW = 1) and an identical ChartField combination is transferred in to the same department (ACTIVITY_SW = -1). The activity switch values for the two transactions then cancel each other out, resulting in an active ChartField combination (ACTIVITY_SW = 0).	Asset, Book, Cost, Open Trans

Interface Type	Long Name	Usage	Tables Updated
IUO	InterUnit Transfer, Out Side	Used for the OUT side of an InterUnit Transfer. Valid values for ACTIVITY_SW include: 1 Full Transfer 0 Active ChartField combination -1 Reactivated ChartField combination For example, one ChartField combination is fully transferred out of a department (ACTIVITY_SW = 1) and an identical ChartField combination is transferred in to the same department (ACTIVITY_SW = -1). The activity switch values for the two transactions then cancel each other out, resulting in an active ChartField combination (ACTIVITY_SW = 0).	Cost, Open Trans
LAD	Leased Asset Add	Used to add leased assets.	Lease, Lease Schedule, Book, Cost, Depr, Open Trans, Asset, Acquisition Detail, Location, PI Asset History, Parent Asset, Attribute, Comments, License, Warranty
NAD	Non-financial Add	Used to add an asset with only physical information.	Asset, Custodian, Location, PI Asset History, Parent Asset, Attribute, Comments, License, Warranty, Open Trans
OPT	Open Transaction Generator	Used to create open transactions for a set of assets. Rarely used.	Open Trans

Interface Type	Long Name	Usage	Tables Updated
PHY	Physical Asset Change	Used to perform inserts to any physical asset tables other than the Asset Table, for example, location, custodian, or manufacturer.	Acquisition Detail, Custodian, Location, Attribute, Comments, License, Warranty
PRT	Partial Retirement	Used to perform partial retirements.	Cost, Retirement, Open Trans, Asset
RAQ	Replace Acquisition Detail	Used by AMPS1000 and AMIF1000	Acquisition Detail
RCT	Asset Recategorization	Used to perform recategorizations.	Cost, Open Trans
REI	Asset Reinstatement	Used to perform reinstatements.	Cost, Retirement, Open Trans, Asset
RET	Asset Retirement	Used to perform full retirements.	Cost, Retirement, Open Trans, Asset
TRF	IntraUnit Transfer	Used to perform transfers within the same business unit. Valid values for ACTIVITY_SW include: 1 Full Transfer 0 Active ChartField Combination -1 Reactivated ChartField Combination For example, one ChartField combination is fully transferred out of a department (ACTIVITY_SW = 1) and an identical ChartField combination is transferred in to the same department (ACTIVITY_SW = -1). The activity switch values for the two transactions then cancel each other out, resulting in an active ChartField combination (ACTIVITY_SW = 0).	Cost, Open Trans

CHAPTER 6

Adding and Maintaining Assets

Now that you've set up all the tables you need, you're ready to add assets. There are different ways to add assets in PeopleSoft Asset Management. The approach you use depends on your needs and how much information you have at the time you're adding assets.

This chapter provides an overview of adding and maintaining assets and how to:

- Use asset basic information.
- Maintain asset book information.
- Add assets with Asset ExpressAdd.
- Copy an Asset.
- Understand Parent and Child asset relationships.
- Search for an asset.
- Print an asset.

Understanding Asset Entry

Asset Management stores two types of asset information: financial and physical.

<i>Financial information</i>	Includes cost, books, depreciation method and convention, life, and so on.
<i>Physical information</i>	Includes such things as tag number, specifications, location, custodian, and manufacturer.

Depending on how your asset receiving is set up, you may wish to enter an asset initially with only physical information. You can then capitalize it and enter the financial data later, when you receive the invoice. Or conversely, you may wish to enter the financial information first and the physical later. You may even wish to enter all the information at once.

Either approach you take, Asset Management gives you two ways to add assets.

1. You can use **ExpressAdd**—add them using asset profiles to default book and depreciation information. This approach is quick and efficient—assets are automatically capitalized, you enter only the most critical information, and much of that can be defaulted from the

profile. To maximize your control over the asset, you can later add more detailed physical information.

2. If you have much of the physical information at the start, you can enter it manually with Asset Basic Information (**Basic Add**) and then capitalize the asset—either now or later—using the appropriate asset profile.

See Also

”Working with Leased Assets”

Using Asset Basic Information

Asset Basic Information (Basic Add) is the standard way to add assets. It enables you to enter and adjust both standard and non-standard assets, with the maximum amount of both financial and physical detail. Adding assets with Basic Add is particularly useful if you want the warehouse personnel to enter your assets. They may not have access to the financial information, but they can add all the physical information from the start. So you can track your assets even before you’ve received the invoices. Then, once the cost has been determined and approved you can capitalize them.

Note. When entering Joint Venture assets that are shared among several business units, it is best to assign a unique Asset ID. This will ensure that the assets created at the participant level will all have the same ID as the asset created at the Joint Venture Business Unit Level. One way to make these Asset IDs easy to identify is to preface them with JV, for example, Asset ID JV000022.

Here’s how you work with asset basic information:

- Add or change information to the Asset Information page.
- Store information about how the asset was acquired on the Asset Acquisition Detail page.
- Keep track of the asset on the Asset Location/Comments/Attributes page.
- Record custodial, license and manufacturer information on the Asset Custodian/License/Manufacturer page.
- Generate a report of asset licenses using the Licenses information – parameters page.

See Also

“Working with Leased Assets”

Pages Used to Add or Change Asset Information

Page Name	Object Name	Navigation	Usage
Asset Information	ASSET_GENERAL_01	Asset Management, Owned Assets, Basic Add	Add asset basic information manually, or add or change existing asset information.
Asset R&D Information	ASSET_RD_SP	Click Set R&D Info from the Asset Information page.	Enter information about R&D assets. For Australian customers, this is used for tax reporting purposes. For others, this is informational only.
Local Tax Information	LTAX_ADD_INFO_SEC	Click Local Tax Information from the Asset Information page.	Enter local tax information when you acquire depreciable fixed assets. <i>Note.</i> This page is used in Japan.
Asset Acquisition Detail	ASSET_ACQ_DETAIL	Asset Management, Owned Assets, Basic Add, Asset Acquisition Detail	Store information about how the asset was acquired, and to keep track of the separate costs and acquisition details of components that make up an asset. <i>Note.</i> If your PeopleSoft Asset Management system is integrated with PeopleSoft Payables, Purchasing, or Projects, these source systems will enter the information automatically.

Page Name	Object Name	Navigation	Usage
Acquisition Details	ASSET_ACQ_DET_AP	Click Interfaces Information from the Acquisition Detail page.	View or enter information about assets acquired through other PeopleSoft applications. If PeopleSoft Asset Management is integrated with other PeopleSoft applications, the source systems will enter the information automatically. If not, you can add the information here.
Tax Online Entry	ASSET_ACQ_DET_VAT	Click Tax from the Asset Acquisition Detail page.	Enter tax information for the asset. This feature is available only if the business unit is identified as processing VAT.
Asset Location/Comments/Attributes	ASSET_IMAGE	Asset Management, Owned Assets, Basic Add, Asset Location/Comments/Attributes	Keep a record of the asset's location; to store comments about it; and to record physical properties, such as color, height, weight, and to view a stored image of the asset.
Asset Information – Parameters	RUN_AMAS2200	Asset Management, Reports, Owned Assets, Assets by Location	Generate a report of assets sorted by location.
Asset Custodian/License/Manufacturer	ASSET_CUSTODIAN	Asset Management, Owned Assets, Basic Add, Asset Custodian/License/Manufacturer	Record custodial information, maintain license information, and keep track of information about and from the manufacturer.
License Address	ASSET_LIC_ADDR_SEC	Click Address from the Asset Custodian/License/Manufacturer page.	Enter address information associated with an asset's license.
License Information – Parameters	RUN_AMAS1700	Asset Management, Reports, Asset Maintenance, License Information	Generate a report of asset licenses.

Storing or Revising Asset Information

Access the Asset Information page.

The screenshot displays the 'Asset Information' page with the following details:

- Unit:** AUS01 **Asset ID:** 000000000001 **Computer Hardware** **Tag:** In Service
- Description:** Computer Hardware **Short Description:** Computer H
- CAP #:** [Field] **Seq #:** [Field] [Set R and D Info...](#) [Local Tax Information](#)
- ☒ **Taggable Asset** **Tag Number:** [Field]
- Asset Class:** [Field]
- *Asset Status:** In Service
- Acquisition Date:** 06/30/2000
- Collateral Asset:** [Field]
- *Acquisition Code:** Purchased
- FERC Code:** [Field]
- Financing Code:** [Field]
- Replacement Cost:** [Field] **Last Update:** [Field]
- Index Name:** [Field]
- SubIndex Name:** [Field]
- ☐ **Clustered Asset**
- ☒ **Capitalized Asset**
- ☒ **New Asset**
- ☐ **Composite Asset** **Asset ID:** [Field]
- ☐ **Replacement Asset** **Asset ID:** [Field]
- ☐ **Asset is Available** **Contact:** [Field]
- Phone #:** [Field]
- Schedule Type Code:** [Field]
- Parent/Child:** None **Parent ID:** [Field] [Book Page](#) [Calculate Last Date of Review](#)
- Profile ID:** COMPUTER **Last Date of Mandatory Review:** [Field]

Asset Information page

CAP

Enter a **CAP #** and a sequence, if applicable. The **CAP #** ties the asset to a Capital Acquisition Plan. Only valid numbers set up in the C.A.P. table are accepted.

Tag Number

If you use tags to track your assets, enter the **Tag Number** assigned to the asset. This automatically selects the **Taggable Asset** option. PeopleSoft Asset Management performs physical inventory using the asset's tag number.

Note. To perform physical inventory, your assets must use tag numbers.

Select the appropriate **Asset Status** from the following options:

Budgeted

Asset is budgeted but not placed in service.

WIP

Asset is acquired for a project under way.

Requisitioned

Necessary paperwork has been completed for acquisition.

Commitment

Budget has been approved and you are preparing to acquire the asset.

<i>Received</i>	Asset received but not yet placed in service.
<i>In Service</i>	Date the asset is available for use. Transaction date is the default.
<i>Disposed</i>	Asset has been disposed of.
<i>Transferred</i>	This asset was transferred from another business unit.
<i>Suspended</i>	Depreciation has been suspended for this asset.

Japanese accounting principles require that assets offered as collateral be treated according to financial reporting regulations under the commercial law. If this asset is such a **Collateral Asset**, select one of the available options that comply with Japanese requirements.

The **Acquisition Code** indicates how you acquired the asset. Select one of the following options:

<i>Donated</i>	Use for donated assets.
<i>Constructed</i>	Use for constructed assets.
<i>Leased</i>	Use to tie an asset to a capital or operating lease. You must also specify the capital or operating Lease Asset ID .
<i>Like Exchange</i>	This option is not valid for this page. You must add Like Exchanges on the Asset ExpressAdd page.
<i>Purchased</i>	Used for purchased assets. This is the default.
<i>Trade In</i>	This option is not valid for this page. You must add Trade Ins on the Asset ExpressAdd page.
<i>Transferred</i>	Transferred, either within the same business unit or to another business unit.

The **Capitalized Asset** box will be selected if this asset has been capitalized, otherwise not. You cannot edit this check box directly.

The **Replacement Cost** indicates how much it would cost to replace this asset.

If you are calculating the replacement cost using an index, the date you performed the **Last Update** will display in this box.

The **Index Name** and **SubIndex Name** are used for adjusting the replacement cost using an index, such as the consumer price index. When you calculate the replacement cost, the original replacement cost will be adjusted by the index and subindex you specify. Enter valid codes. These are established on the Indexes page.

If this is a parent or child asset, select the appropriate option in **Parent-Child**. If this is a child asset, enter the **Parent Asset ID** it should be associated with. The default is *None*. **Parent-Child** assets cannot also be composite or group assets.

Enter a **Profile ID**. Asset profiles are set up in the Asset Profile component.

If this is an Australian business unit, select a **Schedule Type Code**. Click the **Calculate Last Date of Review** button to generate the **Last Date of Mandatory Review** for the asset. The Last Date of Mandatory Review is stored at the Asset level.

Note. You will not be able to enter or modify the Schedule Type field, Calculate Last Date button or the Last Date of Mandatory Review field if the Last Date of Mandatory Review has already been calculated. You can only recalculate if in correction mode.

See Also

“Working with Asset Budgeting”

“Global Asset Management,” Tracking Changes in Creditable Purpose

PeopleSoft Application Designer, “Guidelines for Designing Pages,” Understanding Processing Modes

Asset R&D Information Page

Select **R&&D Plant Asset** if you want to identify the asset as used for R&D. Enter the **R&D Start Date** for this asset. Select **Use NBV for R&&D** if that is appropriate for your tax reporting purposes.

See Also

“Using Global Asset Management,” Meeting Australian Requirements

Asset Acquisition Detail Page

Access the Asset Acquisition Detail page.

Asset Information		Asset Acquisition Detail		Location/Comments/Attributes		Custodian/License/Manufacturer	
Unit:	US001	Asset ID:	NEXT	Tag:	In Service		
Acquisition Details				Find View All First 1 of 1 Last			
Description:				+ -			
System Source:							
Incentive ID:							
Quantity:	1.0000			Interfaces Info...			
Amount:	55,653.00			Category:			
Sales Tax:	0.00			Cost Type:			
Use Tax:	0.00			Acquisition Detail Chartfields			
Freight:	0.00						
Total Amount:	55,653.00			Currency:	USD		
*Capitalize:	To be Capitalized						
Capitalization Information							
Profile ID:	AUTO	Default Book:	CORP	Trans Date:	01/17/2002		
Rate Type:	CRRNT	☐ Accum Depr in Current Pd		Acctg Date:	01/17/2002		
				Trans Code:			
Capitalize		Amount left to Capitalize:	55,653.00 USD	Quantity left to Capitalize:	1.0000		

Asset Acquisition Detail page

This page is particularly useful if you wish to enter the costs before they have been approved. Once they're approved you can then capitalize them. The total capitalizable costs entered here are defaulted into the Capitalize section.

You'll enter the following information for *each* acquisition detail line:

System Source	The system that added the component to PeopleSoft Asset Management. The System Source you enter must be valid in the PeopleSoft Financials and Distribution Source table.
Incentive ID	Investment incentives come from PeopleSoft Projects. You can override amounts sent from Projects here.

The next fields on this page hold ChartField information. Enter the **Operating Unit**, **Department**, **Product**, and **Project ID** you want associated with this acquisition detail line.

As long as all your acquisition detail lines are for the **same** set of ChartFields (Product, Project, Department) and for the **same** Category and Cost Type, you can enter them all at once and capitalize them later using the Capitalize button. However, if you are going to enter acquisition detail lines for **more than one** set of ChartFields and for **more than one** Category and Cost Type, you must enter and capitalize the acquisition detail lines for each set of ChartFields and for each Category and Cost Type separately.

Capitalization	Indicates whether this cost row has been capitalized. If it hasn't already been capitalized, you can assign it a status

of *To be Capitalized* or *Never Capitalize*. Asset Management allows you to associate books with non-capitalized assets with the *Never Capitalize* status. Based on the option you choose, you will see either Capitalization Information or Non Capitalization Information on the page.

Capitalization Information or Non Capitalization Information

Use the Capitalization Information section to capitalize assets using the book information stored in asset profiles, and enter cost information into those books.

Use the Non-Capitalization section to add non-capitalized costs associated with an asset on a book level.

Certain countries tax legislation may include a comprehensive capital gains tax in relation to the disposal of assets. Non-capitalized costs may be subject to and need to be included in resultant capital gains (loss) calculations.

Profile ID	Identifies a profile set up in the Asset Profile table. The current asset will default to all financial and tax depreciation information defined in that profile. You must enter a profile ID for each asset you capitalize.
Accum Depr in Current Pd	Select and any accumulated depreciation for this asset will be booked to the current period. Otherwise accumulated depreciation will be booked to the previous period, which you will probably have to re-open. This check box will only display when you are capitalizing an asset.
Transaction Date and Accounting Date	Default to the current date or the dates specified as User Defaults. As a rule, you'll enter transactions in PeopleSoft Asset Management some time after they have occurred. The Transaction Date must be earlier than or equal to the Accounting Date . For capitalized assets, keep in mind that any difference between Accounting and Transaction dates will affect depreciation as well as posting.
Transaction Code	Identifies which accounting entry template will be used for this asset. Only valid combinations of Asset Category, Transaction Code, Cost Type, and Transaction Type for which accounting entry templates exist will be accepted.
Capitalize	Click to capitalize the asset and add cost rows for all books in the profile ID. The cost rows that default equal the total of all capitalizable acquisition detail rows. You can change this amount if you like.
Non-Capitalize	Select to add rows for all books in the profile ID. The cost rows that default equal the total of all non-capitalizable acquisition detail rows. You can change this amount if you like.

Amount left to be Capitalized

After capitalization all capitalizable cost rows on the Asset Acquisition Detail page are marked as capitalized. Therefore, the Amount left to be Capitalized will be zero until you add more capitalizable cost rows to the Asset Acquisition Detail page.

Amount left to be Non-Capitalized

After non-capitalization, all non-capitalizable cost rows on the acquisition detail page are marked as non-capitalized. Therefore, the Amount left to be Non-Capitalized will be zero until you add more non-capitalizable cost rows to the acquisition detail page.

Accum Depr

For capitalized assets, Accum Depr is the amount of depreciation already *recognized*. If you are adding assets that have depreciation from prior years or prior periods, enter that amount in this field.

See Also

“Establishing Asset Processing,” Setting Up Asset Profiles

Tax Online Entry Page

Access the Tax Online Entry page.

Local Tax Return	
Local Tax Add Information	
New/Used:	Used
Local Tax Office:	
Asset Return Type:	Vehicle
Return Year:	2001
Exception Rate	
Numerator:	
Denominator:	
Theoretical Net Book Value:	6000.00
Assessment Value:	4500.00

Tax Online Entry page

Note. This information is optional and only validates the tax amounts entered, it is not stored anywhere in the system.

See Also

“Using Global Asset Processing,” Tracking Changes in Creditable Purpose

Maintaining Asset Book Information

You add books to assets either by entering the assets through Asset ExpressAdd or capitalizing them on the Asset Information page of the Asset Basic Information component.

These pages in the Asset Book Definition component enable you to enter book information *different* from that in your asset profile IDs.

Here's how you maintain asset book information:

- Identify the asset's books and information needed for calculation depreciation.
- Set special depreciation terms and select an accounting method for the special terms.
- Specify property type and tax depreciation criteria and tax credit options.

Pages Used to Maintain Asset Book Information

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Book – Depreciation	ASSET_BOOK_01	Asset Management, Owned Assets, Asset Book Information, Define Tax/Depr Criteria	Identify the asset's books and some of the information needed for calculating depreciation. An asset can be linked to any number of books. Typically, separate books are required for financial and tax accounting.
Depreciation Details	ASSET_DEPR_DETAILS	Select the Special Depr check box and click Special Terms on the Depreciation page of the Asset Profiles component.	Set special depreciation terms and to select an accounting method for these special terms. These are commonly used to meet depreciation requirements for specific countries.

Page Name	Object Name	Navigation	Usage
Book – Tax	ASSET_BOOK_02	Asset Management, Owned Assets, Asset Book Information, Define Tax/Depr Criteria, Book – Tax	Specify property type and tax depreciation criteria and tax credit options. If the fields in this page are not available, you're working with a book that was not set up as a tax book on the BU/Book Definition page.

Book–Depreciation Page

Access the Book – Depreciation page.

Book - Depreciation

Book - Tax

Unit: US001 Asset ID: 0000000000001 SOLARIS WORKSTATION Tag: In Service
Trans Date: 02/02/2002 Accounting Date: 02/02/2002 Profile ID: COMPUTERS

Depreciation Attributes

Find | View All First 1 of 2 Last

*Book Name: CORP Corporate Currency: USD
Status: Depreciable Total Cost: 7,500.00
In Service Date: 05/01/2000 ☐ Depreciate When In Service
Begin Depr Date:
Convention: Actual Month Retire Conv:

*Method: Sum of the Years Calculation Type: Remaining Value
Percent: Limit Pct: Low Limit: ☐ Monthly
Useful Life: 36 DB Pct: UOP ID: ☐ Low Value
Schedule: Method ID: ☐ Depr Pass Life
End Date: Future Depr Yrs: *Avg Option: None
☐ Special Depreciation [Special Terms](#)

Depr Limit: Cost Basis Limit:
Salvage %: Salvage Value:
Multi-Shift Code: [Goto Asset Basic Information](#)
☐ Child Inherits Parent's Life

Book – Depreciation page

In Service Date

Date asset was made available for use. This date plus the depreciation convention will determine when depreciation starts for this book. This date is reflected as the **Begin Depr Date**.

Depreciate When In Service Select to allocate annual depreciation as of the date you placed the asset in service. If you do not select this option, PeopleSoft Asset Management will allocate annual distribution as of the date determined by the depreciation convention. This option is valid only in the year the asset was acquired.

Convention Enter the Convention you would like to use to prorate depreciation for this asset. PeopleSoft Asset Management is delivered with most standard depreciation conventions set up in the Depreciation Conventions table. PeopleSoft Asset Management will derive the begin depreciation date from the convention and the placed-in-service date. For example, if you began using an asset on May 3, 2001, and selected Actual Month as your depreciation convention, PeopleSoft Asset Management would begin depreciating this asset on May 1, 2001. If you selected Following Month convention, depreciation would begin on June 1, 2001.

Retirement Convention Enter the Retirement Convention you would like to use to prorate retirement for this asset.

Select a **Depreciation Method**. Some depreciation methods require you to enter additional information. Depending on the method you select, additional fields will display.

Method	Fields That Display
<i>Declining Balance w/SL% /Limit</i>	DB Pct (Declining Balance Percent), Limit Pct
<i>Declining Balance w/SL%</i>	DB Pct, Monthly
<i>Depreciation Schedule</i>	Schedule
<i>Declining Balance</i>	Percent, Low Limit, Monthly
<i>Flat Rate %</i>	Percent, Low Limit, Avg Option (Averaging Option)
<i>France Derogatory Balance</i>	DB Pct, Percent, Low Limit, Depr Pass Life (Depreciate Past Life)
<i>Germany Staffel Method</i>	DB Pct, Percent, Low Limit, Depr Pass Life
<i>Japan – Intangible/Strt Line</i>	DB Pct, Percent, Low Limit, Depr Pass Life
<i>Japan – Tangible / Declining Balance</i>	DB Pct, Percent, Low Limit, Depr Pass Life

Method	Fields That Display
<i>Japan – Tangible/Strt Line</i>	DB Pct, Percent, Low Limit, Depr Pass Life
<i>Japan –Changes DB to SL</i>	DB Pct, Percent, Low Limit, Depr Pass Life
<i>Japanese – Lease Depreciation</i>	No additional fields display
<i>Manual Depreciation</i>	No additional fields display. The Manual Depreciation method enables you to adjust depreciation amounts generated using some other method. To use manual depreciation you must therefore first create depreciation entries using another method. Once this has been done, you can make your adjustments.
<i>Straight Line</i>	No additional fields display
<i>Sum of the Years</i>	No additional fields display
<i>Units of Production</i>	UOP ID (Units of Production ID)
<i>User Defined Method</i>	Method ID, DB Pct, Percent, Low Limit, Depr Pass Life

The following table defines the additional fields.

Limit Pct	Enter to specify a limit for depreciation as a percentage of cost.
UOP ID	Enter the Units of Production ID, production information, and transaction information you'd like to use for this asset.
DB Pct	Enter the percentage of declining balance depreciation to be taken each year until the amount calculated by the straight line method is greater.
Percent	Enter the percentage of original basis to be taken in depreciation each year.
Low Limit	Enter an amount. When the asset basis reaches this limit, the remaining basis will be taken in depreciation and the asset will be fully reserved.

Depr Pass Life	Select this if you want to continue to depreciate this asset past its useful life end date. This option is used for certain countries' governmental regulations or for utilities industries that may want to continue to depreciate an asset to the end of a depreciation calendar.
Method ID	The user-defined method you would like to use.
Schedule	Enter a schedule to use for depreciation.
Avg Option	Generally used by utility companies to depreciate composite assets.

The averaging options are expressly designed to work with the flat rate depreciation method. Select an **Averaging Option** if you would like to use it:

<i>Monthly</i>	Monthly averaging takes an average monthly asset balance and multiplies it by the annual depreciation rate. The result is then applied against a period allocation (1/12, 2/12, 3/12, and so on) to derive a year-to-date depreciation amount. The difference between the newly calculated YTD depreciation and the previous YTD depreciation is the amount booked to the current period.
<i>Yearly</i>	Yearly averaging is similar to monthly averaging except that a yearly average balance is used. Since this amount is not known until the end of the year, it is usually estimated and adjusted periodically as the actual figures become known.

Note. Using the flat rate depreciation method will cause any depreciation to be posted to the end of the calendar. If this is not your intention, you must enter a Low Limit of .01 when you first selected the **Depreciation Method** on the Asset Book Definition page group for this asset. If you have not already done this, update the **Depreciation Method** field on the General 2 page by selecting *Flat Rate* and entering .01 in the **Low Limit** additional field that displays.

Calculation Type	Use <i>Remaining Value</i> to deduct any accumulated depreciation from the cost basis and expense the remaining value over the remaining life of the asset. Most assets will be depreciated using this option. Use <i>Life-to-Date</i> to calculate the difference between the depreciation allowed and the depreciation taken. Typically, you would use life-to-date calculations when there is a change in accounting principle, such as depreciation method. Changes of this type require an adjustment for the differences in accumulated depreciation to date. For example, if you took \$20,000 depreciation over a two year period but the amount allowed was \$24,000, the difference

of \$4000 would be expensed as an adjustment to accumulated depreciation in the current period.

Low Value

Select if you want to identify assets with costs below a certain level for special depreciation processing. This is a requirement for some countries.

Useful Life

Enter in number of periods. This is used to perform the depreciation calculations for the financial book(s).

End Depr Date

Enter if you would like depreciation to cease at a particular time. At the End Depr Date the remaining asset basis will be taken in depreciation and the asset will be fully reserved.

Future Depr Yrs (Future Depreciation Years)

PeopleSoft Asset Management calculates and stores depreciation until the end of the asset's life. However, for optimal processing performance and greater table efficiency, you can specify a fixed number of years for which depreciation is calculated and stored.

Note. We strongly recommend using the Future Depreciation Years option if you are using Group Assets.

Special Dpr check box/Special Terms

If you are working in a global environment and want to use special depreciation terms to meet specific country requirements, select the **Special Dpr check box** and click **Special Terms** to open the Depreciation Details page where you can select special terms for depreciation.

Depr (Depreciation) Limit Code

Depreciation limits generally apply to your tax books, but can also be used for your financial book. The TableSet delivered with PeopleSoft Asset Management contains depreciation limits currently dictated by the IRS.

Cost Basis Limit

The limit on the depreciable basis of this asset. If the actual cost of an asset is greater than its depreciable basis, the difference will result in a gain when the asset is retired.

Salvage Value

The residual value of the asset subtracted from the cost to determine the depreciable basis used in depreciation calculations. You can enter it either as a **Flat Rate** or as a **Salvage Percentage**, a percentage of the asset's total cost. If you use Salvage Percentage, the system will recalculate the salvage value as you add additional costs for the asset.

See Also

“Processing Mass Changes”

“Establishing Asset Processing,” Setting Up Multi-Shift Codes

Depreciation Details Page

Select one of the following **Acct Mthd** (Accounting Method) options:

Allowance

Special depreciation amounts are not booked with the standard depreciation amounts. Journal entries are generated that will include only the standard depreciation. PeopleSoft 8 Asset Management does not support automatically generating journal entries for the special depreciation allowance accounting method. You may need to run two reports: Reserve for Special Depreciation and Reversal for Special Depreciation, and then generate the journal entries manually into the General Ledger system.

Expense

Total amounts of special depreciation and standard depreciation are booked and journal entries are generated that will include the total of standard and special depreciation amount.

Reserve

Special depreciation amounts are not booked with the standard depreciation amounts. Journal entries are generated that will include only the standard depreciation. PeopleSoft 8 Asset Management does not support automatically generating journal entries for the special depreciation allowance accounting method. You may need to run two reports: Reserve for Special Depreciation and Reversal for Special Depreciation, and then generate the journal entries manually into the General Ledger system.

Additional fields are provided to comply with the depreciation methods used in countries other than the US. If the depreciation method you are using requires these fields, enter **Special Terms, Accel Terms (Accelerated Terms), Initial Terms, and Incr Rate (Increased Rate)**.

When you use additional terms, they will affect depreciation calculations as follows:

Term	Depreciation
Special	Depreciation * Rate
Accelerated	Depreciation * Rate
Initial	Cost * Rate
Increase	Depreciation * Rate

Year of Change is only available when the depreciation method is *Japan-Change DB to SL*. Enter the year of the change in calculation methods.

“Establishing Asset Processing,” Defining Depreciation Terms

Book–Tax Page

Access the Book – Tax page.

Book - Depreciation		Book - Tax	
Unit:	US001	Asset ID:	000000000001
SOLARIS WORKSTATION		Tag:	In Service
Tax Find View All First 1 of 2 Last			
Book Name:	CORP	Corporate	Country: USA
Currency:	USD		
In Service:	05/01/2000	Useful Life:	36
Cost Basis:	7,500.000	Basis Red:	
Property Type:			
Property Code:			
Regulation:		☐ Corporation Sec.291	
Recovery Life:		☐ Section 179 Expense Taken	Amount: 0.00
Recovery SubType:		☐ Business Tax	Amount: 7500.00
Guideline Class:		☐ Listed Property?	Listed Property Type:
			Business Use %:

Book – Tax page (1 of 2)

Tax Credit Options	
Qualified Investment Code:	
Tax Credit Type:	
Tax Credit Code:	
Basis Reduction Option:	
Qualified Investment:	% Amount:
Tax Credit:	% Amount:
Cost Basis Reduction:	% Amount:
Calculate Credit	

Book – Tax page (2 of 2)

Tax

Property Type/Property Code

The amount of gain treated as ordinary income on the disposition of this asset is dictated by these choices.

Regulation

Indication of which tax system you are electing. Each tax system has an effective date that is validated against the asset's placed-in-service date. Select a **Regulation** to identify the depreciation system elected for this asset:

A: (ACRS) Accelerated Cost Recovery System (ACRS)

D: (ADR) Asset Depreciation Range

F: Conventional Facts and Circumstances

G: Asset Class Guideline

M: (MACRS) Modified Accelerated Cost Recovery

Recovery Life/Recovery Subtype

For reporting purposes, you can further classify the asset by specifying the **Recovery Life** expressed in years and optionally, the **Recovery Subtype**—for example, 15-Year

	Low-Income Housing might be coded as <i>15</i> and <i>LI</i> respectively.
Guideline Class	All current U.S. classifications are set up in the Tax Class table in the delivered TableSet.
Corporation Sec. 291	Select if this company is a corporation. This check box must be turned on if the company is a corporation in order for the AMTX3210 tax report (Tax Retirement Capital Gains) to accurately reflect the correct Sec. 1231/Ordinary gains.
Section 179 Expense Taken	Select if you elect to expense all or a portion of the cost. You can expense assets up to an aggregate maximum of \$200,000 per year, provided your company's gross income does not exceed the limitation specified by U.S. Federal tax law. Investment credits are automatically calculated based on the criteria entered in the Tax Credit page.
Bus Tax (Business Tax)	Enables you to calculate and report a business tax assessed on the gross value of fixed assets, a requirement in some countries. Select this option to indicate that the business tax is applicable.

Click **Listed Property Information** to access a page where you can record whether the asset is listed property. Listed property are certain kinds of assets that are conducive to mixed business/personal use such as:

- Passenger automobiles under a certain weight.
- Any other property used for transportation such as trucks, buses, boats, airplanes, motorcycles, and any other vehicles for transporting persons or goods.
- Any property of a type generally used for entertainment or recreation or amusement such as photographic equipment, phonographic, communication, video recording equipment.
- Any computer and related peripheral equipment unless it is used only at a regular business establishment and owned or leased by the person operating the establishment.
- Any cellular telephone (or similar telecommunications equipment) placed in service or leased in a tax year beginning after 1989.

Tax Credits Options

The rate and amount of the tax credit are based on federal tax law and determined by the Qualified Investment Code, Tax Credit Type and Code, and the Basis Reduction Option in PeopleSoft Asset Management.

Basis Red The total reduction of the cost basis is displayed in Basis Red. The total reduction amount is updated each time you change tax credit information.

Qualified Investment Code corresponds to the option you enter in the **Tax** field.

Although the Investment Tax Credit was essentially repealed on 12/31/85, certain business incentive credits can still be taken. The **Tax Credit Type** currently allows you to specify the following credits:

<i>R</i>	Building Rehabilitation Credit
<i>E</i>	Energy Credit
<i>I</i>	Regular Investment Credit

The **Tax Credit Code** further defines the tax credit—for example, a 20% rehabilitation tax credit is available for certified historic buildings.

Some credits require a corresponding reduction in the asset's cost basis. In the **Basis Reduction Option** field, specify whether the basis needs to be reduced:

<i>B</i>	Reduction based on tax credit.
<i>P</i>	Reduction based on specified percentage.
<i>N</i>	No reduction required.

PeopleSoft Asset Management calculates the **Percentage** and **Computation Amount** based on the following calculations:

- $\text{book cost} * \text{Qualified Investment Percentage} = \text{amount qualifying for the tax credit}$
- $\text{amount qualifying} * \text{Tax Credit Percentage} = \text{amount of tax credit}$
- $\text{amount of tax credit} * \text{Basis Reduction Percentage} = \text{amount the basis will be reduced}$

Adding Assets with Asset ExpressAdd

The Asset ExpressAdd component is a series of pages that enable you to add owned assets quickly and efficiently. Assets added with ExpressAdd are capitalized automatically, and most of the information in the pages can be defaulted from an asset profile. ExpressAdd also enables you to enter accumulated depreciation for assets.

When entering Joint Venture assets that are shared among several business units, it is best to assign a unique Asset ID. This will ensure that the assets created at the participant level will all have the same ID as the asset created at the Joint Venture Business Unit Level. One way to make these Asset IDs easy to identify is to preface them with JV, for example, Asset ID JV000022.

Here's how you add assets with Asset ExpressAdd:

- Enter information about how the asset will be capitalized.
- Identify the asset's books and information needed for calculating depreciation.
- Specify property type and tax depreciation criteria.

See Also

“Working with Leased Assets”

Pages Used to Add Assets with Asset ExpressAdd

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Cost/Asset Information	ASSET_ENTRY_00	Asset Management, Owned Assets, Express Add	Enter information about how this asset will be capitalized.
Depreciation Information	ASSET_ENTRY_01	Asset Management, Owned Assets, Express Add, Depreciation Information	If you set up book information in the asset profile, all book information will be defaulted. The Depreciation Information page identifies the asset's books and information needed for calculating depreciation. An asset can be linked to any number of books. Typically, separate books are required for financial and tax accounting, and if you're managing assets in multiple currencies, each currency must have its own book.
Tax Information	ASSET_ENTRY_02	Asset Management, Owned Assets, Express Add, Tax Information	Specify property type and tax depreciation criteria and to identify which investment credits are taken for the current asset. If the fields in this page are unavailable, you are working with a book that was not set up as a tax book.

Cost/Asset Information Page

Asset the Cost/Asset Information page.

Cost / Asset Information		Depreciation Information		Tax Information	
Asset Information					
Unit:	US001		Asset ID:	NEXT	
Profile ID:	AUTO		Trans Date:	02/02/2002	
Description:	Automobile		Acctg Date:	02/02/2002	
Location:			Trans Code:	Trade-in	
Tag Number:			Rate Type:	CRRNT	
			☒ Accum Depr in Current Pd		
Asset Cost Information Find View All First 1 of 1 Last					
Book Name	Quantity	Cost	Salvage		
CORP	1.0000	0.00	0.00		
Category	Cost Type	Accum Depr	YTD Depr		
AUTO		0.00	0.00		
Operating Unit	Fund Code	Department	Program	Class Field	Bud Ref
Product	Project				

Cost/Asset Information (1 of 2)

Asset Additional Information	
CAP #:	Seq #:
Serial ID:	
Asset Class:	☒ Taggable Asset
*Asset Status:	☒ Capitalized Asset
FERC Code:	☐ Composite Asset
Acquisition Date:	*Acquisition Code:
02/02/2002	Purchased
Collateral Asset:	
Parent/Child:	Parent ID:
None	

Cost/Asset Information (2 of 2)

Asset Information

Accum Depr in Current Pd

Select and any accumulated depreciation for this asset will be booked to the current period. Otherwise accumulated depreciation will be booked to the previous period, which you'll probably have to re-open.

Transaction Date/Accounting Date

Typically, the **Transaction Date** represents the date you actually acquired the asset and the **Accounting Date** represents the date you want this transaction posted to your general ledger. The accounting date will be validated against the FIN_OPEN_PERIOD table to determine which period is posted to. The difference between the

transaction date and the accounting date will determine if any prior period depreciation needs to be calculated. For example, a computer was acquired and placed in service on March 15, 2001 but didn't get entered in PeopleSoft Asset Management until August 1, 2001. All general ledger periods prior to August are closed. In this case, PeopleSoft Asset Management will automatically calculate depreciation starting in March and post it to the general ledger in August.

Transaction Code

Identify which accounting entry template will be used for this asset. Only valid combinations of Category, Cost Type, Transaction Code, and Transaction Type for which accounting entry templates exist can be entered.

See Also

“Establishing Asset Processing,” Setting Up Asset Profiles

Asset Cost Information

Note. Enter one row of cost information before defaulting information from the asset profile.

Cost Type

Break down portions of the asset cost and enter as many cost types as needed for each transaction. For example, the costs of constructing a building are often broken down into categories reflecting the type of cost, such as material, labor, permits, and so on. Only valid cost types are accepted.

Salvage Value

Calculated based on the selections for it at the asset profile level, either flat amount or percentage. Salvage Value is prorated based on a ChartField's cost if Flat Amount has been selected, and as a percentage of cost if Percentage has been selected.

Accum Depr (Accumulated Depreciation)

The amount of depreciation already *recognized*. If you are adding assets that have depreciation from prior years or prior periods, enter that amount in this field.

YTD Depr (Year to Date Depreciation)

If any portion of the accumulated depreciation amount applies to the current fiscal year, enter the amount of that portion.

Note. Once you save this page you cannot continue to add or change information in this page group—to do this you must go to the Asset Cost Adjust/Transfer page.

Asset Additional Information

CAP #	The CAP # ties the asset to a Capital Acquisition Plan. Enter a valid number and sequence. C.A.P. numbers set up in the C.A.P. table.
Asset Class	Asset Class is used to classify assets for reporting purposes. It can be used in combination with Asset Category to refine asset classification.

Indicate the **Asset Status** by choosing one of the following:

<i>Budgeted</i>	Asset is budgeted but not placed in service.
<i>WIP</i>	Asset is acquired for a project under way.
<i>Requisitioned</i>	Necessary paperwork has been completed for acquisition.
<i>Commitment</i>	Budget has been approved and you are preparing to acquire the asset.
<i>Received</i>	Asset received but not yet placed in service.
<i>In Service</i>	Date the asset is available for use. Transaction date is the default.
<i>Transferred</i>	This asset was transferred from another business unit.
<i>Suspended</i>	Depreciation has been suspended for this asset.

Collateral Asset	Japanese accounting principles require that assets offered as collateral be treated according to financial reporting regulations under the commercial law. If this asset is a Collateral Asset, select one of the available options that comply with Japanese requirements.
Parent-Child Asset/Parent Asset ID	If you are adding a parent or child asset, select the Parent-Child Asset option that applies. The default is <i>None</i> . If this is a child asset, enter the Parent Asset ID it should be associated with.

Note. Parent-Child assets cannot also be group assets or collateral assets.

Set R&D Info	Select to enter Research and Development information. For Australian customers, this is used for tax reporting purposes. For other customers, this is informational only.
Capitalized Asset	The check box defaults from the asset profile. You cannot update this field. This check box will be selected for assets that have been capitalized.

Non-Capitalized assets have no cost or books and will not be depreciated in PeopleSoft Asset Management. Sometimes you need to track physical information only—location, physical specifications, number of units, and so forth—but you don’t want information about these assets to distribute to general ledger.

See Also

“Performing Physical Inventory”

Depreciation Information Page

Access the Depreciation Information page.

Transaction Date/Accounting Date	Enter a Transaction Date and an Accounting Date; otherwise, they default to the current date or the dates specified as User Defaults. As a rule, you’ll enter transactions in PeopleSoft Asset Management some time after they have occurred. The Transaction Date must be earlier than or equal to the Accounting Date. For capitalized assets, keep in mind that any difference between Accounting and Transaction dates will affect depreciation as well as posting.

See Also

Book–Depreciation Page

Copying an Asset

You can copy an existing asset if its financial and physical information is similar to that of a new asset you want to create.

To copy an asset, access the Asset Copy page.

Page Used to Copy an Asset

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Asset Copy	ASSET_COPY_01	Asset Management, Owned Assets, Copy Existing Asset	Copy an existing asset if its financial and physical information is similar to that of a new asset you want to create. Copy the existing asset and change only the financial and/or physical information that is different. The system will automatically assign the new asset a different asset ID or you can specify an asset ID.

Using the Asset Copy page

Access the Asset Copy page.

Note. Child assets can be copied, but parent assets cannot be copied.

Salvage Value

Calculated based on the selections for it at the asset profile level, either flat amount or percentage. Salvage Value is prorated based on a ChartField's cost if Flat Amount has been selected, and as a percentage of cost if Percentage has been selected.

Creating Parent-Child Asset Relationships

Some assets stand alone, while others are grouped together for ease of processing and reporting. **Parent-Child** assets are assets that are grouped together. For example, a computer is really a number of different assets—a monitor, a CPU, and a printer.

Here's how you create parent-child asset relationships:

- Add the computer as a single asset. This would capitalize the asset with one cost, depreciate it as a single unit, and physically track it as one item.
- Create a parent that is not really an asset but a reporting umbrella tying together the various asset components. Asset Management calls this a *parent only* asset. Use its Asset ID to tie together all the components as children. Each component has its own cost basis, depreciation, and physical tracking information.

- Identify one of the asset's components as the parent when you are entering it. Asset Management calls this a *parent component* asset. Give it an Asset ID, and use that ID to tie together the other components as children. Each component has its own cost basis, depreciation, and physical tracking information.

Note. Group assets or members cannot be used as parent-child assets.

Pages Used to Create Parent-Child Asset Relationships

Page Name	Object Name	Navigation	Usage
Asset Parent	ASSET_PARENT	Asset Management, Owned Assets, Parent-Child Processing, Parent	Add an asset that will be used only as a reporting umbrella for child assets; or add comments, delete, or hyperlink to a list of all child assets for a parent asset that has already been created.
Child Assets All	CHILDasSETS_ALL	Click Child Assets from the Parent Assets page.	View child assets related to the parent asset.
Asset Information	ASSET_GENERAL_01	Asset Management, Owned Assets, Basic Add, Asset Information	Select Parent at the Parent-Child field to add a parent asset; or select Child at the Parent-Child field, then select the appropriate parent.
Cost/Asset Information	ASSET_ENTRY_00	Asset Management, Owned Assets, Express Add, Cost/Asset Information	Select Parent at the Parent-Child field to add a parent asset; or select Child at the Parent-Child field, then select the appropriate parent.
Parent Child Basic Information – General Parent Info	ASSET_GEN_PAR_CHD	Asset Management, Owned Assets, Parent-Child Processing, Parent-Child, General Parent Info	Update basic information about a parent asset.
Parent Child Basic Information – Location	ASSET_LOCATION	Asset Management, Owned Assets, Parent-Child Processing, Parent-Child, Location	Update location information about a parent asset.

Page Name	Object Name	Navigation	Usage
Parent Child Basic Information – Asset Custodian/License	ASSET_CUSTODIAN	Asset Management, Owned Assets, Parent-Child Processing, Parent-Child, Custodian/License	Update custodian or license information about a parent asset.
Child Assets	CHILD_ASSETS	Asset Management, Owned Assets, Parent-Child Processing , Parent-Child, Child Assets	Select child assets to include in the update you are making to its parent.
Parent and Child Assets	PARENT_CHILDASS ETS	Asset Management, Owned Assets, Parent-Child Processing, Review Parent-Child	View an asset and any child assets associated with it. Use links associated with each child to access other components of PeopleSoft Asset Management.

Using the Asset Parent page

Access the Asset Parent page.

Note. Parent Assets created on this page cannot have associated costs and physical characteristics. Therefore, you will not be able to view them through the Parent-Child Basic Information component. Also, you will not be able to view or transact against them in the Asset Cost Adjust/Transfers component or the Asset Retirements component, or the Parent-Child NBV component. You can view them on the Inquire – Parent and Child Assets page.

Viewing Child Assets

Access the Child Assets All page.

Note. If you have added a child asset and given it transaction and accounting dates that are in the future and have not yet passed, you will be able to view those child assets on this page. However, you will not be able to view them on the Inquire – Parent and Child Assets page.

Adding Parent and Child Component Assets

You can add Parent and Child assets through the Asset Basic Information Component and through Asset ExpressAdd. Before you can identify a child asset of a parent, you must first have identified the parent asset.

See Also

Using Asset Basic Information

Adding Assets with Asset ExpressAdd

Using the Child Inherits Life of Parent Feature

When you are working with parent-child component assets, all of the child assets will have their own cost basis and depreciation attributes independent of the parent asset. As the child's asset life may be different from that of the parent asset, you can specify that a new child asset of a parent component asset inherit the remaining life of the parent asset. For example, a car is being depreciated using a five year life. After two years, a CD player is added as a child asset to the car (parent asset). You can have the CD player be depreciated over the remaining depreciable life of the car, three years. The child asset then takes on the remaining life of the parent component asset. You can also override the child's asset life with a different life, if necessary.

Before You Begin

You will need to make sure that you have selected the Child Inherits Parent's Life option at two levels before you can use it:

- On the Asset Management page of the Installation Options component, and
- On the Business Unit/Book Definition page of the Asset Management Business Unit Definition component.

Follow these steps to use the Child Inherits Parent's Life feature:

- Add the child asset using the Cost/Asset Information page of the Asset ExpressAdd Component.
 - Enter the cost.
- Select the Profile ID
 - Click the **Default Profile** button to capitalize the asset and create all the corresponding asset books.
 - Click **Asset Additional Information**. From the Parent-Child drop-down list, click **Child** to indicate that this is a child asset. The **Parent ID** field displays. Select a parent asset.
- Click **Yes** to the prompt "Do you want the system to recalculate the Book's Asset Life based on the Parent's Remaining Life?"
 - PeopleSoft Asset Management will recalculate the Book's Asset Life based on the remaining Life of the Parent asset.
- Move to the Depreciation page and click the **Default Parent's Life** button if you want to view or recalculate the child asset's life.

- The Default Parent's Depr Attributes page displays.
 - The **Parent Depreciation Attributes** section of the panel shows the asset life information for the parent asset.
 - The **Child Depreciation Attributes** section shows the asset life information for the child asset that PeopleSoft Asset Management calculates from the remaining life of the parent asset.
 - Examine the calculated remaining life information. Either accept this remaining life for the child asset or change it by entering a **New Life**.

Parent-Child Basic Information

Use the pages within the Parent-Child Basic Information component to update basic information about a parent and some or all of its child assets.

Note. Parent assets created on the Parent Asset page (parent-only assets) do not have cost or basic information. They cannot be viewed in the Parent-Child Basic Information component, nor can they be viewed or transacted against in the Asset Cost/Adjust Transfers component; the Asset Retirements component; or the Parent-Child NBV component. If you want to use a parent asset as a reporting umbrella only and access these pages for manipulating child assets en masse, we suggest creating a zero cost parent asset as opposed to a parent only asset.

Note. Any adjustments made to parent assets will not be made to any associated child assets. To make the desired change to the associated child asset, select the child assets on the Child Assets page.

See Also

Using Asset Basic Information

Child Assets Page

Access the Child Assets page.

General Parent Info		Location	Custodian/License	Child Assets				
Unit: US001	Asset ID: EX_PARENT001	Toshiba Equip7100D		Status: In Service				
Tag Number: P00000000498								
Select All								
Customize Find View All First 1 1-6 of 22 Last								
Select	Tag Number	Description	Child Asset ID	Asset Status	Cost	Currency	Acq Date	Asset Information
1	☒	Monitor	EX_CHILD0007	In Service	1000.00	USD	05/10/1999	Asset Information
2	☐ P00000000503	Speakers	EX_CHILD0008	In Service	300.00	USD	05/10/1999	Asset Information
3	☒	Memory	EX_CHILD0009	In Service	300.00	USD	05/10/1999	Asset Information
4	☐	Sony Monitor	EX_CHILD0019	In Service	14400.00	USD	05/10/1999	Asset Information
5	☐	Sony Monitor	EX_CHILD0020	In Service	1200.00	USD	05/10/1999	Asset Information
6	☐	Sony Monitor	EX_CHILD0021	In Service	1200.00	USD	05/10/1999	Asset Information

Child Assets page

To include some child assets, select the **Selected Tag Number** check boxes for specific rows.

Sort By enables you to sort child assets by the following criteria:

Acquisition Date	Date the asset was acquired.
Child Asset ID	Asset ID assigned to the child asset.
Cost	Cost of the child asset.
Currency	Currency in which child asset costs are stored.
Description	Child asset description.
Tag Number	Tag assigned to the child asset. Parent and child assets may share the same tag number.

Advanced Sort Click **Advanced Sort** to open the Sort page where you can rank order up to five search criteria in ascending or descending order. **Sort** and **Advanced Sort** criteria are especially useful when a parent asset has many associated child assets.

Asset Information Click **Asset Information** to access another copy of the Asset Information page of the Asset Basic Information component. The component will open populated with the child asset.

Include Parent Asset Clearing this default enables you to update at once all or selected child assets while leaving the parent asset out of the update. However, the update details must be specified on the parent.

Note. If you select the Include Parent Asset checkbox and the transaction is complete, pages will still display the Parent as retired (or transferred/recategorized). The retained parent values will not be displayed until you save, exit, and re-enter the component.

Viewing Parent and Child Assets

Access the Parent and Child Assets page.

Note. When a parent asset has a Status of Retired or Disposed and has any related child assets still in service the child assets are orphaned.

Note. If you have added a child asset and given it transaction and accounting dates that are in the future and those dates have not yet passed, you will not be able to view those child assets on this page. However, you view them through the child link on Asset Parent page.

Searching for an Asset Page

You can search for an asset based on known criteria. Once you have found assets meeting your criteria, you can select one to inspect in greater detail. Use links to quickly access other components in the system in order to transact against the selected asset.

Page Used to Search for an Asset

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Search for an Asset	AM_LOOKUP_PNL	Asset Management, Search for an Asset	Search for an asset based on known criteria. Use links to quickly access other components in the system in order to transact against the selected asset.

Using the Search for an Asset page

Access the Search for an Asset page.

Search for an Asset

Asset Search Criteria

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

Acquisition Details Purchasing Unit/PO Receiving Unit/ID Payables Unit/Voucher Projects Unit/Proj ID
Unit:  ID:   
ID:

Max Rows

Search for an Asset Page

Asset Search Criteria

Use this portion of the page to establish your search criteria.

Note. Performance of retrieving an asset will increase if you enter a Business **Unit**.

Search Results

Search Results - Select One Asset to Continue								Customize Find View All 		First  1-18 of 321  Last	
Asset Information		Asset Cost Information		Acquisition Details		More...					
Select	Unit	Asset ID	Description	Tag Number	Status	Category	Cost Type	Serial ID			
1	☒	US001	0000000000001	SOLARIS WORKSTATION	In Service	OFFCE					
2	☐	US001	COMPOSITE1	COMPOSITE1	In Service	ME					
3	☒	US001	COMPOSITE1	COMPOSITE1	In Service	ME					
4	☒	US001	COMPOSITE1	COMPOSITE1	In Service	ME					

Search for An Asset page: Asset Information tab



Click expand grid to display all ChartFields.

All assets that meet your search criteria will display on the lower portion of the page.

Use the **Sort By** selections to order the list of assets. For example, if you select **Department**, assets will display in ascending order of associated department number. For a more sophisticated sort, click **Advanced Sort** to access the Advanced Sort page where you can select up to five criteria, and indicate whether they should be applied in ascending or descending order.

Note. Some results may contain multiple ChartFields. To display multiple ChartFields, click either the Asset Cost Information tab or the Expand Grid button.

Printing An Asset

You can print asset basic information, default book and depreciation attributes, and asset cost information for the default book.

Page Used to Print an Asset

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Printable View of Asset	AM_LOOKUP_PRINT	Asset Management, Print an Asset	Generate a printed copy of the asset basic information, default book and depreciation attributes, and asset cost information for the default book.

CHAPTER 7

Working with Asset Budgeting

Charting foreseeable acquisitions is sometimes straightforward, but can often involve assets with high levels of complexity. The capital acquisition planning functionality in PeopleSoft Asset Management and PeopleSoft Budgeting easily handles your plans when they involve a single asset, but also gracefully accommodates acquisitions that span several phases and involve many different components. For your more complex acquisitions, our structure enables you to define a master plan with an unlimited number of subsidiary plans. As you acquire assets, you can associate them with the capital acquisition plan and maintain an up-to-date view as your business makes each expenditure included in the plan.

This chapter provides an overview of asset budgeting and capital acquisition planning, and describes how to:

- Define new capital acquisition plans.
- Adjust CAP plans.
- Link assets to existing capital acquisition plans.
- View capital acquisition plans.
- Run capital acquisition plan reports.

Understanding Asset Budgeting

Before you begin to work with Capital Acquisition Planning, you must first create your business units—the basis of your PeopleSoft Asset Budgeting system.

Before we start entering any capital acquisition plan information, we'll review one setup step that is required before you can work with any plans. Each plan you set up is assigned a type. Types provide a categorization method you can use when you generate reports. During implementation, you set up Capital Acquisition Plan Types on the Establish Asset Processing page.

You can have as many Capital Acquisition Plan Types as you need to reflect the range of categories you want to track. Each time you design a capital acquisition plan, you assign it one of these types.

See Also

“Establishing Asset Processing”

“Getting Started with PeopleSoft Asset Management”

Understanding Capital Acquisition Planning

Projecting and tracking capital expenditures of any project require an appropriations tool that keeps up with acquisitions and handle changing estimates. PeopleSoft Asset Management and PeopleSoft Budgeting provide a straightforward page set for entering a plan, enable you to link assets to that plan, and update cost and asset summaries so that you can get an overview at a glance.

When you establish a new plan, you provide ChartField information that identifies the project, and enter a cost estimate and cost limit. Each plan can consist of a single asset or multiple component assets in a large project. You can provide a text description and justification for the plan and enter multiple authorizations for each asset within a plan.

Once you assign a plan to *Open* status, you can link assets to the plan as they are acquired. All associated assets appear on one summary page, and cost summary information is provided on another. As the status of each asset changes, the summary totals reflect that progress, so you can see how much of your acquisition amount is represented by assets in different life phases.

Note. You cannot link assets to a plan until the plan has been assigned *Open* status. You assign open status to a capital acquisition plan on the Capital Acquisition Planning - Detail page.

Defining New Capital Acquisition Plans

When you want to appropriate funds for a capital acquisition, you set up a capital acquisition plan by assigning a type; indicating the ChartFields affected; entering cost information; and providing a plan description, justification, and authorization.

Pages Used to Define New Capital Acquisition Plans

Page Name	Object Name	Navigation	Usage
Capital Acquisition Planning – Details	BD_CAP_DETAILS	Asset Management, Capital Acquisition Planning, Create Plan	Add a new capital acquisition plan.
CAP Detail Long Description	BD_CAP_DET_SEC	Select the Sel check box for the desired row from the Capital Acquisitions Planning – Details page, then click the Long Descr button.	Enter a long, detailed description for a selected item in the capital acquisition plan. (optional)

Page Name	Object Name	Navigation	Usage
CAP Details – Annual Cost	BD_CAP_COST_SEC	Select the Sel check box for the desired row from the Capital Acquisitions Planning – Details page, then click the Annual Cost button.	Enter and keep track of CAP annual cost for a selected item in the capital acquisition plan. Note. The values you enter on this page are for information only. The system does not use this information for any validation purposes.
CAP Details – Justification	BD_CAP_JUSTIFY_SEC	Select the Sel check box for the desired row from the Capital Acquisitions Planning – Details page, then click the Justification button.	Enter a detailed justification for a selected item in the capital acquisition plan. (optional)
CAP Details – Authorization	BD_CAP_AUTH_SEC	Select the Sel check box for the desired row from the Capital Acquisitions Planning – Details page, then click the Authorization button.	Authorize each item in your CAP plan.

Assigning Capital Acquisition Plan Name and ChartFields

Access the CAP Details page.

Note. Column order for grids may vary by implementation. All columns may not be visible. Use the page's horizontal scroll bar as necessary to view all the available columns.

CAP Class

Select a CAP Class from one of the following options:

- *Cost Reduction*
- *Expansion*
- *Necessity*
- *New*

Details

The Details group box can contain a single entry if your plan is for a stand-alone asset, or it can contain many assets that make up a larger project. For example, an expansion project for

the Customer Service Department could have three **CAP Sequence** numbers, one each for build out of a building wing, interior design plans, and furniture and fixtures.

Note. Since this is a new plan, the **Original/Adjustment Switch** should be set to *Original*. When you make revisions to existing plans, be sure to select *Adjustment* instead.

Description	Enter a Description for the asset, which may be similar to the plan name if your plan contains only one sequence number. This description and the CAP Sequence number shows on the other detail pages associated with capital acquisition planning for the asset.
CAP Type	Select a CAP Type from the drop down list. The available CAP types are those that you defined when you established asset processing. You can generate reports that segregate your assets by the CAP Type you assign here.
Status	Select a Status from the options on the drop down list. Statuses are options are for informational purposes and are useful for reporting purposes or when you make adjustments to existing plans.
Est Comp (estimated completion)	Enter an estimated completion date to be used for tracking this plan. When the items in this plan have all been acquired, you can return and enter the Date Closed .
Requester Name	Specify the Requester Name so that your audit trail is accurate.
Estimated Cost	The Estimated Cost you enter here displays on the CAP Summary page. You can adjust the cost estimate as time goes on, by selecting the <i>Adjustment</i> option from the Original/Adjustment Switch drop down list and specifying a different cost. The total of the adjustments and the updated cost estimate also displays on the CAP Summary page.
% Over Allowed	Specify any % Over Allowed to add leeway to your cost estimate. If you specify a percentage over estimated amount, the system allows you to add an asset to the plan that pushes your acquisition costs above the limit you set. The system automatically calculates the Cost Limit , based upon the estimated amount and the percentage over estimated amount you specify. The disparity is reflected in the SQRs for capital acquisition planning.

See Also

“Establishing Asset Processing”

Adjusting CAP Plans

Once you've established a capital acquisition plan, there are a variety of revisions and additions you might want to make. All the information you entered originally can be modified, and you have the option to change the original information or leave it intact and tag your changes as adjustments. The Original/Adjustment Switch option on the Detail page reflects your categorization options.

You may not care to keep track of text changes you make to a plan, but you probably need to maintain the history of fluctuations in estimated costs and cost limits. The CAP Summary page separates the original cost estimate and cost limit from adjustments made to these amounts, so you can see the changing financial picture at a glance. You have the following options:

- If you want your cost modifications to display separately, be sure that you select the Adjustment option on the Detail page before you enter cost information.
- If you want to *change* the original cost rather than make an adjustment, leave the Original option selected on the Detail page, and access pages by using Update/Display as your action.

Note. Keep in mind that the capital acquisition pages are *not* effective-dated, so you need to use the Adjustment option if you want to maintain a history of changes you make to any plans.

Linking Assets to Existing Capital Acquisition Plans

One of the advantages of capital acquisition planning is that it gives you a guide against which you can chart your capital expenditures to ensure that you stay within your projected budget. Once you've completed a capital acquisition plan, you want to make sure that the assets you acquire under that plan are associated with it so that you can keep an eye on the totals as you approach your estimated cost or cost limit.

Each time you add an asset in PeopleSoft Asset Management, you have the option to assign it a capital acquisition plan number that links it to an open capital acquisition plan. This link can also be made in PeopleSoft Purchasing when you create requisitions or purchase orders to purchase assets. Assets created using the interface from Purchasing are automatically associated with the CAP assigned on the requisition.

Important! The capital acquisition plan must have a status of *Open* in order to have assets associated with it. A capital acquisition plan that is still in approval phases cannot have assets linked to it.

Viewing Capital Acquisition Plans

PeopleSoft Asset Management and PeopleSoft Budgeting offer you a view of capital acquisition plans from different perspectives. You can see a list of all the assets that have

been linked to a particular plan, display any capital or operating lease payments associated with a particular plan, or view a summary of cost information.

Pages Used to View Capital Acquisition Plans

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Capital Acquisition Planning – Financial Assets	BD_CAP_ASSETS	Asset Management Home page, Capital Acquisition Planning, Financial Assets, Financial Assets	View a list of financial assets associated with a plan. The link between an asset and a plan is made on the Asset Basic Information - Asset Entry page or the ExpressAdd Cost/Asset Information page when you add a new asset. The link between an asset and the plan can also be made when you create assets using the Purchasing/Assets interface for requisitions or purchase orders. Note. You must associate the asset with the CAP by specifying the appropriate plan number on the Asset Basic Information - Asset Entry page, the ExpressAdd - Cost/Asset Information page, or the Purchasing/Asset interface.
Capital Acquisition Planning – Non – Financial Assets	BD_CAP_NF_ASSETS	Asset Management Home page, Capital Acquisition Planning, Financial Assets, Non-Financial Assets	View a list of non-financial assets associated with a plan. The non-financial assets page is populated by the CAP_ASSET_NF_VW view with non-financial assets that are not retired.

Page Name	Object Name	Navigation	Usage
Capital Acquisition Planning – Capital Lease Payments	BD_CAP_LSE_PAY	Asset Management Home page, Capital Acquisition Planning, Financial Assets, Capital Lease Payments	View a list of any capital lease payments associated with a capital acquisition plan.
Capital Acquisition Planning – Operating Lease Payments	BD_CAP_OPR_LSE_PAY	Asset Management Home page, Capital Acquisition Planning, Financial Assets, Operating Lease Payments	View a list of any operating lease payments associated with a capital acquisition plan. The operating lease payment data is populated by the CAP_LSE_OPR_VW view, which pulls the schedule from the PS_LEASE_SCHED record.
Capital Acquisition Planning – Summary	BD_CAP_SUMMARY	Asset Management Home page, Capital Acquisition Planning, Financial Assets, Summary	Review cost information related to the plan. The system automatically totals the costs of both non-financial and financial assets associated with the capital acquisition plan and shows values by estimated costs, cost limits, and asset status categories.

Running Capital Acquisition Plan Reports

Run the Capital Acquisition Planning report from the CAP Parameters page.

Page Used to Run CAP Reports

Page Name	Object Name	Navigation	Usage
Capital Acquisition Planning – Parameters	RUN_AMCP2000	Asset Management, Capital Acquisition Planning, Run Report	Set parameters for the CAP report.

CHAPTER 8

Integrating With Other Applications

PeopleSoft Asset Management provides several interface options for sending data to and receiving data from the other systems in your business that handle asset-related information.

This chapter gives an overview of integrating with other applications and describes how to:

- Integrate with PeopleSoft Projects.
- Integrate with PeopleSoft Purchasing and PeopleSoft Payables.
- Preview data in the Pre-Interface Table.
- Run the Payables/Purchasing Interface page.
- Preview data in the loader tables.
- Approve load lines.
- Run the transaction loader.
- Consolidate and unitize assets.
- Integrate with PeopleSoft Budgeting.
- Post to PeopleSoft General Ledger.
- Export property tax data to third party tax systems.
- Integrate with PeopleSoft Strategic Sourcing

Integrating with PeopleSoft Projects

PeopleSoft Projects sends asset information directly to the PeopleSoft Asset Management Loader tables (INTFC_FIN and INTFC_PHY_A) using an application engine program. Assets that originate in PeopleSoft Projects are usually the outcome of construction projects. They can carry cost information associated with salvage value and removal costs, AFUDC, proceeds from sales, and the like.

PeopleSoft Projects can also send cost information to Asset Management for Group Assets that have not yet been unitized. The cost for the as yet unrealized assets is carried by a dummy Group Member asset, and depreciated at the Group Asset level. This enables you to depreciate costs associated with a project before its completion.

Note. Transactions for existing assets that have a status of ‘Retired’ or ‘Transferred’ will not be passed through the Transaction Loader.

Once you have transferred data from PeopleSoft Projects, you can preview data in the loader tables, approve the load lines, and run the Transaction Loader to transfer the data into Asset Management tables.

Note. If you are sending Parent-Child assets from PeopleSoft Projects, the Transaction Loader will rely on information you have defined on the Asset Definition page of the Capitalize Project Assets component to accurately create the asset definition in PeopleSoft Asset Management. If you have identified an existing parent asset for the asset you are capitalizing from PeopleSoft Projects, the Transaction Loader will automatically create a child asset. If you enter an Asset ID in PeopleSoft Projects and also enter that same Asset ID in the Parent ID field and it does not exist in Asset Management’s PARENT_ASSET table, Transaction Loader will create a parent asset.

See Also

PeopleSoft Projects PeopleBook, “Managing Assets”

Sending Purchase Order and Accounts Payable Information to PeopleSoft Asset Management

PeopleSoft Asset Management enables you to integrate information from your purchasing and accounts payables systems.

To send Purchase Order and Accounts Payable information to PeopleSoft Asset Management:

1. Determine the point in the procurement process at which you want to transfer information. Some businesses want to share data when the merchandise is received, others may prefer to do it at the time of payment.

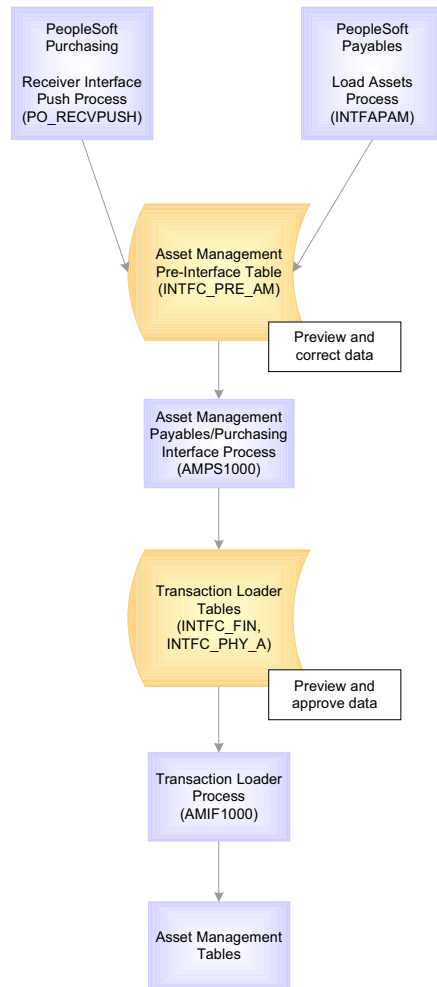
Note. If your PeopleSoft Financials and Distribution suite includes PeopleSoft Payables and PeopleSoft Purchasing as well as PeopleSoft Asset Management, you have real-time access to the vendor, voucher, and order data in those systems.

2. The interface between these PeopleSoft applications eliminates the need for dual maintenance of receipts/vouchers and their corresponding asset data. PeopleSoft Payables and Purchasing will send all asset additions, adjustments, and retirements to Asset Management. PeopleSoft Asset Management receives information from both systems in a consistent manner using Application Engines and an SQR program. Also, PeopleSoft Purchasing can send receipts to PeopleSoft Asset Management as either capitalized or non-capitalized assets. If non-capitalized assets are created from PeopleSoft Purchasing, these assets can be capitalized when the voucher information comes from Payables.

Note. Retirement transactions interfaced from AP/PO to AM represent only unposted vouchers if that action was selected at the business unit level (see the Interface Options page) and cancelled receipts.

Here's how you integrate with PeopleSoft Purchasing and PeopleSoft Payables:

- Understand the flow of data from PeopleSoft Purchasing to PeopleSoft Asset Management.
- Understand the flow of data from PeopleSoft Payables to PeopleSoft Asset Management.



Data Flows from PeopleSoft Purchasing and Payables to PeopleSoft Asset Management

See Also

Integration Walk-Through Example

Pages Used to Integrate with PeopleSoft Purchasing and PeopleSoft Payables

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Load Preview – PreAM	INTFC_PRE_AM_01	Asset Management, Send/Receive Information, Preview AP/PO Information	Preview the data in the Pre-Interface PreAM 1 table.
Payables/Purchasing Interface	RUN_AMPS1000	Asset Management, Send/Receive Information, Retrieve Info from AP/PO	Run the Pre-Interface Loader to load the data (Payables or Purchasing) into the PeopleSoft Asset Management Loader tables.

Integrating with PeopleSoft Purchasing

PeopleSoft Asset Management enables you to add assets from existing purchase orders and receipts. Here, we provide an overview of the steps involved and refer you to PeopleSoft 8 Purchasing documentation where appropriate.

If you have PeopleSoft Projects data on your asset-related purchase orders and receipts, Projects information will be passed through the interface – this provides a drill back to projects, in addition to purchase orders and receipts, from the Asset Acquisition Detail page.

To send purchasing information to PeopleSoft Asset Management:

1. Generate a purchase order for the asset in PeopleSoft Purchasing.

The purchase order should include the relevant AM Business Unit, Profile ID, CAP #, Tag Number, EmplID (Employee ID) Capitalization Status and Cost Type.

If the quantity on the requisition is one, you can enter an asset tag number on the requisition and it will default to the PO and the receiver.

Note. You can specify a Capital Acquisition Plan (CAP) number and Sequence number on a requisition (or a purchase order, if you do not use a requisition) in PeopleSoft Purchasing in order to tie an asset to a budget. The CAP information will then be passed from the requisition to the purchase order to the receiver and then into Asset Management.

2. Send the PO to the vendor.
3. When you receive the asset, enter it as received in PeopleSoft Purchasing.

The Asset information specified on the purchase order will default to the receiver; and additional asset information can be recorded on the receiving pages of PeopleSoft Purchasing.

4. Run the Receiver Interface Push process (PO_RECVPUSH) in PeopleSoft Purchasing.

This Application Engine process loads receiver lines into the pre-interface table (INTFC_PRE_AM).

Note. The PO_RECVPUSH process can be executed in multiple ways. If you are processing a receipt that has no inventory related lines, PO_RECVPUSH will be used. If you are processing a receipt that has both inventory related lines as well as asset related lines, PO_RECVPUSH will execute as part of the PS/Receipts Assets and Putaway process.

5. Preview the data in the Pre-Interface table. Make corrections as needed.
6. Run the Payables/Purchasing Interface process (AMPS1000).

This process loads the Transaction Loader tables (INTFC_FIN and INTFC_PHY_A).

7. Preview data in the loader tables, and adjust the approval status, If necessary.

Lines come over as pre-approved. Set them to unapproved if you need to on the Financial and Physical A Approval pages.

8. Run the Transaction Loader to load these transactions into the PeopleSoft Asset Management tables.

Since the Purchasing Interface sets the default profile switch to *Yes* in the load tables, the Transaction Loader automatically defaults all book information defined on the asset profile for each asset created. In addition, all lines received are automatically approved.

Although capitalizing at the point of receipt is not a recommended accounting practice (see Note below), an asset entered through PeopleSoft Purchasing may be either capitalized or uncapitalized. There are two ways to do this. A **Capitalize** check box option on the Purchasing Business Unit page allows you to specify if those items are capitalized at the point of receipt. If an item is to be capitalized at the point of receipt, a financial asset is created when the receiver lines are loaded by the Transaction Loader. If an item is not to be capitalized at time of receipt, you can capitalize it later by either of the following methods.

Note about Capitalizing at the point of Receipt: Assets are capitalized and depreciated based on actual cost and the date placed in service. This assumes that the asset has been received and invoiced by the vendor. Capitalization of an asset can include asset cost plus freight, taxes and adjustments for installations. Each of these items may be treated differently for financial and tax purposes and can only be determined from the vendor's invoice. Capitalizing an asset from the purchase order cost may over state the balance sheet assets account because the assets have not have been received or invoiced. When the asset has been received and invoiced, it can then be capitalized correctly and depreciated Book and Financial Purchases. If an asset has been received but not invoiced, it is included in the receipt accruals posted to the general ledger, but they are not yet capitalized. GAAP and FASB do not specifically support this accounting treatment, however, a standard recommendation is to maintain proper independent documentation that supports all recording of assets and expenses; a purchase order is not considered an independent document.

- If your system is integrated with PeopleSoft Payables, run the Payables Interface once a voucher has been entered for this asset followed by the Pre-Interface and Transaction Loader to load the data. The asset is capitalized automatically using the cost information entered on the voucher.

Note. Receiver data must be entered and created in the Purchasing tables (RECV_LN_ASSET and RECV_LN_DISTRIB) for Payables matching to work. Payables matching process will fail if receiver data is not loaded in the Purchasing tables or is already processed by the Receiver Interface Push process (PO_RECVPUSH).

- You can also capitalize the asset manually using the Asset Basic Information component, however this is not recommended if you have PeopleSoft Payables and use the interface from Payables to Asset Management.

If an asset is created from PeopleSoft Purchasing and it is serialized (or unitized later in Asset Management) and the corresponding voucher line's cost is different than the receiving amount, the difference is distributed to all assets created from the receipt.

Note. The serialization attribute on the item is the easiest, most efficient, and effective way to use the interface and it streamlines the business process. Unitize/consolidate should only be necessary if you haven't installed PeopleSoft Purchasing, since PeopleSoft Purchasing serializes or leaves items/assets consolidated, for the entire process.

Items used in this Interface should be properly established in the item master catalog.

When an item is created, it can be classified as an asset by assigning an Asset Profile ID on the Maintain Items, Define Items, Use, Purchasing Attributes Page. An item can also be specified as serial controlled on the Maintain Items, Define Items, Use, Item Definition – Inventory: Tracking/Description Page. Verify that the item ID is classified correctly prior to receiving assets. This will save you much time and eliminate such processes as Unitization and Consolidation. If for example, you receive 5 items and the PO/AM interface should create 5 individual assets as opposed to one asset with a quantity of 5, then the Item ID should be Serial Controlled and it should also have an Asset Profile ID assigned in Purchasing Attributes.

However you choose to capitalize, you should understand that once an asset has been capitalized in PeopleSoft Asset Management, you cannot subsequently change related asset or ChartField information in the subsystems. In other words, asset transfers are not performed from Purchasing or Payables; transfers are handled only in Asset Management.

Note: Non-financial assets created in PeopleSoft Purchasing (not capitalized at the point of receipt), will default to a status of *Received*. The asset remains in Received status until the asset is paid or the decision is made to capitalize the asset. When the asset is invoiced in PeopleSoft Payables and that invoice information is processed by the PO/AP/AM interface, the status of the asset is updated to *In Service* and the asset is capitalized.

See Also

PeopleSoft Purchasing PeopleBook, “Receiving Shipments”

PeopleSoft Purchasing PeopleBook, “Defining Purchasing Item Attributes”

Managing Items, “Defining Items”

Integrating with PeopleSoft Payables

PeopleSoft Asset Management gives you the ability to add assets *en masse* directly from existing accounts payable vouchers. You need only transfer your accounts payable voucher information into Asset Management using the Payables/Purchasing Interface. We provide an overview of the process with links to documentation in PeopleSoft Payables where appropriate.

If you have PeopleSoft Projects data on your asset-related vouchers, Projects information will be passed through the interface to provide drill backs to projects, in addition to vouchers, from the Asset Acquisition Detail page.

To send asset information from PeopleSoft Payables to PeopleSoft Asset Management

1. Identify the voucher lines as asset-related in PeopleSoft Payables.

When you do this, you will be able to enter asset information on the Voucher Invoice Information page.

It is not necessary to enter the asset ID on the receiver or voucher panels, unless you either want to:

- Specify your own, unused asset ID on the receiver or voucher instead of using the NEXT asset ID available in Asset Management.
- Add additional cost to an existing asset.

If the receiving clerk enters an unused asset ID on a receipt unbeknownst to the Payables clerk entering the voucher, who then leaves the asset ID as NEXT on the voucher, the asset ID entered in Receiving is carried through to Asset Management.

In most cases, the asset ID is left as NEXT on the receiver and voucher pages, and Asset Management assigns the next asset ID when the Transaction Loader is run.

For example, you create a PO and receive 10 computers. In this example, since the computer is a serialized item and the PO Business Unit option is to NOT capitalize at the point of receipt, when you press the Create Assets button in Receiving, you get 10 lines on the receiver, and therefore 10 interface lines are sent to Assets. If fully processed into Assets you will get 10 non-financial assets are created from Receiving, and the Transaction Loader assigns the next 10 unused asset IDs for the AM business unit. When you create vouchers for the 10 computers, this is commonly done with one line, quantity = 10, unless the computers are all going to different departments. Since the Receiver or PO is copied onto the voucher, the PO and Receiver keys are sent to AM when the voucher data is sent. It is by sending these receiver/PO keys that the 1 line from AP is able to match up with (and capitalize) the 10 assets created earlier, as the PO/Receiving keys are stored in acquisition detail. We recommend copying the receiver onto the voucher because Assets has more keys available to match up the PO and AP data and it allows for a more detailed drill down from the Asset Acquisition Detail page. Copying the receiver onto the voucher is also recommended when there are multiple receivers to a PO and essential when matching multiple vouchers to a PO.

If in the above example the receiving and voucher data is processed into Assets at the same time. The 10 lines from Receiving and 1 line from Payables are grouped together for matching in Assets processing to create 10 financial assets from Payables.

2. Save and approve the voucher.
3. Run matching and post the voucher to accounts payable.

Note. If the voucher data being sent to Asset Management relates to previous assets that were created from Purchasing, the voucher *must* be matched to the purchase order and receiver. There can be no overrides with respect to receivers or receiver quantities exceptions. If encountered, Accounts Payable Receiver Match Exceptions RULE_R500 or RULE_R600 must not be overridden on asset-related vouchers; this interface cannot properly match up Purchase Order, Receiver, Voucher and Asset data with Receiver Match Exceptions that have been overridden. Duplicate assets may result.

Note. If matching is not set to required on the vendor, you cannot use the Copy Receiver function when copying to a voucher. You can only use the Copy PO function to copy your PO distribution lines over. We strongly recommend that when creating vouchers for asset-related items, that you copy the voucher information from the receiver, but realize that in some cases only the purchase order is available in Payables. If only the PO is copied onto the voucher, Payables must associate receivers onto the vouchers.

4. Run the Load Assets (INTFAPAM) Application Engine process to populate the Asset Management Pre-Interface Loader table (INTFC_PRE_AM).

The Pre-Interface Loader determines the appropriate type of asset transaction(s) to be loaded into Asset Management's Loader Tables, based on the voucher information and comparing it to the receiving information.

You can process adjustments by first unposting the vouchers, making the changes to them, and then reposting and sending the adjustments to Asset Management. Rematching, if applicable, is also required.

Note. When a voucher that was already sent to Asset Management is closed, this results in a negative addition, retirement, or no transaction to the asset that was originally created by the voucher. The appropriate action is defined by the user during system setup on the Interface Options page.

Note. If the initial posting and the unposting are processed in the same run of AMPS1000.SQR, no asset is created because the two transactions cancel each other out. Load status for the first posting entry is set to consolidated; load status for the unposting/closing entry is set to done.

When a voucher that has previously been distributed to Asset Management is unposted and the ChartFields are changed, corresponding asset transfers are not handled. Asset transfers can only be made in the Asset Management system. In addition, once an asset has been capitalized from the Purchase Order, the profile cannot be changed on the receiver or voucher pages, nor can you create a subsequent voucher to affect this asset with a new profile. Ensure that profiles are correct on the Purchase Order and in the item master catalog.

5. Preview the data in the Pre-Interface table. Make corrections as needed.
6. Run the Payables/Purchasing Interface process (AMPS1000).

This process loads the Transaction Loader tables (INTFC_FIN and INTFC_PHY_A). Every voucher line becomes a pending asset load transaction, with book and cost information entered automatically according to the asset profile ID, cost, and quantity on the voucher. If your profile ID uses multiple books, multiple book and cost information will be generated. If an existing asset ID is specified on a voucher, then the cost associated with that voucher will be added to the existing asset as a cost adjustment transaction.

PeopleSoft Asset Management assigns asset cost as the following:

Asset Cost = Sum of Item Costs + Use Tax + Sales Tax + Freight + Nonrecoverable VAT

7. Preview data in the loader tables, and approve load lines.
8. Run the Transaction Loader to load these transactions into the PeopleSoft Asset Management tables.

Since the Payables Interface sets the default profile switch to *Yes* in the load tables, the Transaction Loader will automatically default for each asset all books on its asset profile. In addition, all lines come over automatically approved.

Warning! Make sure that if any of the assets you are adding through the Payables/Purchasing interface include references to foreign currency that the exchange rate for that currency is defined in the currency exchange rate tables. If an exchange rate has not been defined, the assets will not populate the PS_COST table. Enter currency exchange rates on the Define General Options, Use, Currency Exchange Rate page.

Note. Credit memos created in Payables do not get sent to Assets via the Payables Application Engine. The asset manager should make these adjustments manually in the Cost Adjust/Transfer component.

See Also

PeopleSoft Payables PeopleBook, "Sending Information to Asset Management," Creating Asset Applicable Vouchers

PeopleSoft Payables PeopleBook, "Running Matching"

PeopleSoft Payables PeopleBook, Sending Information to Asset Management, "Sending Voucher Information to Asset Management: The Load Assets Process

"Establishing Asset Management Business Units"

Integration Walk-Through Example

The following table provides a more detailed step by step example of how a typical transaction would flow from PeopleSoft Purchasing to PeopleSoft Asset Management.

Step	PeopleSoft Application	Page	Notes
Enter a purchase order.	PeopleSoft Purchasing	Purchase Order – Form page.	Select Vendor, Buyer, Item, Unit of Measure and Amount . Click Defaults to access the Purchase Order Defaults page.

Step	PeopleSoft Application	Page	Notes
Enter Asset Management Information.	PeopleSoft Purchasing	Purchase Order Defaults page.	Enter the AM Unit and Asset Profile ID . Clear the Capitalize check box if you want to send assets to Asset Management with a status of 'To be Capitalized.' Click OK .
Select all lines from Purchasing.	PeopleSoft Purchasing	Purchase Order Defaults page.	This action will return you to the Purchase Order – Form page.
Select Matching	PeopleSoft Purchasing	Purchase Order – Form page.	In the Go To section of the page, select 11-Matching from the drop-down list.
Select Match Action and Match Rules	PeopleSoft Purchasing	PO Matching page.	
Dispatch the purchase order	PeopleSoft Purchasing	Dispatch Purchase Orders page.	
Create Receipts	PeopleSoft Purchasing	Receiving page.	Click Asset Information on this page.
Assign the Tag Number , Serial ID and Asset ID .	PeopleSoft Purchasing	Receiving: Asset Information page.	Select the appropriate icons and Save the page.
Process Receipts	PeopleSoft Purchasing	Process Receipts page.	
View your non-capitalized asset transactions to be processed.	PeopleSoft Asset Management	Load Preview - Pre AM 1 page.	
Run the Purchasing/ Payables Interface to load the Transaction Loader tables.	PeopleSoft Asset Management	Purchasing/Payables Interface page.	
Run the Transaction Loader to load the Asset Management tables.	PeopleSoft Asset Management	Transaction Loader Request page.	
Review the Asset in Asset Basic Information.	PeopleSoft Asset Management.	Asset Acquisition Detail page.	You should see an acquisition row for each asset.

The following table provides a more detailed step by step example of how a typical transaction would flow from PeopleSoft Payables to PeopleSoft Asset Management. In this example, PeopleSoft Payables receives data from PeopleSoft Purchasing.

Step	PeopleSoft Application	Page	Notes
Create a Voucher by copying the Receiver or Purchase Order.	PeopleSoft Payables	Voucher-Invoice Information.	Click Copy PO/Recv. This action opens the Voucher Copy Worksheet.
Manually associate receivers if only the PO is copied onto the voucher.	PeopleSoft Payables	Voucher	Click Associate Rcvs hyperlink
Select the PO Unit and PO or Receiver Unit and Receiver ID you would like to pay and click the Copy Document to Voucher icon.	PeopleSoft Payables		After clicking the Copy icon, you will be returned to the Voucher-Invoice Information page.
Verify that the item is ready for matching.	PeopleSoft Payables	Voucher – Accounting Information page.	In the Match Action group box, Status should show Ready .
Process Matching.	PeopleSoft Payables	Match Request page.	
Verify there are no receiver exceptions.			
Verify that the Voucher is postable.	PeopleSoft Payables	Matched Vouchers page.	
Post the voucher.	PeopleSoft Payables	Voucher Posting Request page.	
Verify that the voucher Post Status displays Posted .	PeopleSoft Payables	Voucher Inquiry page.	
Run the Load Assets Process.	PeopleSoft Payables	Load Assets Request page.	This will load Payables transactions to the Pre-Interface table.
Review and correct data if necessary.	PeopleSoft Asset Management	Load Preview - Pre AM 1 page.	
Run the Purchasing/Payables Interface to load the Transaction Loader tables.	PeopleSoft Asset Management	Purchasing/Payables Interface page.	

Step	PeopleSoft Application	Page	Notes
Review and correct the data if necessary.	PeopleSoft Asset Management	Financials Transactions page and Physical Transaction A page.	
Run the Transaction Loader to load the Asset Management tables.	PeopleSoft Asset Management	Transaction Loader Request page.	
Verify the asset cost in the cost history page.	PeopleSoft Asset Management	Inquire Cost History page.	You should see a cost row for each book of the related profile ID.
Review the Asset in Asset Basic Information and verify that the asset is capitalized.	PeopleSoft Asset Management.	Asset Acquisition Detail page.	You should see an acquisition row for each asset. The row from PO is retained, not updated, and a new row from Payables is added.

Previewing Data in the Pre-Interface Table (Load Preview – Pre AM 01 Page)

Access the Load Preview – PreAM page.

Note. ChartFields, cost, and other fields important for asset capitalization are display only. If the fields were modified on this page the voucher data would not match that in Assets. Set such rows to Errored, correct the voucher, and re-send to Assets. Physical information can be changed here because it does not affect capitalization or depreciation, but care should be taken to keep these changes in sync with Purchasing/Receiving data.

See Also

“Adding and Maintaining Assets,” Using Asset Basic Information

Running the Payables/Purchasing Interface (Pre-Interface Loader) Page

Access the Payables/Purchasing Interface page.

- In the case where there is a three-way match between a purchase order, a receipt, and a voucher, and they are all asset related, the receipt must be processed into Asset Management’s Pre-Interface Loader table earlier than or at the same time as the voucher record. The receipt may be processed by the Pre-Interface Loader at the same time, but the voucher **cannot** be processed by the Pre-Interface Loader before the receipt. This ensures you are not paying for assets before they are received.

Important! Make sure that the Pre-Interface Loader and the Transaction Loader have fully processed any previous runs before you run the Pre-Interface Loader again.

- If you haven't fully processed the Transaction Loader after running the Pre-Interface Loader, you may create duplicate assets. This is because the Pre-Interface Loader checks for assets that have been added from Receiving when a voucher is processed through the interface in order to avoid creating duplicate assets. The system does not look in the interface tables, therefore, if the Transaction Loader hasn't yet processed any previous runs of the Pre-Interface Loader, the assets will not be in the acquisition detail tables in order to perform a match.

Previewing Data in the Loader Tables

The most common way to transfer data to PeopleSoft Asset Management is to populate two loader tables, INTFC_FIN and INTFC_PHY_A. These tables are typically populated when you:

- Run the Payables/Purchasing Interface to upload data from PeopleSoft Purchasing or Payables.
- Run the Asset Management Integration Process from PeopleSoft Projects.
- Run Mass Changes in PeopleSoft Asset Management.
- Convert data from a previous fixed asset system to PeopleSoft Asset Management.

You can view data loaded into these tables providing you the opportunity to preview the data to be loaded into PeopleSoft Asset Management when you run the Transaction Loader.

Here's how you preview data in the loader tables:

- View data in the financial loader table (INTFC_FIN).
- View data in the physical loader table (INTFC_PHY_A).
- View data in the physical loader table (INTFC_PHY_B).

Pages Used to Preview Data in the Loader Tables

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Load Preview – Financial	INTFC_FIN_01	Asset Management, Send/Receive Information, Approve Financial Information, Review	View data in the financial loader table.

Page Name	Object Name	Navigation	Usage
Load Preview – Physical A	INTFC_PHY_A	Asset Management, Send/Receive Information, Approve Physical Information, Review A	View data in the physical loader table.
Load Preview – Physical B	INTFC_PHY_B	Asset Management, Send/Receive Information, Approve Physical Information, Review B	View data in the physical loader table. This table and page are mainly used during conversion.

Previewing the Financial Loader Tables

Access the Load Preview – Financial page.

Interface ID	Identifies the interface process that populated the table.
Line Num	Displays the row you are viewing in the table.
PI ID	Displays the Physical Inventory Control ID. PI ID will be displayed if the transactions were generated by the Physical Inventory process (AMPI1000).
MC Defn ID	Displays the Mass Change Definition used if you have populated this table by running a mass change.
Auto Approval Status	This check box will be selected if you have set the approved field to a value of <i>Y</i> in the loader table (when converting); or if you have selected Auto Approval on the AM Specific Fields page of the Asset Mass Change component, if the transactions came from Purchasing, Projects, or Payables; or if you selected Auto Approval on the Physical Inventory Control ID. If this check box is not selected, you will need to approve the load lines manually.
Asset ID	When the Asset ID is set to <i>NEXT</i> , the next asset number for your business unit will be assigned to this asset when you run the Transaction Loader.

INTFC_FIN displays financial information and associated ChartFields one row at a time. This is the data that the Transaction Loader will use to populate the Asset Management tables; review it and change anything that is not correct using your SQL query tool. The Preview page has been made display only to prevent unauthorized changes.

Note. Updates can be made to conversion data (using SQL) or other financial data that has not been calculated by a PeopleSoft program. However, data that has been calculated by a mass change, the Payables/Purchasing interface or the Capitalize Project Assets interface should not be changed without a very significant reason. Before changing calculated data, please carefully consider the implications of such changes.

Previewing Physical Data in the Loader Tables

We provide two pages for previewing physical data in the loader tables. The first page is used more frequently while the second page is mainly used during asset conversions.

Access the Load Preview – Physical A page and/or the Load Preview – Physical B page and fill in the applicable fields.

Approving Load Lines

Although most records come over pre-approved, you may need to approve all pending load lines before loading them into the Asset Management tables. We provide pages for doing this in the Interface Asset Information component.

Here's how you approve load lines:

- Approve the data in the financial loader table using the Load Approval – Financial page.
- View and approve the data in the Physical A loader table using the Load Approval – Physical A page.
- View and approve the data in the Physical B loader table using the Load Approval – Physical B page.

Pages Used to Approve Load Lines

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Load Approval – Financial	INTFC_FIN_APPR	Asset Management, Send/Receive Information, Approve Financial Information, Approve	Approve the data in the financial loader table. The page shows you a summary of all the load lines pending approval in the financial loader table.

Approving Financial Load Lines

Access the Load Approval – Financial page.

Intfc ID	Identifies by number the Interface process used to populate the table.
Unit	Reflects the business unit that will receive these transactions when you run the Transaction Loader.
PI ID	If you have populated this table by generating reconciliation transactions as part of a physical inventory

process, PI ID will display.

Transaction/Interface Load ID and Load Type

Load lines are summarized by Transaction/Interface Load ID and Load Type. Load Type is very much like Trans Type, but at a greater level of detail. Each Trans Type in PeopleSoft Asset Management can generate several different Load Types.

Load Types include the following; those marked with an asterisk are fairly uncommon:

<i>Load Type</i>	<i>Long Name</i>	<i>Financial/Physical</i>
AAD	Additional Cost Add	Financial
ACQ	Insert Acquisition Detail	Physical *
ADD	Asset Add	Financial
ADJ	Asset Cost Adjustment	Financial
ADQ	Adjust Cost & Add Acquisition Detail	Financial/Physical *
ARA	Add Retired Asset	Financial/Physical
ASD	Asset Deletion	Financial/Physical
AUP	Asset Information Update	Physical
BKD	Book Deletion	Financial *
BKS	Book Change	Financial
BSD	Selective Book Delete	Financial *
CAP	Asset Capitalization	Financial
CLC	Custodian/Location Change	Physical *
CIC	Capitalize into Composite	Financial
CN1	Conversion of First Book	Financial/Physical
CN2	Conversion of Subsequent Books	Financial
FAD	Financial and Physical Add	Financial
GRP	Group ID Asset Add	Financial/Physical
IHI	Physical Inventory History Insert	Physical
IUI	InterUnit Transfer, In Side	Financial/Physical
IUO	InterUnit Transfer, Out Side	Financial
LAD	Leased Asset Add	Financial/Physical *
NAD	Non-financial Add	Physical
OPT	Open Transaction Generator	N/A *

Load Type	Long Name	Financial/Physical
PHY	Physical Asset Change	Physical
PRT	Partial Retirement	Financial
RAQ	Replace Acquisition Detail	Physical
RCT	Asset Recategorization	Financial
REI	Asset Reinstatement	Financial
RET	Asset Retirement	Financial
TRF	IntraUnit Transfer	Financial

Approving Physical Load Lines

We provide two pages for approving physical load lines. The first page is used for the Physical A table and the second page is used for the Physical B table.

Running the Transaction Loader

The Transaction Loader reads data staged in the loader tables and populates PeopleSoft Asset Management tables with it. Use the Transaction Loader whenever the loader tables have been populated as a result of integration with other applications, conversion from a previous fixed asset system, or to complete data updates processed by a mass change or physical inventory.

Note. If you are converting from a previous fixed asset system, you must run the Transaction Edit program (AMIFEDIT) before running the Transaction Loader. The Transaction Edit program will perform edit checks on the data fields you specify to help ensure the information you load into PeopleSoft Asset Management is correct. Review the data loaded into INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B and look carefully at the Transaction Loader SQR, AMIF1000, before you run it. You may need to change some of the data defaults it contains.

If you are using the Transaction Loader to integrate information from PeopleSoft Purchasing or Payables, you may want to consolidate or unitize load lines. This is only necessary if you are unable to use the serialization characteristics in the item master catalog. This must be done before running the Transaction Loader.

For converted assets and assets loaded through the Transaction Loader, the default is to book accumulated depreciation to the *previous* period. However, if you populate the START_PD, END_PD, and FISCAL_YEAR fields on the Financial Loader table (INTFC_FIN) with the values for the current period and the amount in the DEPR field is not 0, any accumulated depreciation will be booked to the *current* period.

See Also

Consolidating and Unitizing Assets

Page Used to Run the Transaction Loader

Page Name	Object Name	Navigation	Usage
Transaction Loader	RUN_AMIF1000	Asset Management, Send/Receive Information, Load Transactions into AM	Run the transaction loader SQR process.

Running the Transaction Loader – Request Page

Access the Run Transaction Loader page.

Run Transaction Loader

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) **Run**

Run Control Parameters Find | View All First 1 of 1 Last

*Request ID: 1 Process Frequency: Always ☐ Process in Parallel + -

Interface ID: 10000039 To Interface ID: 10000039 System Source: AP Online Entry Panel

▼ Find Trans Load ID (optional)

System Source: Load Type: Load Status: Loaded ☒ Financial Record ☐ Physical Records

Interface Information Customize | Find | View All First 1-8 of 15 Last

Interface ID	System Source	Load Type	Load Description	Load Status	Total Items in Query
10000001	PAP	FAD	Financial & Physical Add	DON	2
10000003	BAM	TRF	Intra-Business Unit Transfer	DON	8
10000006	AUT	RET	Asset Retirement	DON	6
10000009	AUT	RET	Asset Retirement	DON	3

Run Transaction Loader

Run Control Parameters

System Source

One load ID may come from multiple system sources, for example, from the Purchasing and Payables. If you want to run *all* lines with the load ID, leave the **System Source** field blank. If you want to process only the Payables or only the Purchasing load lines with the ID, then enter that system.

Process in Parallel

Select if you will be using parallel processing. Parallel processing works by running multiple requests of the same process that specify different parameters against different temporary tables.

Find Trans Load ID

If you do not already know the Interface ID you wish to process, the Transaction Loader enables you to search for transactions based on **System Source**, **Load Type**, **Load Status**, and whether they consist of **Physical** or **Financial Records**. You can use as many or as few of these criteria as you wish. The more you use the narrower your search will be.

The **Load Status** can be one of the following values. Enter the one that is appropriate:

Load Status	Definition
Consolidat	Transactions Consolidated (will not be loaded)
Loaded	Transactions Loaded
Errored	Transaction Errors
Pending	Transactions Not Loaded
Unitized	Transactions Unitized (will not be loaded)

See Also

Approving Financial Load Lines

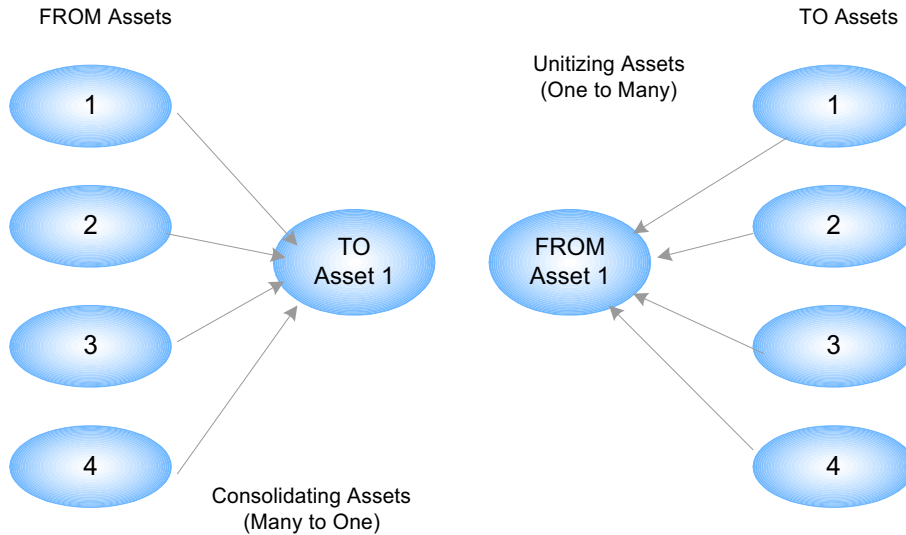
Consolidating and Unitizing Assets

When you run the Transaction Loader, each pending load line generates a distinct asset in PeopleSoft Asset Management. If you want to consolidate many load lines into one, or break one load line into many (unitize), you must do it **before** running the Transaction Loader.

Although it is preferable to use the Item Master Catalog to predefine asset serialization characteristics the system allows you to unitize or consolidate financial or physical asset load lines. You may have one line that actually represents several different assets; for example, you may pay for 10 computers with one voucher line. If you run the Payables Interface without unitizing, this voucher line becomes one pending load line for one asset, quantity = 10. In order to generate **several** assets, you first need to unitize the single load line into 10 separate lines. Then when you run the Transaction Loader, each load line will generate one asset, that is, 10 assets will be created each having a quantity equal to one.

Note. Establishing items in the master catalog with serialization attributes can save you much time by making the unitization/consolidation step unnecessary. If you want unitized assets when receiving/paying for items with multiple quantities (receiver/voucher lines have quantity greater than 1), establish those items as serialized. If your items should not be considered an asset unless their quantity is greater than one, for example a dozen, then establish those items as non-serialized. Even if you don't use the item master catalog for other business processes, it may make sense to set up your asset items in the catalog as a one-time setup activity.

For the sake of simplicity, we will discuss consolidating and unitizing assets rather than load lines. However, it is important to remember that the assets don't actually exist until you run the Transaction Loader.



Consolidating and Unitizing Assets

Here's how you consolidate and unitize assets:

- Consolidate assets from the Consolidate Assets – FROM Assets page.
- Consolidate and save your new asset as a load line from the Consolidate Assets – TO Assets page.
- View detailed information on the load line you selected from the Unitizing Assets – FROM Assets page.
- Specify any details for proportional unitization from the Proportional Unitization Defaults page.
- Define the individual assets you want this load line unitized into.
- View totals and balances from the Unitization Totals page.

Pages Used to Consolidate and Unitize Assets

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Consolidate Assets – FROM Assets	ASSET_CONSOL_01	Asset Management, Send/Receive Information, Consolidate Assets, FROM Assets with an action of Add. Leave the dialog box blank and click OK.	Consolidate assets.

Page Name	Object Name	Navigation	Usage
Consolidate Assets – TO Assets	ASSET_CONSOL_02	Asset Management, Send/Receive Information, Consolidate Assets, TO Assets	Consolidate and save your new asset as a load line.
Unitize Assets – FROM Assets page	ASSET_UNIT_01	Asset Management, Send/Receive Information, Unitize Assets, FROM Assets	View detailed information on the load line you selected.
Proportional Unitization Defaults	ASSET_UNIT_01A	Click EZ Unitize from the From Assets page.	Specify details for proportional unitization.
Unitize Assets – TO Assets	ASSET_UNIT_02	Asset Management, Send/Receive Information, Consolidate Assets, TO Assets Or Click EZ Unitize from the FROM Assets page.	Define individual assets you want this load line unitized into.
Unitization Totals	ASSET_UNIT_SP	Click Totals/Balance from the Unitize Assets – TO page.	View totals and balances.

Consolidating Assets – FROM Assets Page

Access the Consolidate Assets – FROM Assets page.

This page enables you to search for consolidation from assets with a particular **Value** in one of these **Search Fields**:

ACTIVITY_ID	Activity ID; derived from PeopleSoft Projects.
CATEGORY	Asset Category
DEPTID	Department
INVOICE_ID	Invoice; comes from PeopleSoft Payables
INV_ITEM_ID	Inventory Item; comes from PeopleSoft Payables
OPERATING_UNIT	Operating Unit
PO_ID	Purchase Order; comes from PeopleSoft Purchasing
PRODUCT	Product
PROJECT_ID	Project; comes from PeopleSoft Projects, Purchasing, or Payables

RECEIVER_ID	Receiver; comes from Peoplesoft Purchasing
RECV_LN_NBR	Receiver line number; comes from Peoplesoft Purchasing
VENDOR_ID	Vendor
VOUCHER_ID	Voucher; comes from People Soft Payables

You'll use different search **Fields** when consolidating lines from different systems. For example, when consolidating lines from Payables you'd probably search on *VOUCHER_ID*. When consolidating lines from Purchasing you'd probably search on *PO_ID*. If you enter *INVOICE_ID*, the system prompts you to choose from a list of valid invoice IDs; if you enter *PO_ID*, you receive a list of valid PO IDs.

Enter the **Search Field** you'd like to use, then enter the **Value** to search for.

Note. Rows continue to be added to the scroll area on page one based on the Field/Value combination actions. Deletes of unwanted rows may be necessary.

From Asset Tabs

Chartfields	Use the Chartfields tab to review ChartField information related to the load line.
Cost	Use this tab to review cost information related to the load line.
Interface Tab	Use the Interface tab to review interface information, including Intfc Line , about the load line.

Note. We recommend you don't change the value of the Profile ID. This is done so that you are able to delete rows from the search grid on each tab in the component.

Consolidating Assets – TO Asset Page

Access the Consolidate Assets – TO Asset page.

Maintain Acq (Acquisition) Dtls (Details) button	Click if you are consolidating rows from Purchasing or Payables. The Purchasing/Payables/Assets interface relies heavily on rows in the acquisition detail tables for searching for existing assets to capitalize and/or adjust. No page will open up; it simply performs the action of keeping all selected acquisition detail rows in the PHY_A table per asset.

To complete the consolidation process, simply load the resulting load transaction using the Transaction Loader.

Unitizing Assets – FROM Assets Page

Access the Unitize Assets – FROM Assets page.

Verify that this is indeed the line you wish to unitize, then click **EZ Unitize** to open the Proportional Unitization Defaults page where you can proportionally unitize.

Proportional Unitization Defaults Page

Access the Proportional Unitization Defaults page.

Note. If you enter a quantity but no description or profile at the prompt, these two items will default from the Unitize From page.

The Unitize TO page will display and the system automatically inserts new load lines in the scroll region based on the prompt information you entered. You do not have to break the assets out manually. All the amounts are prorated.

Unitizing Assets – TO Assets Page

Access the Unitize Assets – TO Assets page.

Certain information on this page will default in from the originating system.

Assets that originated in Accounts Payable will default information for

- Business Unit
- Voucher, Profile
- Voucher Line
- Invoice
- Cost
- Sales Tax
- Freight, Use Tax
- Base Merchandise Amount
- Total Invoice Amount VAT
- Non-Recoverable VAT
- Recoverable VAT

Note. These fields will only display after you have entered a **Profile ID** and moved out of that field or you have used the EZ Unitize function.

Assets that originated in Purchasing will default information for:

- Profile
- Business Unit
- PO #
- Cost
- Quantity
- PO Line

Assets that originated in Projects will default information for:

- Profile
- Business Unit
- Project ID
- Activity ID.

Click **Totals/Balance** to open the Unitization Totals page where you can view totals and balances.

To complete the unitization process, simply load the resulting load lines using the Transaction Loader.

See Also

Running the Transaction Loader

Integrating with PeopleSoft Budgeting

PeopleSoft Asset Management also has an interface to PeopleSoft Budgeting. If you want to create asset-based budgets you'll want to make asset data and depreciation information available to PeopleSoft Budgeting. The AM to Budgeting SQR will populate the BD_ASSET* tables. Once you run SQR (AMBD1000.SQR) to populate the asset tables in Budgeting, you can use asset data in PeopleSoft Budgeting.

Capital Acquisition Plans can be added directly into PeopleSoft Asset Management.

Load all assets from a business unit for a specified fiscal year/period range directly into the Budgeting tables to integrate asset information with PeopleSoft Budgeting.

Page Used to Integrate with PeopleSoft Budgeting

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Budgets Interface	RUN_AMBD1000	Asset Management, Send/Receive Information, Load Interface, Send to Budgeting	Load all assets from a business unit for a Fiscal Year/Period Range you specify directly into the Budgets tables.

Using the Budgets Interface Page

Access the Budgets Interface page and fill in the applicable fields.

The interface tables loaded by this process are emptied and reloaded upon every run of this program. A process in Budgets (AMBD1000.SQR) formats the asset data for use in the Budgeting process.

Note. If the number of assets you are running through this process is very large, for example 200,000 or more, then you should process these assets in smaller batches. For example, you could process one or more departments, categories, projects, or a similar breakdown to narrow the amount being processed at one time. The exact number of assets that make up the "breaking point" beyond which you should process in smaller batches, will of course, vary depending on your database platform, tablespace and rollback size, etc.

Posting to General Ledger

Regardless of the general ledger system you use, you'll need to transfer journals from PeopleSoft Asset Management to GL. As part of the setup for your asset system, you establish a GL business unit and ledger, GL calendar, journal sources, and accounting entry templates. When you define operators, you set up journal distribution privileges for them. All of this setup comes together when you distribute accounting entries for asset transactions and depreciation, and generate journals to GL.

If the PeopleSoft General Ledger and Asset Management databases aren't integrated, or you use a different GL system, the interface to PeopleSoft Asset Management requires some work on your part.

Two processes are required to complete the bridge between PeopleSoft Asset Management and another general ledger system:

- At installation, rename JRNL_HEADER to JRNL_HEADER_FS, and rename JRNL_LN to JRNL_LN_FS. Using the Application Designer, change these records from views to SQL tables, and create the tables.

- On a regular basis, unload the journal headers and lines from one database to the other. To send journals to an outside general ledger system, you'll design your own conversion program that converts PeopleSoft Asset Management journal headers and lines to the format required by your GL system.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Using Journal Generator," Understanding the Journal Generator COBOL Process

Exporting Property Tax Data to Third Party Tax Systems

Companies are required to submit property tax in each jurisdiction where they operate and own property. When organizations have multiple locations in different taxing jurisdictions, this requirement is increasingly burdensome to the tax department. Many corporations have purchased third party property tax software to manage and calculate their property tax and to file their returns. PeopleSoft Asset Management gives you the ability to export property-related asset information to third party property tax systems such as Vertex, Taxware, and Property Tax Management Systems. An SQR program populates a property tax table for export to third party property tax systems. The data fields selected for export is based upon the import file requirements of Vertex but it is easily modified to suit those of other property tax vendors.

Export property tax information from the Load Property Tax Table page to export property tax data to third party tax systems.

Page Used to Load Property Tax Data to Third Party Tax Systems

Page Name	Object Name	Navigation	Usage
Load Property Tax Table	RUN_LDPRPTAX	Asset Management, Reports, Taxes, Load Property Tax Table	Export property tax information.

Loading the Property Tax Table Page

Access the Load Property Tax Table page and fill in the applicable fields.

Note. While viewing/exporting data from the PS_PROPERTY_TAX table, please note that the REITREMENT_DT field in this table is used for both transfer outs and retirements. It will have a retirement date in case the asset has been retired. For the assets that have been transferred out, it will have a transfer transaction date with the TRANS_IN_OUT switch set to "O".

Integrating with PeopleSoft Strategic Sourcing

PeopleSoft Asset Management integrates with SCM's new Strategic Sourcing module, enabling you to put unused assets up for auction and if a bid is awarded automatically generate a retirement transaction.

See Also

PeopleSoft Strategic Sourcing, “Creating Events,” Setting Asset Status

CHAPTER 9

Working with Leased Assets

PeopleSoft Asset Management incorporates full lease management functionality, including calculating and printing lease payment schedules, calculating leased asset revenues, verifying leases as operating or capital according to FASB Statement No. 13, and defining step leases.

This chapter gives an overview of leased assets and describes how to:

- Add and maintain leased assets.
- Define step leases.
- Transfer operating leases.
- Retire or reinstate leases.
- Generate a lease expiration report.
- Generate lease footnote disclosure reports.
- Define parameters for lease summary, detail and lease amortization.

Adding and Maintaining Leased Assets

Once you have any of the leased asset pages displayed, just click on the tab name for any other page in the group to display that page.

Note. Leased assets cannot be jointly owned using Joint Venture Processing.

Here's how you add and maintain leased assets:

- Create a new lease.
- Enter ChartField and depreciation data regarding the leased asset.
- View the lease payment schedule, or enter a lease schedule of your own.
- Enter a step lease payment schedule.
- Keep track of ChartFields from the Operating ChartFields page.

Pages Used to Add and Maintain Leased Assets

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Lease ExpressAdd	ASSET_LEASE_01	- Asset Management, Leased Assets, Express Add - Asset Management, Leased Assets, Update Lease Information	Create a new lease or update an existing lease.
Lease ExpressAdd – Cost	ASSET_LEASE_02	Asset Management, Leased Assets, Express Add	Enter ChartField and depreciation data regarding a leased asset.
Lease ExpressAdd – Payment	ASSET_LEASE_03	Asset Management, Leased Assets, Express Add, Payment Schedule	View the lease payment schedule, or enter your own.
Lease ExpressAdd – Step Lease Payment Schedule	ASSET_LEASE_05	Asset Management, Leased Assets, Express Add, Step Lease Payment Schedule	Enter a step lease payment schedule.
Lease ExpressAdd – Operating ChartFields	ASSET_LEASE_06	Asset Management, Leased Assets, Express Add, Operating ChartFields	Keep track of ChartFields, for example, if you transferred an operating lease from one department to another.

Lease ExpressAdd – Definition Page

Access the Lease ExpressAdd – Definition page.

Definition		Cost	Step Lease Payment	Payment Schedule
Unit:	US001	Asset ID:	NEXT	
Profile ID:		Trans Date:	02/02/2002	
Description:		Acctg Date:	02/02/2002	
CAP #:		Trans Code:		
Tag Number:		Rate Type:	CRRN	
▼ Lease Information				
Lease ID:		Acceptance Date:		
Vendor ID:		Receipt Date:		
Vendor Contact:		Lease End Date:		
Responsibility:				
Comment:				

Lease ExpressAdd – Definition page (1 of 2)

Lease Term	
Lease Term:	Periods
Estimated Life:	Periods
Interest Rate (%):	
Borrowing Rate(%):	
Payment Schedule ID:	
Fair Market Value:	0.00
Guaranteed Residual Value:	0.00
☐ BPO	
☐ BRO	
☐ Transfer Ownership end lease	
☐ Step lease?	
Minimum Rental Payment (MRP):	0.00
Minimum Lease Payments (MLP):	0.00
Present Value Lease Payments:	0.00
Capitalized Lease Amount:	0.00
Interim Rent (Monthly):	0.00
Calculate	
Lease Payment Type	
☐ Advance ☒ Arrears	
Lease Type	
☒ Capital ☐ Operating Verify	

Lease ExpressAdd – Definition page (2 of 2)

Profile ID

Enter a Profile ID if you would like to use information from an asset profile in defining this asset. You must enter a profile ID for a capital lease because all depreciation information is stored in the profile ID. A profile ID is *not* required for an operating lease.

In order to perform a physical inventory with PeopleSoft Asset Management, your assets must use tag numbers. **For more information** on physical inventory see “Performing Physical Inventory”.

Trans Code	Select to let your asset management system know which accounting entry template to use for transactions relating to this asset.
Rate Type	Defaults to the kind of exchange rate that is defined in the default book for the business unit. You can select a different rate type if necessary.
<i>Lease Information</i>	
Acceptance Date	Indicates the date the lease contract is accepted (signed and returned to the lessor). Note that Interim Rent will start on the Acceptance Date until the lease Commencement Date.
<i>Lease Term</i>	
Lease Term	Enter the number of periods this lease contains.
Estimated Life	Defaults to the number of periods you just entered in Lease Term. You can change this value if necessary.
Interest Rate (%)	Approximately the percentage of profit the lessor gains by leasing the asset to you.
Borrowing Rate (%)	The interest rate that you would have incurred at the lease's inception if you had borrowed the necessary funds to purchase the leased asset. Both of these values must be annual interest rate percentages in whole numbers.
Interest Rate	Used to calculate the payment schedule. The lesser of these two rates is used to calculate the minimum lease payment (MLP). For more detailed definitions of these terms, see FASB Statement No. 13.
Payment Schedule ID	If you would like Asset Management to define a lease payment schedule, enter a Payment Schedule ID. Any capital lease must have a Payment Schedule ID. The Payment Schedule IDs you can select are set up on the Payment Schedule page in Establish Asset Processing, where you specify the payment frequency and number of periods.
Fair Market Value	Used in verifying the lease type.
Guaranteed Residual Value	Used to calculate depreciation.
BPO (Bargain Purchase Option)	If this lease includes a Bargain Purchase Option, select BPO. This represents a payment by the lessee to the lessor at the end of the lease term, allowing the lessee to obtain title to the leased property.
BRO (Bargain Renewal Option)	If this lease includes a Bargain Renewal Option, select BRO. Payment may be required if the lease agreement grants the lessee the right to renew or extend the lease. Or

a penalty may be required for failure to renew if the agreement specifies that the lease must be renewed or extended.

Note. The lease term during the renewal period is considered part of the overall lease term.

See Also

“Performing Physical Inventory”

“Establishing Asset Processing,” Setting Up Units of Production Definitions

Calculating Lease Payment Schedules

To calculate a lease payment schedule, you must have entered a Lease **Pynt** (Payment) **Schedule**. Next, perform one of the two steps below:

- Enter either **Minimum Rental Payment (MRP)** or proceed to the Lease ExpressAdd – Cost page and enter the lease **Cost**. You must enter only *one* of these values, or
- Select the **Step Lease** check box, proceed to the Lease ExpressAdd – Payment page and enter the payment information.

After you have met the requirements above, press the **Calculate** button.

PeopleSoft Asset Management calculates a payment schedule and populates the appropriate page with either **Cost** or **Minimum Rental Payment (MRP)**, **Minimum Lease Payments (MLP)**, **Present Value Lease Payments**, and **Capitalized Lease Amount**.

When you enter Cost, your system only calculates Minimum Rental Payment and Capitalized Lease Amount. When you enter the present value of MRP, all values are calculated. Your asset management system creates the lease payment schedule on the Lease ExpressAdd – Payment page.

See Also

Lease ExpressAdd – Payment Schedule Page

When You Enter MRP

If there is no Bargain Purchase option (you entered a Bargain Renewal Option instead):

$$\text{MLP} = (\text{MRP} * \text{Lease Terms}/12 \text{ periods per year} * \text{number of payments per year}) + \text{Guaranteed Residual} + \text{BRO}$$

If there is a Bargain Purchase option:

$$\text{MLP} = (\text{MRP} * \text{Lease Terms}/12 \text{ periods per year} * \text{number of payments per year}) + \text{BPO}$$

MRP is not a required field for step leases.

When You Enter Fair Market Value

If you enter a Fair Market Value, PeopleSoft Asset Management calculates the Capitalized Lease Amount using the lesser of MLP or Fair Market value.

If MLP is less than Fair Market Value:

Capitalized Lease Amount = the present value of MLP

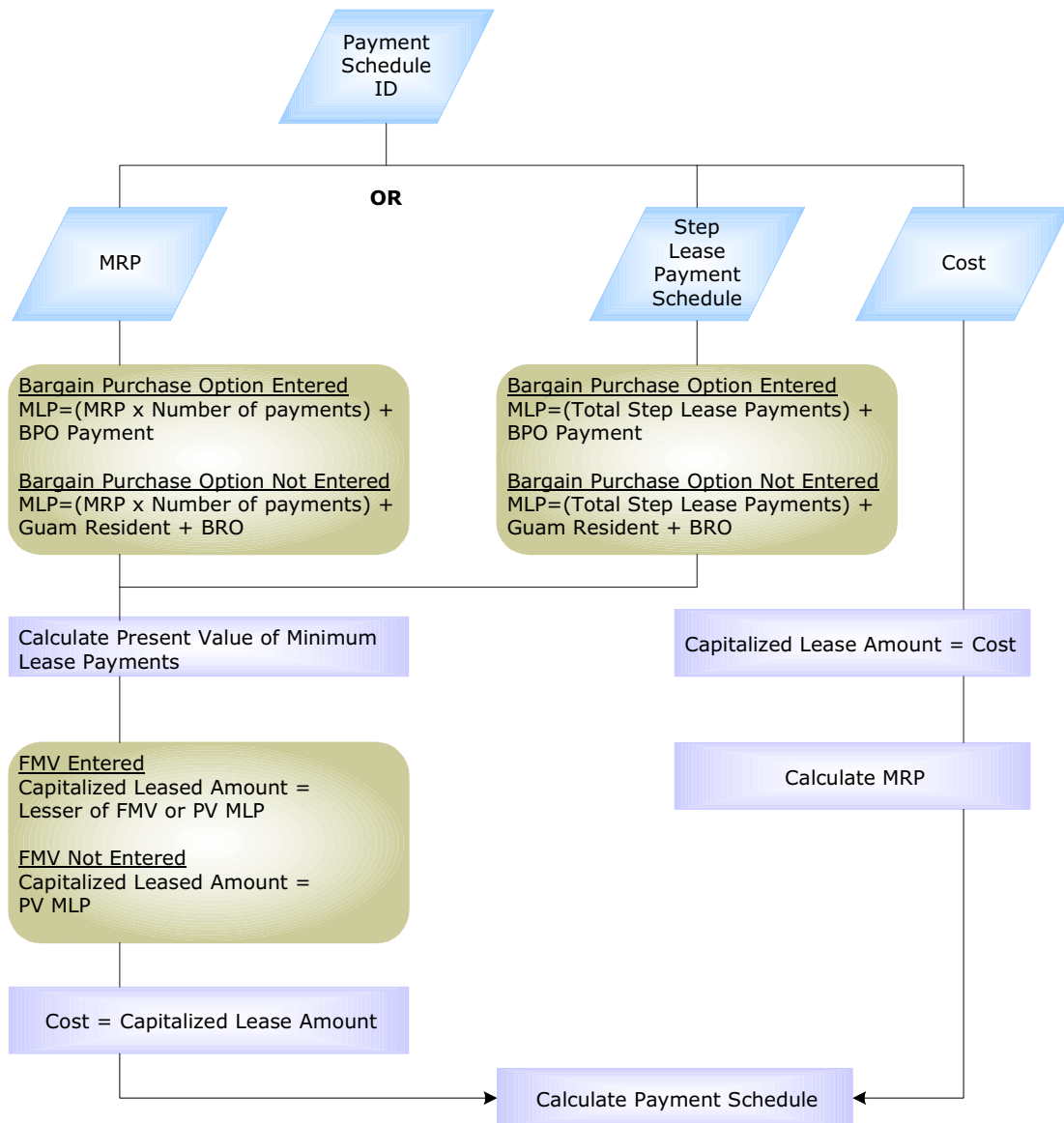
If Fair Market Value is less than MLP:

Capitalized Lease Amount = the present value of FMV

You may want to change the interest rate so that the net present value equals the Fair Market Value.

If you do ***not*** enter Fair Market Value:

Capitalized Lease Amount = the present value of MLP



How PeopleSoft Asset Management Calculates Payment Schedules

When You Enter Cost

The Capitalized Lease Amount equals Cost.

Your system uses the following method to calculate lease payments:

Capitalized Lease Amount - Prior Obligation Reduction = Residual Capitalized Lease Amount

Residual Lease Amount * (Annual Implicit Interest Rate / Number of Periods per Year) = Interest Expense per Period

Interest Expense per Payment + Obligation Reduction = MRP

For example, let's look at a full payment schedule for a simple capital leased asset with a capitalized amount of \$10,500, an interest rate of 7%, a monthly payment of \$908.53, and 12 periods per year.

<i>Periods</i>	<i>Residual Capitalized Lease Amt.</i>	<i>Obligation Reduction</i>	<i>Interest Expense</i>	<i>Payment</i>
1	\$10,500.00	847.2800562	61.24994377	908.53
2	\$9,652.71	852.2225232	56.30747678	908.53
3	\$8,800.49	857.1938213	51.33617873	908.53
4	\$7,943.29	862.1941186	46.33588144	908.53
5	\$7,081.10	867.2235843	41.30641574	908.53
6	\$6,213.88	872.2823885	36.2476115	908.53
7	\$5,341.59	877.3707024	31.15929757	908.53
8	\$4,464.22	882.4886982	26.0413018	908.53
9	\$3,581.73	887.6365489	20.89345107	908.53
10	\$2,694.10	892.8144288	15.7155712	908.53
11	\$1,801.28	898.022513	10.50748703	908.53
12	\$903.26	903.2609776	5.26902237	908.53

Interim Rent

Once the lease officially begins, the normal rental payment amount is tracked by the lease payment schedule. However, sometimes an interim rent is charged, which is very common for quarterly leases. PeopleSoft Asset Management provides the ability to enter and track interim rent payments for both capital and operating leases.

If there is interim rent for a lease, enter the monthly amount in **Interim Rent (Monthly)**. If you enter an interim rent amount, you must also enter the **Acceptance Date**. The Acceptance Date you enter must be earlier than the Commencement Date of the lease.

PeopleSoft Asset Management prorates the first month's interim rent and displays interim rent payments on the Lease ExpressAdd – Payment page. Interim rent payments are distinguished from regular lease payments by an "I" that displays to the right of that payment line on the page. You can choose to configure the letter that indicates interim rent payments by modifying message number **8015, 37** in a PeopleTools utility called the Message Catalog.

Note. You must post journal entries for interim rent each month by running the Depreciation Close program.

Lease Payment Type

Select a payment type for the lease. An **Advance** payment type means that an asset is leased with the first payment due before the lease begins. Interest expense is not calculated for this payment.

Note. The payment date is based on the transaction date. For example, if the lease begins in October, and you need to start the payments the same month; enter a transaction date of 10/01/02. The accounting date has no bearing on the payment date.

An **Arrears** payment type means that an asset is leased with the payment due at the *end* of the period. This is the default lease payment type.

You can choose an advance or arrears payment type for both capital and operating leases. More details concerning the differences in the two payment types are provided in this table.

Calculations	Advance Payment Type	Arrears Payment Type
Present Value Factor	Total payment terms for PVF excludes the term of the advance (or first) payment.	Total payment terms for PVF equal the total terms of the lease.
Present Value of MLP	Equals: (Present Value Factor * Periodic Payment Amount) + Advance payment.	Equals: Present Value Factor * Periodic Payment Amount.
Amortization Schedule	Period interest expense equals: Capitalized Amount * the period interest rate. The Capitalized Amount used for the first period of the payment excludes the advance payment amount.	Period interest expense equals: Capitalized Amount * the period interest rate.

Let us look at the results when selecting different lease payment types. In the example below, Present Value is calculated on a lease with 12 monthly payments of \$100.00 and an interest rate of 7%:

Advance Payment Type The calculated present value factor is 10.6254
Calculated present value = $\$100 + 10.6254 * 100 =$
\$1,162.54

Arrears Payment Type The calculated present value factor is 11.5571
Calculated present value = $11.5571 * 100 = \$1,155.71$

Lease Type

Specify whether this is a **Capital** or an **Operating** lease. To verify that this lease meets the FASB Statement No. 13 criteria for an operating or capital lease, press **Verify**. If it passes the verification, you receive a message for capital leases:

“Criteria has been met for a Capital Lease according to FASB Statement 13.”

You do not have to select either a Capital or Operating lease. Based on the FASB 13 ruling as to whether this is a capital or operating lease, the system will turn on the appropriate lease button after you press Verify.

PeopleSoft Asset Management treats capital leases as financial assets and operating leases as non-financial assets (no cost information). Your system supports adding, retiring, reinstating, and creating journal entries for operating leases as well as capital leases.

According to FASB 13, a lease is considered a Capital Lease if it meets one of the following four criteria:

- There is an Ownership Transfer at the end of the lease.
- The lease contains a Bargain Purchase Option (BPO).
- The Lease Term is 75% or more of the asset life.
- The Present Value of the Minimum Lease Payment is 90% or more of the Fair Market Value of the asset.

Capital lease versus operating lease criteria may differ from country to country. PeopleSoft Asset Management first examines the location country code before applying lease type verification standards. Depending on the country, PeopleSoft Asset Management will apply standards specific to that country when performing lease type verification.

United States FASB 13 lease classification rules apply to all countries unless otherwise noted. For example, in Germany, the threshold for capitalization is 90% of the leased asset's economic life, as compared to 75% under United States generally accepted accounting practices. In Canada, the classification of capital or operating leases is the same as that defined in the United States FASB 13. PeopleSoft Asset Management currently supports the following countries for lease type verification: U.S., Germany, Canada, and Australia.

Important! You cannot change a lease type from capital to operating or from operating to capital. If it is necessary to do this, you must first retire the leased asset, then re-enter it with the appropriate lease type.

If this is a step lease, check **Step Lease?**.

See Also

Defining Step Leases

Lease ExpressAdd – Payment Schedule Page

Access the Lease ExpressAdd – Payment Schedule page.

For **Adds**:

Debits	Credits
AD Accumulated Depreciation	DE Depreciation Expense
FA Leased property under capital leases (capitalized lease amount)	LO Obligations under capital leases

For **Adjustments**:

Debits	Credits
AD Accumulated Depreciation	DE Depreciation Expense
FA Leased property under capital leases (capitalized lease amount)	LO Obligations under capital leases

For **Transfers** (transfer in):

Debits	Credits
FA Leased property under capital leases (capitalized lease amount)	AD Accumulated Depreciation
DE Depreciation Expense	

For **Transfers** (transfer out):

Debits	Credits
AD Accumulated Depreciation	FA Leased property under capital leases (capitalized lease amount)
	DE Depreciation Expense

For **Retirements**:

Debits	Credits
CA Proceeds [Proceeds]	LG Guaranteed Residual Payable [Guaranteed Residual]
LO Obligations under capital leases [Guaranteed Residual]	FA Leased property under capital leases [Current Cost]
AD Accumulated Depreciation [Current Reserve]	GL Gain/Loss on leased property [Remaining Payments + ((Proceeds – Removal Cost) + (Cost – Reserve))]
LO Obligations under capital leases [Remaining Lease Payments]	

Lease Express Add – Step Lease Payment Page

Access the Lease ExpressAdd – Step Lease Payment page.

If you checked **Step Lease?** on the Lease ExpressAdd – Definition page, you can enter rows of data in this section.

Enter a **Line Number**, the **Lease Term** (number of periods), choose a **Payment Frequency** and enter a **Payment Amount**. For example, you could define a step lease consisting of 6 monthly payments of \$400 and then 18 monthly payments of \$350.

If you are defining a skip payment, enter a payment frequency, the number of lease terms, and a payment amount set to zero (0.00).

Note. It is important that you enter the Line Number in sequential order. For example, if you update a lease schedule and need to insert a row between Lines 1 and 2, you can use a line number such as 1.2.

Return to the Lease ExpressAdd – Definition page and press **Calculate** to generate the lease Payment Schedule.

Lease Express Add – Operating ChartFields Page

Access the Lease ExpressAdd – Operating ChartFields page.

Use this page to keep track of ChartFields. ChartFields are effective-dated so you can track history if necessary. When you add an operating lease, Category is required. When you update an operating lease, this page is for inquiry purposes only. To actually transfer an operating lease, use the Operating Lease Transfer page.

Defining Step Leases

Step leases are leases that consist of variable payment amounts and/or variable timing over the term of the lease. Examples of step leases are:

- A step-down lease with decreasing or declining lease payments.
- A step-up lease with increasingly larger lease payments during the lease term.
- A skip payment lease in which payments are not required during certain periods.

The following is an example of a step-down lease.

Number of Terms	Frequency	Payment Amount
6	Monthly	\$400
18	Monthly	\$350

To define a step lease, complete the Lease ExpressAdd – Definition page as you would for a regular lease, and make sure that you turn on the **Step Lease?** check box. Use the Lease ExpressAdd – Payment page to define the payment schedule for this lease. The Step Lease fields are only accessible if the **Step Lease?** check box has been turned on in the Definition page.

Note. If you are setting up a step lease payment schedule that contains an irregular payment frequency (such as one term using Monthly and the next term using Quarterly), you must set up a payment schedule that exactly matches the schedule you set up on the Lease ExpressAdd – Payment Schedule Page.

If you are setting up a *Quarterly* step lease payment schedule, you should consider creating four payment schedules with the following due dates:

Schedule 1: Jan., Apr., Jul., Oct.

Schedule 2: Feb., May, Aug., Nov.

Schedule 3: Mar., Jun., Sep., Dec.

If you are setting up an *Annual* step lease payment schedule, you should consider creating 12 payment schedules with one schedule for each of the 12 months as the payment due date.

Here's how you define step leases:

- Review the present value cash flow calculation for step leases.
- Run the lease expense schedule for non-monthly step leases.

Page Used to Define Step Leases

Page Name	Object Name	Navigation	Usage
Lease Expense Schedule	LEASE_SCHED2_RQ ST	Asset Management, Leased Assets, Create Expense Schedule	Run the lease expense schedule process.

Present Value Cash Flow Calculation for Step Leases

One or both of the following formulas is used to determine the present value of the total payment for a step lease.

Formula 1 – The present value of an ordinary annuity for a series of payments of any amount:

$$P1 = \text{Pynt} * ([1 - (1 + \text{Intr}) ^ -\text{npymt}] / (\text{intr}))$$

P1 = Present Value of an ordinary annuity

Pynt = Periodic Payment amount

Intr = Periodic Interest Rate

npymt = Number of Payments

Formula 2 – The Present Value of a Single Future Amount:

$$P2 = \text{Single\_Future\_Pymt} * (1 / (1 + \text{intr}) ^ \text{nper})$$

P2 = Present Value of a Single Future Amount

Single_Future_Pymt = Future Amount

Intr = Periodic Interest Rate

nper = Number of Periods

Step Lease Present Value Calculation:

Formula 1 is used to calculate the PV of the first payment in the schedule and the Single Future Payment for subsequent payments in the schedule. Formula 2 is then used to calculate the present value of this Single Future Payment.

The example below illustrates these calculations using an interest rate of 7.2%.

<i>Number of Terms</i>	<i>Frequency</i>	<i>Payment Amount</i>
6	Monthly	\$400
18	Monthly	\$350

PV1 = Present Value of the first payment in the schedule:

$$\$400 * ([1 - (1 + 0.01) ^ -6] / (0.01)) = \$2,350.40$$

PV2 = Present Value of the second payment in the schedule:

$$[\$350 * ([1 - (1 + 0.01) ^ -18] / (0.01))] * (1 / 1.01 ^ 6) = \$5,744.88$$

Present Value of the total cash flow =

$$\$2,350.40 + \$5,744.88 = \$8,095.28$$

Non-Monthly Step Leases

For non-monthly (quarterly, annual, etc.) step leases, you need to run the lease expense schedule:

- After setting up the step lease.
- After making any transaction adjustments to the step lease.
- Before running depreciation close.

The purpose of running the lease expense schedule is to prorate payment/interest expenses so that the proper amounts are sent to GL according to FASB. It is recommended that all leases with non-monthly payment schedules be run through this process.

Note. AMLSESCH reads PS_LEASE_SCHEDULE and creates PS_LEASE_SCHED2 which contains all the step-lease non-monthly payment info.

AMDPCL reads PS_LEASE_SCHED2 (via PS_LEASE_CHART3_vw) to distribute the payments/interest expense to G/L.

Lease Expense Schedule – Request Page

Access the Lease Expense Schedule – Request page.

If you choose **Select Open Trans Range** (select open transaction range), you are prompted to enter a range of transaction values in **From Open Trans** and **To Open Trans**.

Choosing **Select Asset Range** requires that you enter a range of asset IDs in **From Asset** and **To Asset**.

A lease expense schedule causes lease payment amounts to be spread throughout the year and produces difference results for capital leases and operating leases. For an operating lease, the lease expense schedule allocates non-monthly payments into monthly amounts.

Note. Operating leases do not have interest expense on the payment schedule.

For a capital lease, the lease expense schedule allocates non-monthly interest expense into monthly amounts, and the payment amount is fully allocated on the date that the payment is due. The example below uses an Arrears type lease for a *quarterly* payment:

Payment Date	Payment Amount	Interest Expense
06/01/1998	300	33

The allocation is done as follows:

Payment Date	Payment Amount	Interest Expense
04/01/1998	0.00	11
05/01/1998	0.00	11
06/01/1998	300	11

If the general ledger period is closed, the allocation is carried forward to the next open period.

Transferring Operating Leases

You can transfer an operating lease using the Lease Operation ChartFields page.

Page Used to Transfer Operating Leases

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Operating Lease Transfer	LEASE_OPER_TFR_01	Asset Management, Financial Transactions, Transfer Operating Lease	Transfer an operating lease – for example, from one department to another.

Using the Lease Operation ChartFields page

Access the Operating Lease Transfer page.

This page displays **Current ChartFields** for the lease.

In the **New ChartFields** section, you can change the **Operating Unit, Department, Product, Project ID, Category, or Cost Type**. The **Category** field is required for an operating lease. ChartField information is effective dated, so you can see history if applicable.

Click **Edit Trans Dates** to change the Transaction Date or the Transaction Accounting Date.

Retiring or Reinstating Leases

See “Retiring Assets,” Retiring Financial Assets for capital leases; and Retiring Non-Financial Assets for operating leases.

Generating the Lease Expiration Report

You can generate a report (AMLE2400) that will list all leases expiring in a certain number of days from a specified date, or leases expiring within a date range that you select.

To generate the Lease Expiration Report, access the Lease Expiration request page.

Page Used to Generate the Lease Expiration Report

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Lease Expiration	RUN_AMLE2400	Asset Management, Reports, Leased Assets, Lease Expiration	Generate the Lease Expiration report.

Using the Lease Expiration Report

Access the Lease Expiration report page.

Select a date range for the lease expirations by using one of the following methods:

- Obtain a list of all leases that will expire in a specified number of days. **As of Date** defaults to the current date, but you can change it to a different value. Enter the number of **Expiration Days** from the **As of Date** for which you want to list expiring leases. For example, to list all leases that expire 60 days from today, leave today's date in the **As of Date** field and enter *60* in **Expiration Days**. To get a list of all leases that expire as of today, leave **Expiration Days** blank.
- Generate a list of leases that will expire during an **Expiration Date Range**. Enter a beginning date in **From** and an ending date in **Thru**. For example, to generate a list of all leases that expire from April 1, 2003 to the end of August 2003, enter *4/1/03* in **From** and *8/31/03* in **Thru**.

Generating Lease Footnote Disclosure Reports

For generally accepted accounting principles and FASB 13 compliance, you may want to generate a report disclosing all capital and operating lease commitment payments extending over more than one year. You will probably want to run this report at the end of each fiscal year. PeopleSoft Asset Management provides you the ability to generate a footnote disclosure report of all outstanding capital and operating lease commitments for the next five years.

There are two Lease Footnote Disclosure reports—a Lease Footnote Summary report and a Lease Footnote Detail report. The reports are sorted by type of lease (capital and operating lease), list all outstanding lease commitments for five years, and provide the monthly lease payment and yearly totals.

Generate the lease footnote disclosure reports to generate lease footnote disclosure reports.

Page Used to Generate Lease Footnote Disclosure Reports

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Lease Footnote Disclosure	RUN_AMLE2300	Asset Management, Reports, Leased Assets, Footnote Disclosure	Generate the Lease Footnote Disclosure reports.

Generating Lease Summary/Detail/Amortization Reports

You can generate the following three reports from the Lease Information page:

1. Lease Summary Information
2. Lease Detail Information
3. Lease Amortization Schedule

Page Used to Generate Lease Summary/Detail/Amortization Reports

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Lease Information	RUN_AMLE2000	Asset Management, Reports, Leased Assets, Summary or Detail	Generate the following reports: • Lease Summary Information (AMLE2000) • Lease Detail Information (AMLE2100) • Lease Amortization Schedule (AMLE2200)

CHAPTER 10

Adjusting and Transferring Assets

This chapter gives an overview of adjusting and transferring assets, and describes how to:

- Adjust cost and transfer assets.
- Transfer parent-child assets to other business units en masse.
- Revaluing assets en masse.
- Update non-capitalized costs.
- View cost history.
- Update your general ledger.
- Modify or delete pending asset transactions.

Understanding Adjusting and Transferring Assets

Periodically, you'll need to make changes to your asset records because of errors or new information you may have received. You can change cost, quantity, depreciation rules, location, physical attributes—virtually any information you've entered about assets.

Some of these changes have a financial or tax impact. Others do not. Changes to physical information about an asset, such as its weight, will not affect cost or depreciation. However, changing quantity, cost, depreciation attributes, or department will affect your financial and tax books.

Adjusting Cost and Transferring Assets

Here's what you do to adjust cost and transfer assets:

- On the Main Transaction page, select the type of transaction, enter accounting and transaction dates, and specify the transaction data required to update your general ledger.
- On the Cost Information page and its linked pages, make the actual adjustments or cost entries.

- On the Child Assets page, select some, none or all child assets to include in the transaction you are performing. The Child Assets page only appears when the asset you are transacting against is a parent component asset and the transaction type is a Transfer.

Note. Adjustments to parents don't automatically filter down to the child assets; therefore the Child Asset page won't appear for Adjustments. Instead, you add another child. You will see a reminder message stating that child assets are associated with the parent asset you are adjusting.

- A separate Application Engine process is provided for transferring Parent-Child assets between business units.
- A Pending Transaction Page is provided. It is only used for workflow processing.
- If you have changed information in a book that posts to your general ledger, Asset Management will generate the appropriate accounting entries when you run Create Accounting Entries (AMAEDIST) or Depreciation Close (AMDPCLOS). The asset account will be updated once you generate and post the journal entries.

Note. It is recommended you do not modify any fields once you save the pages in the Asset Cost Adjust/Transfers component. Instead, exit and re-enter the component to add or modify information.

See Also

“Adding and Maintaining Assets,” Creating Parent-Child Asset Relationships

Pages Used to Adjust Costs and Transfer Assets

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Main Transaction	ASSET_COST_01	Asset Management, Financial Transactions, Cost Adjust/Transfer Asset	Identify the transaction you want to perform.
Cost Information	ASSET_COST_01 A	Click Go! from the Main Transaction page.	Enter or adjust cost information required by the transaction you initiated from the Main Transaction page.
Detail/Location	ASSET_COST_02 _S2	Click Change Location from the Cost Information page.	Change the location for an asset.

Page Name	Object Name	Navigation	Usage
InterUnit Transfer Options	ASSET_COST_02	Click Asset Cost IU Transfer from the Cost Information page.	Select the asset information you want transferred with the asset.
Transfer To/From Books	ASSET_COST_02_S1	Click Transfer To/From Books on the Cost Information page.	Specify how cost information for the transfer will be passed between business books.
InterUnit Proceeds		Click Proceeds on the Cost Information Page. The Proceeds button only appears on the page when you have selected Fixed Price MarkUp as the action on the Main transaction page.	Apply a markup or markdown to the asset you are transferring.
Pending Transaction	COST_PENDING_TRANS	Asset Management, Financial Transactions, Cost Adjust/Transfer Asset, Pending transactions	Used for workflow processing.
Child Assets	CHILD_ASSETS	Asset Management, Financial Transactions, Cost Adjust/Transfer Asset, Child Assets	Select child assets to include in the transfer or recategorization you have initiated against its parent.
Child Details		Click Child Details from the Asset Cost/Adjust Transfer Child Assets page.	Specify transaction overrides for a specific child asset. For example, you could specify a different transaction date for the child asset on this page.
Advanced Transaction Details		Click the Advanced Txn Details link from the Asset Cost/Adjust Transfer Child Assets page.	Specify transaction overrides for <i>all</i> child asses at once. For example, you would use this page to specify that only 50% of the cost of <i>all</i> child assets be transferred between departments, while the parent asset is fully transferred.

Main Transaction Page

Transaction and Accounting Date	Default to the current date or the dates specified as Operator Defaults. As a rule, you'll enter transactions in PeopleSoft Asset Management some time after they have occurred. Keep in mind that any difference between Accounting and Transaction dates will affect depreciation as well as posting.
Transaction Code	Click the Search button to search for a Transaction Code. This field is optional. Transaction Codes help identify which accounting entry template will be used for this transaction.
Rate Type	Click the Search button to search for the currency exchange Rate Type you want to use for this transaction.
Adjust other books by	Select a value to Adjust the other books by: <i>Amount</i> or <i>Percent</i>. Select <i>Percent</i> to transfer a percentage of the amount from subsequent books. For example, if you have an asset with two books, Corporate and Federal. The cost amount for Corporate is USD 5000.00 and for Federal is USD 4000.00. If you transfer USD 2500.00 from the Corporate book, and select Copy Changes to Other Books, then specify the Percent option, USD 2500.00 will be transferred from the Corporate book and USD 2000.00 will be transferred from the Federal book. If you select the <i>Amount</i> option instead there will be a transfer of USD 2500.00 from both books.

Note. Copy Changes to Other Books does not apply to the convention. If you want the convention set on your default book to apply to other books, you must scroll to all books and select the desired convention.

Select an **Action** and click **GO!**:

<i>Addition</i>	Adds a new cost line.
<i>Adjustment</i>	Adjusts cost or quantity.
<i>Fixed Price Markup</i>	Applies a markup to the asset you are transferring.
<i>InterUnit Transfer</i>	Transfers an asset from one business unit to another.
<i>Recategorize</i>	Changes an asset's category or cost type. Asset Categories classify assets by type for accounting entry purposes.

Revaluation

Revalues an asset by percentage. Used mostly in countries with high rates of inflation.

Transfer

Transfers an asset within the same business unit, for example between two departments or two operating units.

Note. If the asset transactions you want to adjust are still pending transactions, that is, depreciation has not yet been run on them, you may, depending on the transaction type, be able to delete or change them.

See Also

Modifying or Deleting Pending Asset Transactions

Cost Information Page

The screenshot displays the 'Cost Information' page. At the top, there are tabs for 'Main Transaction' and 'Cost Information'. Below the tabs, the 'Unit' is set to 'US001' and the 'Asset ID' is '000000000001'. The asset is identified as 'SOLARIS WORKSTATION' with a 'Tag' of 'In Service'. The 'InterUnit Transfer' section is active, showing 'Enter New Business Unit Information' with fields for 'New Unit', 'New Asset ID', 'Profile ID', and 'Trans Code'. Below this is the 'Book' section, which includes 'Book Name' (CORP), 'Currency' (USD), and 'Convention' (Actual Month). The 'Edit Cost Information' section is also visible, containing a table with columns for 'Quantity', 'Cost', 'Salvage', 'Category', 'Cost Type', and 'Unit'. The table has one row with values: Quantity 1.0000, Cost 7,500.00, Salvage 1,000.00, Category OFFCE, Cost Type, and Unit US001. Below the table are fields for 'Operating Unit', 'Fund Code', 'Department', 'Program', 'Class Field', 'Bud Ref', 'Product', and 'Project'. A 'Proceeds...' button is located at the bottom left of the form.

Cost Information page

Note. If you wish to perform multiple transactions, complete one transaction, then save and reenter the page to begin the next transaction.

Change Location

Click to access the Location page where you can change the asset's location.

Convention

Select a new depreciation Convention if you want to change the one that is assigned to the asset in this book. If you selected Copy Changes to Other Books on the Main Transaction page, convention changes will be copied to all books to which the asset reports.

Cost History

The Cost History group box shows cost rows for the selected asset. You cannot update information here, but you can review cost rows and their associated ChartFields for an asset.

We will discuss the remaining fields on the Cost Information Page in the context of the transaction you are performing. Some fields will only be available for certain transactions.

Adding a New Cost Row

Add a new cost row in the **Edit Cost Information** group box. Select the **Cost Type**, enter **Cost** and **Quantity** if necessary, and enter any appropriate ChartFields.

Adjusting Total Cost or Quantity***Adjusting Total Cost by Percentage or Cost Amount***

You can adjust the total cost of an asset by either a percentage of its original cost or by a specific cost amount. Enter the appropriate percentage or amount in the **Adjust All Rows By Percent** or the **Adjust All Rows By Cost** fields. The default is a positive adjustment. If you would like to make a negative adjustment, you must enter a negative percentage or amount. Click **Apply**, and the adjustment will be applied to each cost row. The system will automatically calculate and display the adjusted total cost.

Note. Your changes will be applied to the current book only unless you have selected Copy Changes to All Books on the Main Transaction page. If you have selected this option, your changes will be visible after you save the page and then reload it.

Adjusting Total Quantity

You can adjust the total quantity of an asset by entering the quantity adjustment in the **Adjust All Rows By Quantity** field. The default is a positive adjustment. If you would like to make a negative adjustment, you must enter a negative quantity. Click **Apply**, and the adjustment will be applied to each cost row. The system will automatically calculate and display the adjusted total quantity.

Adjusting Cost or Quantity By Cost Row

To adjust the cost or quantity for a particular cost row, enter the new **Cost** or **Quantity** directly into the cost row.

Note. To establish an audit trail, we recommend that you change cost information one field at a time. For example, if you need to change the department and adjust the cost, enter the new department and save your change, and then go back and adjust the cost.

Adjusting Cost for Each Cost Row

You can adjust an asset's cost for individual cost rows simply by entering the new cost into **Cost** for each cost row you'd like to change.

Adjusting Quantity for Each Cost Row

To adjust the quantity for individual cost rows, enter the new **Quantity** into the cost rows, not the number of units quantity will increase or decrease by. For example, if the quantity should be adjusted from 1 to 2, enter **2**. This will only change the **Quantity**, not the **Cost**.

Transferring Assets Within A Business Unit

Periodically, you'll need to transfer assets from one department, product, or project to another. In addition to physically relocating the assets, you may need to change some of the ChartField elements in order to post cost correctly. You can perform full, partial, or retroactive transfers.

Note. This section only treats transferring assets *within* a business unit. For information on performing InterUnit transfers (transferring assets to different business units), see Transferring Assets to Other Business Units (InterUnit Transfers).

Full Transfers

A full transfer requires you to transfer all units or the total cost of the asset. In the **Edit Cost Information** group box, enter the new **Operating Unit, Department, Project ID, or Product** into the appropriate fields.

Partial Transfers

Partial transfers are useful when you want to assign an asset's cost and depreciation to two or more sets of ChartFields. To partially transfer an asset, you'll need to perform a separate transfer for each set of ChartFields. For each transfer, select the appropriate **Operating Unit, Department, Project, or Product** and enter **Quantity** and **Amount** in the **Edit Cost Information** group box.

For example, suppose Department 43000 has two automobiles, worth a total of USD 60,000. We plan to transfer one car from 43000 to 12000, and the other from 43000 to 14000. Since the cost of the assets will eventually be allocated between two separate sets of ChartFields, we'll need to perform two separate transfers. Each transfer will move USD 30,000 out of department 43000 and into departments 12000 and 14000.

Note. You cannot perform a partial transfer that involves transferring one asset whose ownership is shared among multiple departments to one department; for example, departments 4100, 5100, and 6100 each equally own portions of one asset with a net value of USD 60,000. All three departments want to transfer to department 9900. Partial transfer that are many to one cannot be performed.

Retroactive Transfers

You may wish to transfer assets retroactively if they were transferred during a prior accounting period, but are not yet entered in PeopleSoft Asset Management. To do this, enter the transaction and accounting dates on the Main Transaction Page and enter the appropriate cost information in the Edit Cost Information group box. The system will create correcting entries that back out depreciation from the original department for the period between the Transaction Date and the Accounting Date. Prior period depreciation for that same period will be posted for the new department.

Recategorizing Assets

You may want to recategorize assets either because you entered the incorrect category or cost type, or because you have created a new category or cost type and want to transfer existing assets to it. Simply change the **Category** or **Cost Type** in the **Edit Cost Information** group box.

Recategorizing an asset affects depreciation. Because of this, you will need to run both depreciation and accounting entry processing.

Revaluing Assets

Asset Revaluation is primarily done in countries with high rates of inflation. To revalue assets, select an action of revaluation which will change the **Cost Type** to *R*, and enter the appropriate percentage in the **Adjust All Rows By Percent** field. Click **Apply**.

Transferring Assets to Other Business Units (InterUnit Transfers)

PeopleSoft Asset Management gives you great flexibility in performing InterUnit transfers. You can fully or partially transfer assets from one business unit to another, or from one business unit to many others. Full or partial transfers can be done by cost, quantity, or percentage.

Note. You cannot perform interunit transfers on joint venture business units.

InterUnit processing is processed through the PeopleSoft Centralized Inter/IntraUnit Processor. It provides consistent set up and centralized processing to manage Inter/IntraUnit transactions.

Note. In cases where you want to perform an InterUnit transfer between two Asset Management business units that each report to different General Ledger business units, we suggest that you retire the asset from the first business unit and add it to the second business unit (Use an action of **ADD** instead of **TRF**). However, where both Asset Management business units report to the same General Ledger business unit, InterUnit transfers automate transactions for you no matter which transaction you choose.

The procedures for performing interunit transfers discussed in this section do not apply to Parent-Child assets. InterUnit transfers for Parent-Child assets are done by using an application engine program.

Note. To transfer parent and child assets among business units in this Application Engine, you must set up the appropriate InterUnit Transfer Definitions.

In **New Unit**, select the business unit to which you are transferring the asset. The **New Asset ID** will default to *NEXT*. You can change this if you wish. Do not enter an existing Asset ID unless you wish to transfer cost between the two assets.

Select a **Profile ID** that is valid for the new business unit to set up book reporting. **Trans Code** (Transaction Code) identifies which accounting entry template will be used for this transaction. Only valid combinations for which accounting entry templates exist will be accepted.

Click **InterUnit Transfer Options** to access the **InterUnit Transfer Options** page where you can select the asset information you want transferred with the asset.

Click **Transfer From/To Books** to access the **Transfer From/To Books** page where you specify the way in which cost information is passed between business unit books.

Use the fields in the **Edit Cost Information** group box to specify the **Cost** and **Quantity** to be transferred.

Click **Proceeds** to open the **InterUnit Proceeds** page where you can specify a markup value to be applied to the transferred assets in the receiving business unit. This feature is often used in European countries.

You can perform full interunit transfers from one business unit to another, or from one business unit to many others. You can also perform a partial interunit transfer in which the original business unit retains a portion of the asset but transfers part of it to another business unit.

Note. When performing InterUnit transfers on group member assets you should not have duplicate time stamps for the InterUnit transactions. This could result in unbalanced accounting entries.

Full InterUnit Transfers From One Business Unit to Another

Full interunit transfers from one business unit to another are the simplest to perform. After you have completed the information in the **Enter New Unit** group box and its pages and saved the **Cost Information** page, all cost rows will be transferred to the new business unit.

Full InterUnit Transfers From One to Many Business Units

You can transfer to as many business units as there are cost rows. To do this, enter one of the receiving business units in the **New Unit** field in the **Enter New Unit** group box. Complete the rest of the InterUnit transfer information. Review each cost row in the **Edit Cost Information** group box. All cost rows will show the new business unit you entered in the **New Unit** field. Change the **Business Unit** for each cost row as appropriate. In this way, you can transfer all cost rows for an asset to multiple business units.

Partial InterUnit Transfers

You can transfer part of an asset to a different business unit and enable the original business unit to retain a portion of it. To do this, enter the receiving business unit in the **New Unit** field in the **Enter New Unit** group box. Complete the rest of the InterUnit transfer information. Review each cost row in the **Edit Cost Information** group box. All cost rows will show the new business unit you entered in the **New Unit** field. To retain some ownership of the asset with the original business unit, change the business unit on some cost rows back to the original unit.

See Also

Transferring Parent-Child Assets to Other Business Units (InterUnit Transfers) En Masse

“Establishing Asset Management Business Units,” Setting Up InterUnit Transfer Definitions

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Using Inter/IntraUnit Accounting and ChartField Inheritance”

Specifying Transfer To/From Books Information

Access the Transfer From/To Books page.

The transactions generated to pass book information for InterUnit transfers differ depending on how many To books a From book is passing information to, and whether it is passing the information using a *Transfer Book* action or an *Add Book* action.

Assets that are transferred to new business units using the *Add Book* action will have a cost row of zero on the new business unit until you run the Depreciation Calculation SQR (AMDPCALC). Running this process updates the asset’s cost row with its Net Book Value from the From book.

Using a From Book Once

When a From Book is used once only, an *Add Book* action generates a retirement for the From book and an Add to the To book. A *Transfer Book* action generates a Transfer Out for the From book and a Transfer In for the To book.

The asset that is retired receives an asset Status of *Disposed* on the From book.

Assets that are transferred between books using the action *Transfer Book* receive a Status of *Transferred*.

From Book	From Trans	To Book	To Trans	Action
CORPORATE	Transfer Out	CORPORATE	Transfer In	Transfer Book
FEDERAL	Transfer Out	FEDERAL	Transfer In	Transfer Book
From Book	From Trans	To Book	To Trans	Action
CORPORATE	Transfer Out	CORPORATE	Transfer In	Transfer Book
FEDERAL	Retire	FEDERAL	Add	Add Book
From Book	From Trans	To Book	To Trans	Action
CORPORATE	Retire	CORPORATE	Add	Add Book
FEDERAL	Retire	FEDERAL	Add	Add Book

Using a From Book for Two or More Transfers

When a From book is used for two or more *Transfer Book* actions, only one Transfer Out transaction is generated. Since this takes care of the cost on the From book, no additional Transfer Outs are generated for that book.

Assets that are transferred between books using the Transfer Book action receive a Status of *Transferred*.

From Book	From Trans	To Book	To Trans	Action
CORPORATE	Transfer Out	CORPORATE	Transfer In	Transfer Book
CORPORATE		LOCAL	Transfer In	Transfer Book

Using a From Book for Both Transfer and Add

When a From book is used for both a *Transfer Book* and an *Add Book*, a Transfer Out is generated for the Transfer Book. Since this takes care of the cost on the From book, the *Add Book* does not generate a retirement for that book.

Assets that are transferred between books using the Transfer Book action receive a Status of *Transferred*.

From Book	From Trans	To Book	To Trans	Action
CORPORATE	Transfer Out	CORPORATE	Transfer In	Transfer Book

From Book	From Trans	To Book	To Trans	Action
CORPORATE		LOCAL	Add	Add Book

Using a From Book for Two or More Adds

When a From book is used for two or more *Add Book* actions, a Retirement is generated for the first *Add Book*. Since this takes care of the cost on the From book, no further retirements are generated for it.

The asset that was retired receives a Status of *Disposed* on the From book.

From Book	From Trans	To Book	To Trans	Action
CORPORATE	Retire	CORPORATE	Add	Add Book
CORPORATE		LOCAL	Add	Add Book

Retiring a Book

When an asset is transferred from a Business Unit with 2 Books to a Business Unit with more than 2 Books, it pulls the additional Book's mapping from the InterUnit Business Unit/Book Definition page and profile.

For example, if you do a transfer from CAN01 (two books - ASSET-CAD/ASSET-USD) to US001, the mapping might be as follows:

ASSETS-CAD -----> CORP

ASSETS-USD ----->FEDERAL

ASSETS-USD -----> ACE

ASSETS-USD ----->AMT

Some of the information like life, etc. for the new Business Unit/book comes from the profile. The transfer amounts, etc. are calculated from the FROM Business Unit/book as previously outlined.

When you transfer from a business unit with three books to a business unit with two books, the cost information on the extra From Book is automatically retired. You do not need to enter an Action.

Assets that are retired receive a status of *Disposed*.

From Book	From Trans	To Book	To Trans	Action
CORPORATE	Transfer Out	CORPORATE	Transfer In	Transfer Book
LOCAL	Transfer Out	LOCAL	Transfer In	Transfer Book
FEDERAL	Retire			

Marking up or down an asset through the InterUnit Proceeds

Access the InterUnit Proceeds page.

You can transfer an asset from one business unit to another and have the receiving business unit receive the assets at a marked up cost by specifying either a fixed markup cost or a fixed markup percentage. To do so, enter the net markup price in **InterUnit Proceeds** or net markup percentage in **MarkUp/Down Percent**. The default is a positive adjustment. If you would like to decrease the price or percentage, you must enter a negative amount. Enter the number of assets in **Transfer Quantity**.

Note. If you were to enter *both* an **InterUnit Proceeds** (Price) and a **MarkUp/Down Percent**, the Percent will override the Price.

You can complete a partial transfer and a fixed price markup/down by using a two-step method. For example, you may want to do a partial transfer of four computers out of a total quantity of ten computers and mark up the price as well. The first step is to perform an InterUnit transfer for six computers. Complete this transaction, then do a fixed price markup on the remaining four computers and transfer them to the new business unit. To do partial transfer fixed price markups, always do it in this two-step way; do the partial transfer transaction first, then do the fixed price markup transaction.

Asset Management processes markups in the following ways:

- The markup percentage of the asset is specified on the cost of the asset.
- The cost of the asset will be marked up or down for all the ChartFields in proportion to the original cost distribution of the asset.
- You can have the markup affect one or all of the asset's books during the transfer. The **Keep All Books in Sync** option for the acquiring business unit controls whether the markup is done on one book or all the asset's books.
- The book information for the asset in the acquiring business unit will come from the asset profile specified at the time of the sale (on the Cost Information page). This includes the depreciation method and convention, asset life, and so on.
- The selling business unit will treat the markup price as proceeds.

Accumulated depreciation will not be passed on to the new business unit.

Child Assets Page

Access the Child Assets page.

Note. Parent assets created on the Parent Asset page (parent-only assets) do not have cost or basic information. They cannot be viewed in the Parent-Child Basic Information component, nor can they be viewed or transacted against in the Asset Cost/Adjust Transfers component; the Asset Retirements component; or the Parent-Child NBV component. If you want to use a parent asset as a reporting umbrella only and access these pages for manipulating child assets en masse, we suggest creating a zero cost parent asset as opposed to a parent only asset. Also, to transact against parent and child assets at once, parent and child must share the same asset profile.

Click **Select All** to include all child assets with the parent in the transaction you have initiated.

To include some child assets, select the **Select** check box on the specific rows.

Note. Only Child Assets available for transfer based on the specified Accounting Date may be selected. The child assets' last accounting dates as specified on the Book table are compared against the accounting date of the current transaction to make this determination.

Sort By enables you to sort child assets by the following criteria:

Acquisition Date	Date the asset was acquired.
Child Asset ID	Asset ID assigned to the child asset.
Cost	Cost of the child asset.
Currency	Currency in which child asset costs are stored.
Description	Child asset description.
Tag Number	Tag assigned to the child asset. Parent and child assets may share the same tag number.

Click the following fields to:

Advanced Sort	Open a page where you can rank order up to five search criteria in ascending or descending order. Sort and Advanced Sort criteria are especially useful when a parent asset has many associated child assets.
Child Details	Access the Child Details page where you can specify overrides for a specific child asset for the transaction.
Advanced Transaction	Access the Advanced Transaction Details page where you can specify overrides that will be applied to all child assets.
Information	Access another copy of the Main Transaction page on the Adjust Cost/Transfer component. The page will open populated with the child asset. This enables easier navigation through many children assets, so you can, for example, transact against a parent, navigate to a Child Assets page, select one child, click the Asset Information

link, and begin a separate transaction against the selected child.

Asset Information

Access another copy of the Main Transaction page on the Adjust Cost/Transfer component. The page will open populated with the child asset. This enables easier navigation through many children assets, so you can, for example, transact against a parent, navigate to a Child Assets page, select one child, click the Asset Information link, and begin a separate transaction against the selected child.

Include Parent Asset

Include Parent Asset is selected by default. Clearing it enables you to transact at once against all or selected child assets while leaving the parent asset out of the transaction. However, the transaction details must be specified on the parent.

Child Details

Access the Child Details page.

Quantity or Cost

Enter the Quantity or Cost that should be used in this transaction for the child asset. For example, if you were transferring all costs for the parent from one department to another, but only wanted to transfer USD 500 for the child asset, you would enter 500 in Cost.

Transaction Percentage

You can specify a percentage of the child asset's cost to include by entering it in the Transaction Percentage field.

Transaction /Accounting Date

Enter a Transaction or Accounting Date if you want them to differ from the dates you entered for the parent's transaction.

Advanced Transaction Details

Access the Advanced Transaction Details page.

Select one of these options:

Full Transaction

Applies the full transaction to all child assets. Select this check box when you are partially transferring the parent asset, for example, but want to fully transfer all associated child assets.

Actual Percentage

Enter the percentage of the child assets' costs to apply to this transaction. For example, if you enter 50%, 50% of the costs of all child assets will be included in the transaction even though a different percentage has been specified for the parent asset.

Transaction Amount

Enter a specific amount of the child assets' costs to apply to this transaction. For example, if you enter 250, USD

250 of the costs of each child asset will be included in the transaction.

Transferring Parent-Child Assets to Other Business Units (InterUnit Transfers) En Masse

You can transfer parent-child assets from one business unit to another by running the AM_PARCHD_IU Application Engine process.

To transfer parent-child assets to other business unit en masse, access the Parent-Child IU Transfer page.

Page Used to Transfer Parent-Child Assets to Other Business Units

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Parent-Child IU Transfer	AMPARCHDIU_RQST	Asset Management, Financial Transactions, InterUnit Parent-Child Trans	Run the AM_PARCHD_IU Application Engine process to transfer Parent-Child assets from one business unit to another.

Running the AM_PARCHD_IU Application Engine Process

Access the Parent-Child IU Transfer page.

Parent-Child IU Transfer

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

*Request ID: 1 Process Frequency: Dont Status: Pending

*Unit: US001 *Transaction Date: 02/02/2002
 *New Unit: *Accounting Date: 02/02/2002
 *Convention: Actual Month Transaction Code:

*Parent Asset: EX_PARENT001 Toshiba Equip7100D ☒ Include Parent Asset
 *Profile ID: [Select All](#)

Select from the following Child Assets [Customize](#) | [Find](#) | [View All](#) First 1-17 of 22 Last

Select	Tag Number	Description	Child Asset ID	Asset Status	Cost	Curr	Acq Date
1 ☒		Monitor	EX_CHILD0007	In Service	1000.00	USD	05/10/1999
2 ☒	P00000000503	Speakers	EX_CHILD0008	In Service	300.00	USD	05/10/1999
3 ☐		Memory	EX_CHILD0009	In Service	300.00	USD	05/10/1999

Parent-Child IU Transfer page

Business Unit	Select the Business Unit from which you are transferring assets.
New Unit	Select the acquiring business unit.
Profile ID	Select a Profile ID that is valid for the new business unit to set up book reporting.
Trans Code (Transaction Code)	Identifies which accounting entry template will be used for this transaction. Only valid combinations for which accounting entry templates exist will be accepted.
Include Parent Asset	The Include Parent Asset check box is selected by default. Clearing it enables you to transfer at once all or selected child assets while leaving the parent asset out of the transaction.

Revaluing Assets En Masse

You can run a process to revalue assets en masse that meet the criteria you specify. To revalue assets en masse, access the Revaluations En Masse page to run the AMREVAL_RQST process.

Page Used to Revalue Assets En Masse

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Revaluations En Masse	AMREVAL_RQST	Asset Management, Financial Transactions, Revaluations en Masse	Run a process to revalue at one time all assets that meet the criteria you specify. This process loads the interface tables; you must then use the Transaction Loader to populate all the asset tables.

Updating Non-Capitalized Costs

You can update non-capitalized costs for assets by accessing the Update Non-Capitalized Costs page.

Page Used to Update Non-Capitalized Costs

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Update Non-Capitalized Costs	ASSET_NON_CAP_UPD	Asset Management, Owned Assets, Update Non-Capitalized Cost	Update non-capitalized costs for an asset.

Viewing Cost History

You can view cost history for both capitalized and non-capitalized assets.

Here's how you view cost history for capitalized and non-capitalized assets:

- View a history of an asset's transactions on the Cost History List page.
- View detail about a specific transaction on the Cost History Detail page.
- View a history of a non-capitalized asset's transactions on the Non Cap Cost History List page.
- View more detail about a specific transaction on the Non Cap Cost History Detail page.

Pages Used to View Cost History

Page Name	Object Name	Navigation	Usage
Cost History List	ASSET_TRANS_01	Asset Management, Review Cost/Depr Activity, Cost History	View a history of an asset's transactions.
Cost History Detail	ASSET_TRANS_02	Asset Management, Review Cost/Depr Activity, Cost History, Cost History Detail or select Detail from the Cost History List page.	View more detail about a specific transaction.
Non Cap Cost History List	ASSET_TRANS_03	Asset Management, Review Cost/Depr Activity, Cost History, Non Cap Cost History List	View a history of a non-capitalized asset's transactions.
Non Cap Cost History Detail	ASSET_TRANS_04	Asset Management, Review Cost/Depr Activity, Cost History, Non Cap Cost History Detail or click Detail from the Non Cap Cost History List page.	View more detail about a specific transaction.

Updating Your General Ledger

When you make adjustments or changes that affect your general ledger, PeopleSoft Asset Management automatically creates corresponding journal entries that update the applicable accounts in your general ledger. Specifically, journal entries will be created when your changes require recalculation or when an asset is transferred. The information used to create these journal entries comes from an Accounting Entry Template set up for adjustments and transfers.

See Also

“Establishing Asset Processing,” Setting Up Accounting Entry Templates

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Using Journal Generator” Understanding the Journal Generator COBOL Process

Modifying or Deleting Pending Asset Transactions

You can modify or delete financial asset transactions that are pending depreciation. (These are transactions on which depreciation has not yet been run.) You can modify or delete the following pending asset transactions:

- Adds
- Adjustments
- Transfers
- Recategorizations

Warning! You cannot modify or delete retirement transactions, leased asset transactions, group asset transactions, joint venture transactions, or parent/child asset transactions.

Note. This Note concerns the **Copy Changes to All Books** Option. When you delete an **Add** transaction, the deletion applies to all books to which the asset reports. However, when you delete Adjustments, Recategorizations, and Transfers, the delete should be reviewed at each book in the scroll area and the Delete button should be clicked on each book. Also, if you are using this page simply to change the accounting date, transaction date, or transaction code, these changes will apply to all books to which the asset reports. To apply other types of updates to pending transactions, you will need to scroll through each book that you want to affect with the modification. There is no other way to affect all books with an update.

To modify or delete asset transactions that are pending depreciation access the Pending Trans Update/Delete page.

Page Used to Modify or Delete Pending Asset Transactions

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Pending Trans Update/Delete	PEND_TRANS_UPD_DEL	Asset Management, Send/Receive Information, Change/Delete Pending Trans	Modify or delete asset transactions that are pending depreciation.
Asset Transaction Detail	PEND_TRANS_A1_SP	Click Update or Delete from the Pending Transaction Update/Delete page.	Review detail transaction information and then modify or delete the transaction.
Transaction Information	ASSET_TRNINF04_SE C	Click Edit Trans Info from the Pending Trans Update/Delete page.	Modify the transaction or accounting date.

Pending Transaction Update/Delete Page

Access the Pending Transaction Update/Delete page.

Review the information to make sure that this is the intended transaction you want to modify or delete.

Click **Update** or **Delete** to access the Asset Transaction Detail page where you can review transaction information and then either modify or delete it, depending on the button you have used to enter the page.

Click **Edit Trans Info** to access the Transaction Information page where you can edit the **Transaction Date**, **Accounting Date**, and **Transaction Code**.

Asset Transaction Detail Page

Access the Asset Transaction Detail page.

Depreciation

You can change the Depreciation status from *Depreciable* to *Non Depreciable*, or the reverse.

Accum Depr in Current Period (Accumulate Depreciation in Current Period)

Select if you want any accumulated depreciation for this asset to be booked to the current period. Do not select the check box if you want accumulated depreciation to be booked to the previous period, which you will probably have to re-open. The default setting for this option is disabled, or clear. If you use this check box, remember to select it for each book for the asset transaction you are modifying.

In Service Date

Captures when the asset was placed in service. You can modify this date here.

Accum Depr (Accumulated Depreciation)

The Accum Depr field enables you to add the amount of any depreciation already recognized for the asset. If you are adding assets that have depreciation from prior years or prior periods, you can enter it here if you forgot to enter it when you added the asset, or change it if you added it before but want to change it now.

Asset Transaction Detail

Modify the transaction directly in the cost row or rows.

Only certain fields are available for editing, based on the type of transaction you are modifying:

Transaction Type	Fields Which Can Be Updated
ADD	Cost, Quantity, ChartFields, Category, Cost Type, In Service Date, Depreciation Status, Accumulated Depreciation
ADJ	Cost, Quantity
RCT	Category, Cost Type
TRF	ChartFields

Transaction Information Page

Access the Transaction Information page.

Transaction Code is optional. It helps to identify which accounting entry template will be used for this transaction. You can select only those valid combinations for which accounting entry templates exist.

CHAPTER 11

Tracking Repairs and Service

From time to time, all your assets will need some degree of maintenance, whether it's a tune-up for company vehicles or a fresh coat of paint for a building. Scheduling and tracking this type of maintenance gives you a better grasp of asset costs and revenues.

In PeopleSoft Asset Management, you'll find all the capabilities required to manage the repair and service of your assets effectively. You can track the details of individual maintenance events by date and time, the person responsible for the maintenance, the vendor who issued the maintenance contract or warranty, and the cost. You'll also be able to view the maintenance history of selected assets—enabling you to identify high maintenance or defective assets.

This chapter provides an overview of tracking repairs and service and describes how to:

- Enter maintenance details.
- Enter asset service/repair statistics.
- View maintenance summaries.
- Enter warranty information.
- Track maintenance contracts.
- Set up expiration notifications.
- Generate asset warranty and contract expirations reports.

Entering Maintenance Details

Whenever an asset requires maintenance, you'll want to track exactly when the maintenance takes place, how long it will take, and how it will affect cost and performance. Yearly tune-ups may require that a particular automobile be unavailable for part of a day. Damaged machinery may result in large expenses due to unavailable equipment as well as replacement and repair costs.

Keeping detailed records of maintenance events will help you effectively manage the physical aspects of your assets. You can compare detailed repair estimates to actual cost, or whether a warranty or maintenance contract on the asset can lower the costs you may incur.

Here's how you enter maintenance details:

- Enter the date and time of maintenance events on the Asset Service/Repair Details – Event page.
- Describe the maintenance on the Maintenance Description page.

Pages Used to Enter Maintenance Details

Page Name	Object Name	Navigation	Usage
Asset Service/Repair Details – Event	ASSET_MAINT_01	Asset Management, Service Repair, Track Service and Repairs	Provide the date and time of maintenance events.
Maintenance Description	ASSET_MAINT_01_S	Click Maintenance Description from the Asset Service/Repair Details – Event page.	Identify the type of maintenance, party responsible for the maintenance, and the status of the maintenance.

Asset Service/Repair Details – Event Page

Access the Asset Service/Repair Details – Event page.

Date/Time The Date/Time is defaulted by PeopleSoft Asset Management and identifies when each maintenance event was entered into PeopleSoft Asset Management.

Entering Maintenance Details

Access the Maintenance Description page.

Type You must enter a valid maintenance Type in order to save the event. Select from the pre-defined categories.

The remaining fields on the description page can be completed at any time. From the drop-down list box, select the **Status** of the maintenance event:

<i>Complete</i>	Maintenance and repairs are done and ready for inspection.
<i>In Process</i>	Asset is undergoing maintenance or repairs.
<i>Inspected</i>	Maintenance and repairs have been approved.
<i>Pickup</i>	Asset is ready for return to service.
<i>Scheduled</i>	Maintenance event has been planned and scheduled.

Problem ID	If applicable, enter a Problem ID for this maintenance event.
Pickup Date	Indicates when the asset was returned or when the return is planned. For your convenience, you can click the calendar button to select a date.

See Also

“Establishing Asset Processing”

Entering Asset Service/Repair Statistics

In addition to tracking physical information about asset maintenance, you'll want detailed financial information as well. Use the Asset Repair/Service Statistics page to enter:

- How long an asset will be unavailable for use.
- Hours required to service or repair the asset.
- Costs for labor and materials.
- Any other expenses you may incur, such as rental of necessary replacement equipment.

This type of detail enables you to assess asset maintenance and repair costs. For instance, as equipment grows older, it may cost more to repair and service, especially if the parts are obsolete, or out of stock. The Asset Service/Repair Statistics page helps you to see the financial picture more clearly and may be instrumental in helping you to decide when to retire or replace an asset.

Pages Used to Enter Asset Service/Repair Statistics

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Asset Service/Repair Details – Statistics	ASSET_MAINT_02	Asset Management, Service and Repair, Track Service and Repairs	Enter detailed financial information pertaining to asset maintenance.
Asset Service/Repair Details – Payment	ASSET_MAINT_03	Asset Management, Service and Repair, Track Service and Repairs, Statistics	Enter information about a parts or services vendor. You can add any number of payment records.

Page Name	Object Name	Navigation	Usage
Asset Service/Repair Details – Comment	ASSET_MAINT_04	Asset Management, Service and Repair, Track Service and Repairs, Comments	Enter problems encountered or recommendations for repair and service. You can maintain separate comments for each service/repair event or you can keep a running commentary covering all events.

Asset Service/Repair Details – Statistics Page

Access the Asset Service/Repair Details – Statistics page.

Unit: US001 Asset ID: 000000000001 SOLARIS WORKSTATION Tag:

Maintenance Date and Time Find | View All First 1 of 1 Last

Date/Time: 12/06/2001 1:17PM

Maintenance Event Find | View All First 1 of 1 Last

*Type: Upgrade

Down Hours: Estimated:

Labor Hours: Estimated:

Labor Cost: Estimated:

Material Cost: Estimated:

Other Cost: Estimated:

Total Cost: 230.00 Estimated: 90.00

Asset Service/Repair Details – Statistics page

Typically, you enter estimates of the hours and monetary costs first. Then, as information becomes available or when the service is completed, you can go back and enter actual data in the following fields:

Down Hours	Length of time that the asset is unavailable for service.
Labor Hours	Length of time for repair and maintenance.
Labor Cost	Monetary expense for repair or maintenance labor.
Material Cost	Monetary expense for items used in repair or maintenance.
Other Cost	Miscellaneous costs such as subcontracting, replacement equipment, or rental equipment.

PeopleSoft Asset Management keeps a running total of both the actual **Total Cost** and **Estimated** total cost. Use this worksheet to compare your estimates with actual figures for determining if:

- The time and cost of maintaining your assets is within the margins you expect.
- You need to revise your estimates.
- You need to find a more economical way to maintain your assets.

Maintenance Summaries

The Asset Service/Repair inquiry pages show you each asset's maintenance history. You can view the maintenance history by type of maintenance performed or by the date the maintenance was performed.

This information can help you in several ways. When you view Asset Service/Repair Summary by Type, you can determine if any asset, or group of assets, requires a particular type of maintenance too often. For example, a vehicle that requires several quarts of oil more often than every 1,000 miles may have more severe underlying problems. Similarly, a piece of equipment that requires repeated repair or replacement of a particular part may be defective and should be replaced. Use this page to identify such assets and deal with their maintenance problems.

Pages Used to View Maintenance Summaries

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Asset Repair/Service History – Maint History by Type	ASSET_MAIN_SUM_01	Asset Management, Service and Repair, Review Maintenance History	View a summary of asset maintenance by maintenance type.
Maint History by Date	ASSET_MAINT_SUM_02	Asset Management, Service and Repair, Review Maintenance History	View a summary of asset maintenance by date.

Entering Warranty Information

Warranties lower the cost of repair and maintenance of your assets. So you'll want to keep track of any warranties you might have, which assets they cover, the period of coverage, the cost of the warranty, and so forth. Manufacturers often warrant an asset, or part of an asset, using specific terms and indicating specific conditions. You'll want such information easily accessible to all employees in your organization who might be responsible for the physical aspects of asset management.

Enter warranty information on the Asset Warranty page.

Page Used to Enter Warranty Information

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Asset Warranty	ASSET_WARRANTY	Asset Management, Service and Repair, Asset Warranties	Enter Warranty Information.

Asset Warranty Page

Access the Asset Warranty page.

Multiple records can be added for an asset, and you can maintain a history of when the warranty was first issued and any subsequent information that is relevant. If the warranty is currently valid, make its **Status** *Active*.

Most of the information on this page will help you manage the repair of assets covered by manufacturer warranties. The **Vendor ID** identifies the manufacturer—only valid IDs set up in the Vendor Table are accepted.

You can specify the terms and conditions of each warranty in the **Coverage** memo field.

Tracking Maintenance Contracts

When you own assets that require expensive maintenance, you'll probably have maintenance contracts with providers covering service and repair. While maintenance contracts do not necessarily have a one-to-one relationship with assets that require maintenance, you'll nevertheless want to keep track of those contracts, the assets they cover, the extent of coverage provided, and so forth.

Use the Maintenance Contracts pages to track such contracts and to determine repair and servicing costs, the time period covered in the contract, and the exact coverage specified by the contract.

Note. You cannot set up maintenance contracts without first setting up a Vendor table. You need not set up all Vendor tables, but you must at least set up a list of Vendors.

Here's how you track maintenance contracts:

- Add or modify maintenance contracts on the Maintenance Contracts – Detail page.
- Enter the terms of each maintenance contract and the coverage it provides.

Pages Used to Track Maintenance Contracts

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Maintenance Contracts – Detail	MAINT_CONTRACT _01	Asset Management, Service and Repair, Maintenance Contract Terms, Detail	Add or modify maintenance contracts.
Maintenance Contracts – Coverage	MAINT_CONTRACT _02	Asset Management, Service and Repair, Maintenance Contract Terms, Coverage	Enter the terms of each maintenance contract and the coverage it provides.

Maintenance Contracts–Detail Page

Access the Maintenance Contracts – Detail page.

Multiple records can be added for any contract. By creating separate records with different dates in the **Effective Date** field, you can maintain a history of when the contract was first issued and any subsequent renewals. To identify the contract currently in use, make its **Status** *Active*.

The information in this page will help you to track maintenance contracts. You can enter when the contract was issued, when it expires, what you had to pay for it, and the vendor honoring the contract. You can also identify the person who is responsible for ensuring that the assets covered by this contract are maintained and repaired as required.

Maintenance Contract – Coverage Page

Access the Maintenance Contract – Coverage page.

In the **Coverage** field, enter any information about the coverage provided under each maintenance contract, the cost of such coverage, or any other contract-related information.

Setting up Expiration Notifications

When an asset warranty or maintenance contract expires, you can use PeopleSoft Workflow to have the responsible party automatically notified by email, a worklist entry, or both. This notification can prevent expirations from going unnoticed and ensure that your assets are adequately covered at all times.

See Also

PeopleSoft Workflow PeopleBook, “Understanding Workflow Tools”

PeopleSoft Workflow PeopleBook, “Developing Workflow Applications”

Generating the Asset Warranties Report

You can generate an asset warranty report to review asset warranty information.

Pages Used to Generate the Asset Warranty Report

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Asset Warranties	RUN_AMAS1600	Asset Management, Reports, Asset Maintenance, Warranties Report	Specify run control parameters to generate an asset warranty report.

CHAPTER 12

Using Group Asset Processing

This chapter gives an overview of group asset processing, and describes how to:

- Map a strategy for group asset processing.
- Set up group asset processing.
- Add group member assets.
- Add group asset Ids with background processing.
- Perform transactions on group member assets.
- Consolidate group member assets.
- Calculate depreciation for group assets.
- Estimate the net book value of an asset member before selling the asset.
- Process retroactive rate changes.
- Review asset book history.

Understanding Group Asset Processing

PeopleSoft Asset Management is fully equipped to handle group asset processing for the utilities industry.

Group assets are treated as one entity for the purpose of depreciation, but as multiple entities for all other purposes. These entities may reside in different locations, be in different stages of life, and so on. But their collective cost is consolidated and depreciated as if it were that of a single asset. Some items commonly tracked as group assets include telephone poles, pipeline, and wire. Group assets are usually identified by FERC code and depreciated according to FERC guidelines.

Group Assets are added without cost information. Group member assets are added with their associated cost information. Asset transactions, except depreciation and accounting entries, are performed on group member assets. After performing transactions against group members and before running depreciation against the group, you will run a process that consolidates group member cost information to the group asset level. Then, you run depreciation against the group asset, and book the resulting accounting entries.

Asset Transactions

All transactions except depreciation and accounting entries are performed on group member assets. These assets can be adjusted, transferred, recategorized, retired, reinstated, and so forth, just like any other asset. You can even transfer group member assets from one group asset to another.

Asset transactions are applied at the group member level. The resulting cost is then consolidated and the total depreciable basis is depreciated at the group asset level.

Depreciating Group Assets

You'll associate each group asset with an average service life set by your local regulatory agency. The asset's remaining service life is used to calculate a group depreciation rate. The group depreciation rate is usually calculated annually and remains fixed for the entire year. The system then applies this rate to the asset's depreciable basis (the sum of the depreciable bases of its group members) to calculate depreciation expense.

Depreciation expense is booked to general ledger by applying the depreciation rate either to an average account balance for the period (using an averaging option), or to actual activity for the period.

Average service life studies provide the basis for calculating average remaining life for a group of assets. Average service life studies are performed every 3-4 years, depending on the length of the local regulatory agency's rate cases.

Since depreciation rates are calculated using remaining service life at the group asset level, and depreciation also takes place at the group asset level, it is not possible to over-depreciate group members.

Note. PeopleSoft Asset Management only supports the Flat Rate depreciation method for Group Asset Processing.

Flat Rate depreciation methods calculate depreciation until the calendar ends. Alternatively, if you don't want to calculate depreciation until the end of the associated calendar, you can specify the number of future years for which depreciation should be calculated when you add the asset.

Note. For optimal processing performance and greater table efficiency, we strongly recommend specifying the number of future years for which depreciation will be calculated rather than calculating it to the end of the calendar. This is done by using the **Future Depr Yrs** (Future Depreciation Years) option.

See Also

“Adding and Maintaining Assets ”

Retiring Group Members

Retirements can be processed only against group members.

In most cases, since all group members of a group asset are depreciated as a single unit, and since the depreciation rate is based on a group average remaining life, all assets retired from within a group should be fully depreciated with no gain or loss.

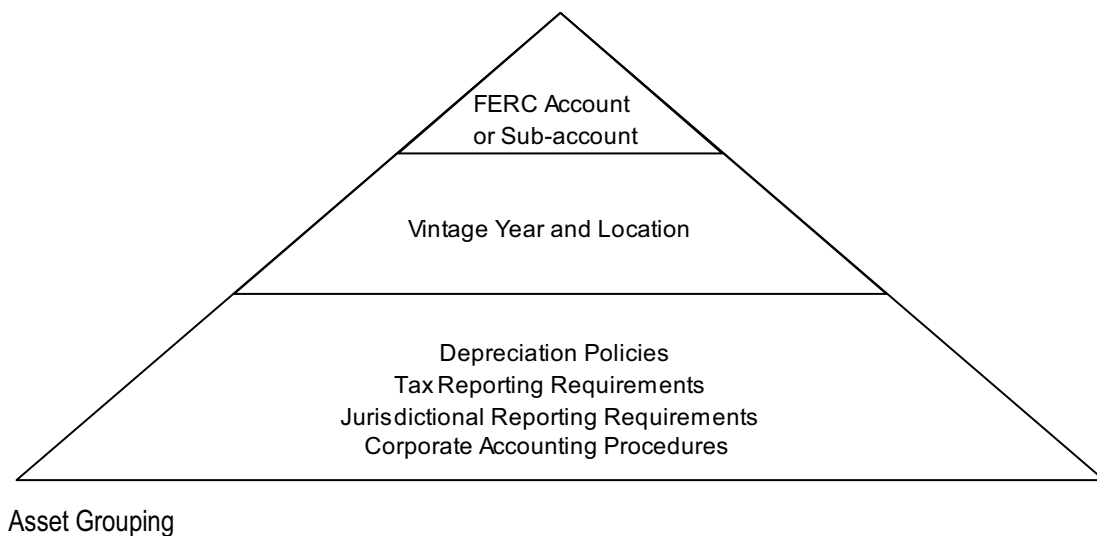
However not all assets managed by your company will be fully depreciated when they are retired. We give you the option of retiring a group member as either fully depreciated or not fully depreciated. If not fully depreciated, gain/loss is calculated for the group member. Any accumulated depreciation will be moved to the group asset.

Mapping a Strategy for Asset Grouping

Before you set up group asset processing, you'll want to put a good deal of thought into how you want to group your assets. Asset grouping is not standardized throughout the infrastructure industry; however there are some key components that apply almost universally. Assets are usually grouped by FERC account and/or sub-account at the highest level. Vintage year and location are also commonly included in a grouping strategy.

Depreciation of group assets is usually calculated and booked to general ledger at the FERC account level using a group asset depreciation rate. Assets are summed by vintage year within FERC account to provide statistics to support life studies, and subsequently derive the group rate for this FERC account and vintage year. Grouping by vintage year is also required to support reporting of deferred taxes. Regulatory agencies require reporting of assets by location or jurisdiction, hence the grouping by location.

Other asset attributes you'll consider in determining how to group your assets include depreciation policies, tax reporting requirements, jurisdictional reporting requirements, and corporate accounting procedures. Assets grouped together should have these attributes in common.



Prerequisites for Group Asset Processing

There are three steps to enable your PeopleSoft Asset Management system to handle group asset processing. These steps turn on group asset processing at the system and Business Unit Book levels.

To set up group asset processing:

1. Enable the group asset processing switch on the Set Up Financials/Supply Chain, Install, Installation Options, Asset Management.

2. Add or select a Business Unit and books for group asset processing.

You can use any book or business unit for group asset processing.

3. Associate the book(s) with the Business Unit, and enable group asset processing at the Business Unit/Book level.

When you do this, you will also need to select the ChartFields that will be used to store depreciation records and subsequently be charged with depreciation accounting entries.

Because group asset processing is enabled at the book level, a business unit might track assets in one group asset processing book, and one book that does not have group asset processing enabled. An asset would appear exactly the same in both books, but transactions would be processed differently. PeopleSoft Asset Management provides the flexibility of tracking assets to different group assets for each of the books. Also, you can add a regular asset to the Business Unit that has group asset processing. The system will prompt you to confirm you want to add the asset as a regular asset.

Adding Group Member Assets

PeopleSoft Asset Management simplifies adding group member assets by linking each group asset to an asset profile. After the profile has been linked, any group members added using that profile will be linked to that group asset automatically. Much of the book information can default from the profile as well.

Note. Group assets or members cannot be used as parent-child assets.

To add group member assets:

1. Add a profile for the group member assets.

Be sure to associate this profile with your group asset processing book or books.

Remember, each Asset Profile used for adding group member assets **must** be used by one, and only one, Business Unit. If you have multiple Business Units that perform group asset accounting, each one must have a unique set of Asset Profiles for adding group

member assets. In this case, we recommend adding a Business Unit identifier to the Asset Profile ID to make recognition easier.

2. Using the ExpressAdd component, add a Group Asset ID.

Use the group asset profile you just set up to default book information for this asset. Do not add any cost information. Make sure to enter Transaction and Accounting Dates that are early enough to cover any group member assets. Be sure to set the Group Asset Flag to *Group ID*.

3. Link the Group Asset ID to the group member profile.

Return to the profile you created. On the Depreciation page, select the **Group Asset ID** field and you will see a list of all the group assets for this Business Unit. Select the one you'd like to tie to this profile and all group members added using it. You can override this default and enter a different group asset when you add the group members.

Now you're ready to add group member assets. There are two ways you can do this, online or in a background process. We recommend adding group member assets using a background process. This cuts down on the likelihood of error, frees valuable human resources, and saves you a considerable amount of time. But if you want to enter group member assets online you can.

See Also

"Establishing Asset Processing," Setting Up Asset Profiles

"Adding and Maintaining Assets," Adding Assets with Asset ExpressAdd

Adding Group Member Assets With Background Processing

You'll want to add group member assets with Background Processing when these assets originated in another system. In these cases, you'll have all the asset data in either relational tables or a flat file format. To load the asset data into PeopleSoft Asset Management, you'll perform the following *crucial* steps.

To add group member assets with background processing:

1. Add a value for PROFILE_ID to each asset record.
2. Set the value of this field to equal the asset profile on which you'd like to base these group member assets. Information in the profile will populate the GROUP_ASSET_ID field and GROUP_ASSET_FLAG in the PeopleSoft Asset Management loader tables.

The GROUP_ASSET_FLAG must be set to equal *M*, and the GROUP_ASSET_ID field must be populated with the ID of a group asset. If these aren't set properly, group asset accounting will not work.

Once you've done this, the path you follow depends on whether your data resides in relational tables or flat files.

Relational Table Data

If you're working with data in relational tables your task is simple and straightforward. You'll write an SQR to transfer the data to the PeopleSoft Asset Management loader tables. Then you'll run the Transaction Loader to transfer the load lines into PeopleSoft Asset Management as open transactions.

Note. Follow the same procedure outlined in the Custom SQR conversion section in the Converting to Asset Management Chapter.

See Also

“Converting to PeopleSoft Asset Management”

Adding Group Member Assets Online

You can also add group member assets online using the Asset ExpressAdd component.

The most important thing to remember when adding a group member asset online is that you must enter a group member **Profile ID** for this asset. The group member profile will automatically associate this group member with a particular group asset, flag it as a group member asset, and link it to a group asset processing book or books. Remember, you must select a Profile ID that is unique to your Business Unit.

Make sure that the **Group Asset Flag** is set to *Grp Member* in the ExpressAdd component.

See Also

“Adding and Maintaining Assets,” Adding Assets with Asset ExpressAdd

Adding Group Asset IDs with Background Processing

Group asset IDs, like group member assets, can also be loaded in a background process. The Default_Profile_Sw = “N” option is used (in the Transaction Loader), therefore you must load one record for each book for each asset into INTFC_FIN.

The following are required fields to be loaded in to the PS_INTFC_FIN table when adding group asset IDs:

- INTFC_ID
- INTFC_LINE_NUM
- BUSINESS_UNIT

- ASSET_ID (group asset ID)
- BOOK
- DTTM_STAMP
- APPROVAL_SW
- LOAD_STATUS
- DEFAULT_PROFILE_SW = 'N'
- CATEGORY
- METHOD (the method should be set to FL for flat rate)
- DEPR_PERCENT
- CONVENTION
- DEPR_AVG_OPTION
- IN_SERVICE_DT
- TRANS_DT
- CURRENCY_CD

The following are required to be loaded to the PS_INTFC_PHY_A record when loading group asset IDs:

- INTFC_ID
- INTFC_LINE_NUMBER
- BUSINESS_UNIT
- ASSET_ID (group asset ID)
- DTTM_STAMP
- INTFC_TYPE
- SYSTEM_SOURCE
- APPROVAL_SW
- LOAD_STATUS
- DEFAULT_PROFILE_SW
- ASSET_STATUS
- FINANCIAL_ASSET_SW

- PROFILE_ID
- GROUP_ASSET_FLAG
- CURRENCY_CD
- CUSTODIAN_EFFDT
- LOCATION_EFFDT

Note. You can insert physical attribute data (asset location and asset custodian) to the group asset; however the custodian and location effective date fields are required. The physical attribute data are required to be loaded to the PS_INTFC_PHY_A table.

Note. If a profile has already been created for this group asset ID, and you are loading the group asset ID in a background process, it will detect the profile ID on the PROFILE_DET_TBL and error out.

See Also

“Adding and Maintaining Assets,” Pages Used to Add or Change Asset Information

“Converting to PeopleSoft Asset Management”

Performing Transactions on Group Member Assets

While grouped assets are depreciated and accounting entries made at the Group Asset level, all other transactions for grouped assets are performed at the Group Member level. You’ll perform the following transactions on Group Member assets:

- Adds
- Adjustments
- Transfers
- Recategorizations
- Retirements
- Reinstatements

You’ll perform these transactions on Group Member assets exactly the same way you’d perform them on any other assets.

Transferring Group Members among Group Assets

You can easily transfer a group member asset from one group asset to another using the Asset Book Definition component.

To transfer group member assets:

1. Navigate to the Asset Book Definition page.
2. Change the Group Asset ID to the new group you are associating with this member asset.
3. Enter the Transaction Date and Accounting Date.

Note. You can enter a **Group Asset ID** only on a group asset processing book.

Consolidating Group Member Assets

PeopleSoft Asset Management provides a process that consolidates, or summarizes, group member asset cost information to the group level based on ChartFields you specify. Once the process has been run, cost and depreciation information for all group members is stored at the group level. The process summarizes asset additions (ADD) and asset adjustment (ADJ) transactions; other transactions such as transfers, retirements, and reinstatements are copied to the group asset level without consolidation because reserve is calculated on the group member level. However, after you have run depreciation for these transactions, they will be consolidated to the group level the next time you run the consolidation process.

The consolidation process uses the transaction period in which the ADD or ADJ occurs, except where you are using the Actual Day depreciation convention. In these cases, the process will use the actual transaction date. The period of the in-service date is also a factor when consolidating ADD transactions.

You will need to run the consolidation process before you run depreciation for group assets. When you next run the consolidation process to summarize new group member additions and adjustments, the process will consolidate the new transactions with the previously summarized transactions for greater table efficiency.

Consolidation summary levels:

- Business Unit
- Book
- Group Asset ID
- Depreciation Convention
- Transaction period (except when the Actual Day convention is used, then the actual transaction date is used instead of the period)

- Period of Accounting date
- Period of In-service date (ADD transactions only)
- Category ChartField (required)
- General Ledger ChartFields and Cost Type (optional, depending on selections made on the Business Unit/Book Definition page.)

Run the Group Asset Consolidation process to consolidate group member assets.

Pages Used to Consolidate Group Member Assets

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Group Asset Consolidation	AMGRPCON_RQST	Asset Management, Calculate Depreciation, Group Asset Depreciation, Consolidate	Run a process that consolidates cost information for group member assets. The process will summarize cost information of group members to the group level, based on the ChartFields you specified on the BU/Book Definition page. Run this process before calculating depreciation for group assets.
Group Member Open Transaction Detail	AMGRPCON_DET_SE	Click Open Trans for Group Members from the Group Asset Consolidation page.	Review open transactions for group members.

Consolidation Example for Asset Additions

The following example shows how group member cost information is consolidated for asset additions. In this example, Project ID and Category represent the ChartFields that have been selected for summarization. The example assumes a monthly depreciation calendar.

Group Member Cost Records Before Consolidation

The following table shows the cost records for nine member assets belonging to one group asset before running the consolidation process:

Asset ID	Trans Date	Acct Date	In Svc Date	Dpr Cn v	Oper Unit	Dept ID	Project ID	Cate - gory	Cost Typ e	Cost	Grou p Asset
ASSET 01	01/01/00	01/01/00	01/01/00	A M	PLAN T01	32000	0000000001	AU TO	C	1,000	GRP1
ASSET 02	01/05/00	01/31/00	01/15/00	A M	PLAN T05	53000	0000000001	AU TO		2,000	GRP1
ASSET 03	01/31/00	01/31/00	01/01/00	A M		53000	0000000001	AU TO	M	1,300	GRP1
ASSET 04	01/20/00	01/20/00	01/15/00	A M	PLAN T06	10200	0000000002	AU TO	C	2,300	GRP1
ASSET 05	01/25/00	01/31/00	01/20/00	A M			0000000002	AU TO		4,300	GRP1
ASSET 06	01/31/00	01/31/00	01/20/00	FM	PLAN T07	29321	0000000002	AU TO		6,290	GRP1
ASSET 07	12/31/99	01/06/00	01/01/00	A M	PLAN T01	32000	0000000001	AU TO	C	3,400	GRP1
ASSET 08	01/15/00	01/15/00	12/15/99	FM	PLAN T01	32000	0000000001	AU TO	C	3,400	GRP1
ASSET 09	01/31/00	01/31/00	12/31/99	FM	PLAN T01	53000	0000000001	AU TO	C	1,230	GRP1

Group Cost Records After Consolidation

The following table shows how the process consolidates nine group member cost rows into five group asset cost rows:

Group ID	Trans Date	Acct Date	In Svc Date	Depr Con v	Project ID	Category	Cost
GRP 1	01/01/00	01/31/00	01/01/00	AM	0000000001	AUTO	4,300.00
GRP 1	01/01/00	01/31/00	01/01/00	AM	0000000002	AUTO	6,600.00
GRP 1	01/01/00	01/31/00	01/01/00	FM	0000000002	AUTO	6,290.00
GRP 1	12/01/99	01/31/00	01/01/00	AM	0000000001	AUTO	3,400.00
GRP 1	01/01/00	01/31/00	12/01/99	FM	0000000001	AUTO	4,630.00

- Group row 1 summarizes group member rows 1,2, and 3.

- Group row 2 summarizes group member rows 4 and 5.
- Group row 3 summarizes group member row 6.
- Group row 4 summarizes group member row 7.
- Group row 5 summarizes group member rows 8 and 9.

Each of the group cost rows will then be depreciated separately. In addition, the Begin Depreciation Date for each asset will be updated as follows:

<i>Asset ID (Group Members)</i>	<i>Updated Begin Depr Date</i>
ASSET01	01/01/00
ASSET02	01/01/00
ASSET03	01/01/00
ASSET04	01/01/00
ASSET05	01/01/00
ASSET06	02/01/00
ASSET07	01/01/00
ASSET08	01/01/00
ASSET09	01/01/00

Consolidation Example for Asset Adjustments

The following example shows how group member cost information is consolidated for asset adjustments. In this example, Project ID and Category represent the ChartFields that have been selected for summarization.

Group Member Cost Records Before Consolidation

The following table shows the cost records for nine member assets belonging to one group asset before running the consolidation process:

<i>Asset ID</i>	<i>Trans Date</i>	<i>Acct Date</i>	<i>Depr Conv</i>	<i>Oper Unit</i>	<i>Dept ID</i>	<i>Project ID</i>	<i>Category</i>	<i>Cost Type</i>	<i>Cost</i>	<i>Group Asset</i>
ASSET01	03/01/00	05/01/00	AM	PLAN T01	32000	0000000001	AUTO	C	200	GRP1
ASSET02	03/12/00	05/12/00	AM	PLAN T05	53000	0000000001	AUTO		120	GRP1

Asset ID	Trans Date	Acct Date	Depr Conv	Oper Unit	Dept ID	Project ID	Category	Cost Type	Cost	Group Asset
ASSET 03	03/15/00	05/31/00	AM		53000	0000000001	AUTO	M	250	GRP1
ASSET 04	03/31/00	05/12/00	AM	PLAN T06	10200	0000000002	AUTO	C	90	GRP1
ASSET 05	03/20/00	05/30/00	AM		11000	0000000002	AUTO		120	GRP1
ASSET 06	04/30/00	05/15/00	AM	PLAN T07	29321	0000000002	AUTO		75	GRP1
ASSET 07	04/30/00	06/01/00	AM	PLAN T01	32000	0000000001	AUTO	C	200	GRP1
ASSET 08	05/15/00	06/14/00	AM	PLAN T01	32000	0000000001	AUTO	C	430	GRP1
ASSET 09	05/31/00	06/30/00	AM	PLAN T01	53000	0000000001	AUTO	C	892	GRP1

Group Cost Records After Consolidation

The following table shows how the process consolidates nine group member cost rows into five group asset cost rows:

Group ID	Trans Date	Acct Date	Depr Conv	Project ID	Category	Cost
GRP 1	03/01/00	05/31/00	AM	0000000001	AUTO	570
GRP 1	03/01/00	05/31/00	AM	0000000002	AUTO	210
GRP 1	04/01/00	05/31/00	AM	0000000002	AUTO	75
GRP 1	04/01/00	06/30/00	AM	0000000001	AUTO	200
GRP 1	05/01/00	06/30/00	AM	0000000001	AUTO	1322

- Group row 1 summarizes group member rows 1,2, and 3.
- Group row 2 summarizes group member rows 4 and 5.
- Group row 3 summarizes group member row 6.
- Group row 4 summarizes group member row 7.
- Group row 5 summarizes group member rows 8 and 9.

Running the Group Asset Consolidation Process

Access the Group Asset Consolidation page.

Note. Accumulated depreciation for group member assets will be loaded on the member asset level, and the consolidation process will consolidate on a group level.

Calculating Depreciation for Group Assets

Here's how you calculate depreciation for group assets:

- Run the depreciation calculation process for group assets from the Group Asset Depreciation page.
- Troubleshoot the group asset depreciation process if necessary.

Page Used to Calculate Depreciation for Group Assets

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Group Asset Depreciation	RUN_AMDPCGRP	Manage Assets, Process, Group Asset Depreciation	Run the depreciation calculation process for group assets.

Troubleshooting the Group Asset Depreciation Process

To resolve a problem running Group Asset Depreciation:

- Check the Asset Batch Process Error Log. This log provides information about processing problems that arise during a process run but do not stop the process.

Running the Group Member Estimated NBV Report

The Group Member Estimated Net Book Value report enables you to estimate the net book value of an asset member before selling the asset. The Estimated Net Book Value report provides you with the estimated depreciation accumulation of the member by using the following formula:

Cost of member (**cost**) - estimated life to date depreciation of member (using historical rate of the group) (**expense**) = estimated net book value

Access the Group Member Estimated NBV page to run the Group Member Estimated NBV Report.

Note. This is an estimate only. The Estimated Net Book Value report provides only an *estimate* of the net book value.

Page Used to Run the Group Member Estimated NBV Report

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Group Member Estimated NBV	RUN_AMDP2150_RPT	Asset Management, Reports, Cost and Depreciation, Group Member Estimated NBV	Estimate the net book value of an asset member before selling the asset.

Group Estimated Net Book Value Request Page

Access the Group Member Estimated NBV page.

Note. The Business Unit and Book Name must be associated with a Group Asset.

See Also

Prerequisites for Group Asset Processing

Changing Rates Retroactively

This process enables Utilities companies, who must often use an interim depreciation rate pending FERC settlement of a rate case, to retroactively recalculate group depreciation using the new rate. The following steps provide an overview of the process:

- On the Group Asset Rate Change page, enter the new rate, a range of assets to which the rate applies, and the transaction date on which the rate change retroactively became effective.
- Run the Group Asset Rate Change process (AMGRPRRC). The process will update the Asset Book and create a Book History entry with the new rate for the range of group assets you specified. It also creates RRC (retroactive rate change) open transaction records.
- When you next run the Group Asset Depreciation process (AMDPCGRP), it will pick up the RRC open transaction records and recalculate depreciation as of the transaction date. The Group Asset Depreciation process will also generate PDP (prior period depreciation) entries in the depreciation table for the difference in the depreciation amounts.
- When you next run the Depreciation Close process (AMDPCLOS), it will pick up the PDP entries and generate accounting entries.

Pages Used to Process Retroactive Rate Changes

Page Name	Object Name	Navigation	Usage
Group Asset Rate Change	AMGRPRRC_RQST	Asset Management, Calculate Depreciation, Group Asset Depreciation, Create New Group Rate	Enter a new rate and initiate the Group Asset Rate Change process.
Group Asset Depreciation	RUN_AMDPCGRP	Asset Management, Calculate Depreciation, Group Asset Depreciation, Calculate	Run the depreciation calculation process for group assets. This process will pick up the RRC open transaction records and recalculate depreciation as of the transaction date.
Depreciation Close	DEPR_CLOSE_RQST	Asset Management, Accounting Entries, Closing	Run the depreciation close process to pick up the PDP entries and generate accounting entries.

Reviewing Asset Book History

The Asset Book History component allows you to review a list of all book changes for an asset. You can use either the Book History List page, or drill down to see the details of a listed item on the Detail page.

To review asset book history:

- Review a list of book changes for an asset from the Asset Book History page.
- Review the details of a book change for an asset from the Book History Detail page.

Pages Used to Review Asset Book History

Page Name	Object Name	Navigation	Usage
Asset Book History	ASSET_BOOK_HIST 1	Asset Management, Review Cost/Depr Activity, Asset Book History	Review a list of book changes for an asset.

Page Name	Object Name	Navigation	Usage
Book History Detail	ASSET_BOOK_HIST 2	• Asset Management, Review Cost/Depr Activity, Asset Book History, Detail • Click the Detail button from the Asset Book History List page.	Review the details of a book change for an asset.

CHAPTER 13

Using Composite Asset Processing

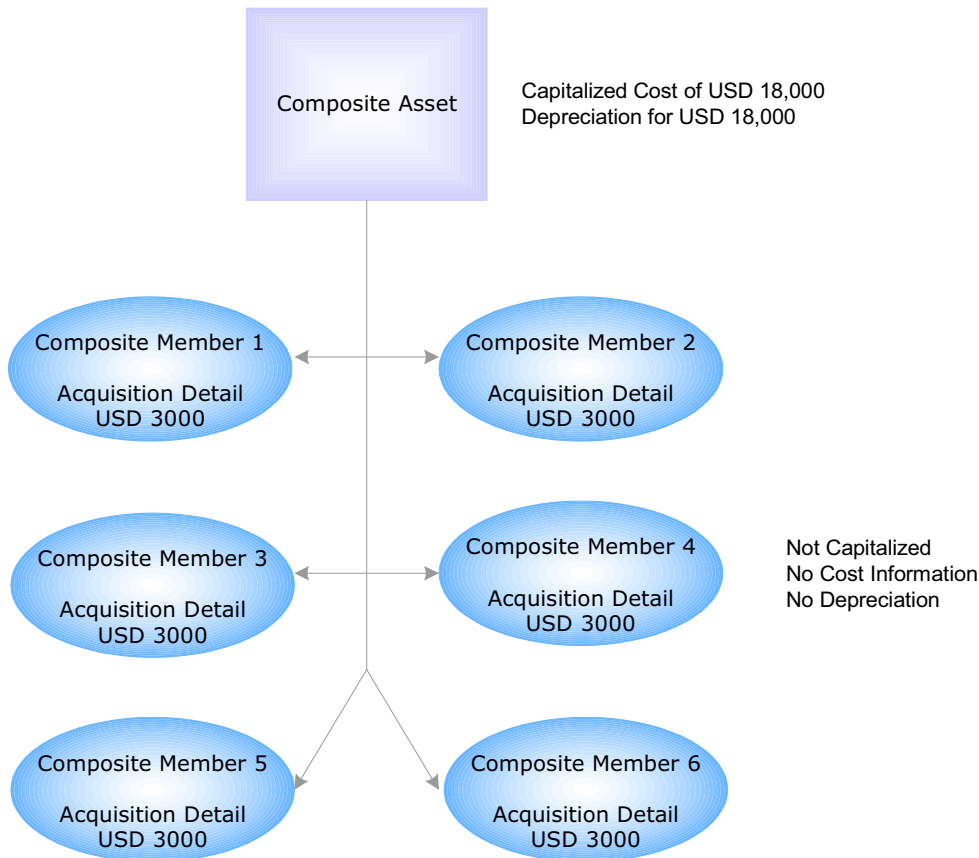
This chapter gives an overview of composite asset processing, and describes how to:

- Add a composite asset.
- Add a composite member asset.
- Capitalize composite members into composite assets.
- Retire composite members from composite assets.
- Load composite asset transactions.
- Perform transactions on composite assets.

Understanding Composite Asset Processing

Composite Asset Processing, used almost exclusively by utility companies, is a way of grouping many assets so that their total cost is carried by and depreciated as one asset. This single asset is termed a composite asset, and associated assets are known as composite members.

In composite processing, no transaction detail is carried by individual composite members. All transaction detail, including any gain or loss accrued upon retirement, is rolled up to the composite asset level. Once this rollup occurs, no transaction detail is retained by composite members. Because depreciation occurs at the composite asset level, only the composite asset carries any information—such as book, depreciation method, prorate convention, or life—that relates to depreciation.



Composite Asset Processing

Because the composite asset carries all the cost for its associated composite members, it is a financial, or capitalized, asset. The composite asset can also carry its own cost information or not, as you desire, although no individual detail is retained once the total cost has been rolled up. Composite member assets, on the other hand, are non-financial assets, or not capitalized, and carry no cost information. Instead, they carry acquisition detail, which is summed up and capitalized at the composite asset level.

All transactions are performed at the composite asset level except for adjustments to acquisition detail. These adjustments are made at the composite member level and then rolled up to the composite level.

Summing up and adjusting cost information for composite assets is accomplished through a mass change that:

- Sums the acquisition detail for each ChartField combination contained in the affected Composite Member assets.
- Inserts one cost row into the Composite Asset for the total of each ChartField combination.

Adding a Composite Asset

Using Asset Basic Information, you must perform three steps to add a composite asset.

To add a composite asset:

1. Select Composite Asset on the Asset Information page. Once you save the asset, make note of its Asset ID.
2. Enter an asset Profile ID on the Asset Acquisition Detail page.
3. Capitalize the asset on the Asset Acquisition Detail page by selecting Capitalize. You can enter cost information or not, as you desire.

See Also

“Adding and Maintaining Assets,” Using Asset Basic Information

Adding Composite Member Assets

Using Asset Basic Information, you must perform three steps to enter composite member assets.

To add a composite member asset:

1. Associate the member with a composite asset. When you select Composite Asset on the Asset Information page, an Asset ID field opens. Associate the composite member by selecting the Asset ID of a composite asset.
2. On the Asset Acquisition Detail page, assign a Capitalize status of To be Capitalized, which is the default. The composite member is uncapitalized with no cost rows. You can use a Profile ID for composite member assets if you wish. However, you must use a non-financial asset profile. A composite member asset may display **an Amount left to Capitalize** if it has any acquisition detail. This amount is displayed until the composite member has been capitalized into its associated composite asset.
3. Add appropriate acquisition details to the composite member on the Asset Acquisition Detail page.

Note. A non-financial Asset Profile does not contain any book information. On the pages of the Asset Basic Information component, Capitalized Asset should not be selected.

See Also

“Adding and Maintaining Assets ”

“Establishing Asset Processing,” Setting Up Asset Profiles

Capitalizing Composite Members into Composite Assets

To capitalize composite members into their associated composite asset, you need to create a mass change definition using the Mass Change Template *CC - Capitalize into Composite*.

In Execution Sequence 1, enter the Composite Asset ID into which you want to capitalize your composite members, the Business Unit to which the composite asset belongs, and the Composite Member Asset IDs you want to capitalize. You need not capitalize all composite member assets at one time.

In Execution Sequence 2, enter the Composite Member Asset ID and the Profile TableSet ID associated with that Business Unit. This information is required to improve system performance. There are no defaults to enter for this Mass Change Type.

Be sure to enter the Transaction Date and Accounting Date that are required by PeopleSoft Asset Management.

Retiring Composite Members from Composite Assets

To retire composite members from their associated composite asset, you need to create a mass change definition using the Mass Change Template *CR - Composite Retirement*.

In Execution Sequence 1, enter the Composite Asset ID from which you want to retire your composite members, the Business Unit to which the composite asset belongs, and the Composite Member Asset IDs you want to retire. You need not retire all composite member assets at one time.

In Execution Sequence 2, enter the Business Unit associated with your composite asset and the Profile TableSet ID associated with that Business Unit. This information is required to improve system performance.

Enter Defaults for the retirement, including a Disposal Code, Retirement Type, and Retirement Convention, and indicate whether this is a Voluntary or Involuntary Retirement.

Be sure to enter the Transaction Date and Accounting Date that are required by PeopleSoft Asset Management.

Loading Composite Asset Transactions

After you have run a Composite Asset mass change, use the Transaction Loader to load results of the mass change into your PeopleSoft Asset Management tables.

The Load Type for *capitalize into composite* transactions is *CIC*. The Load Type for *retire from composite* transactions is either *PRT* or *RET*, depending on whether you are doing a partial or a full retirement.

See Also

“Integrating with Other Applications,” Running the Transaction Loader

Effect of Capitalization into Composite

Once your composite member assets have been capitalized, they are marked as Already Capitalized on the Asset Acquisition Detail page. The Capitalization Status group box is inactive. The Asset Acquisition Detail page no longer displays an amount or quantity that is left to capitalize.

The Composite Asset into which you capitalized will now contain one cost row for each ChartField combination represented in the acquisition detail of the composite members you just rolled up. To view this, select Manage Assets, Manage Assets, Use, Asset Cost Adjust/Transfer, Cost Information.

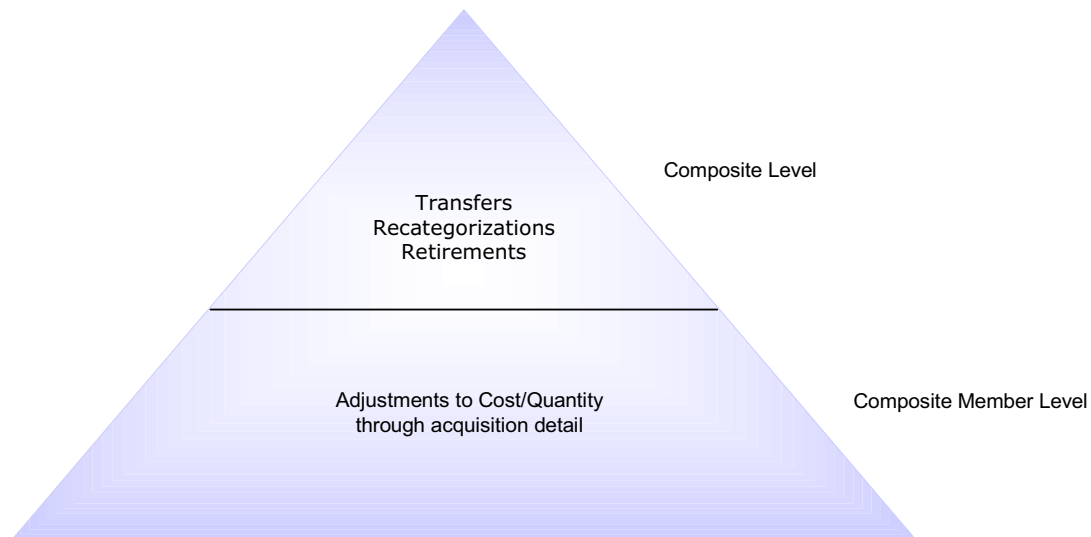
Effect of Retirement from Composite

Once you have retired a Composite Member from a Composite Asset, the cost row for the ChartField combination you retired will be decreased by the amount you retired. To see this, select Manage Assets, Manage Assets, Use, Asset Retirements, by ChartField. You can also view this information on the Cost Information page.

Because Composite Member Assets carry no cost information, you will not see any change in them after retirement.

Performing Transactions on Composite Assets

All transactions on composite assets are performed at the composite asset level except adjustments to cost. Adjustments to cost/quantity are made at the composite member level as adjustments to acquisition detail, then rolled up to the composite level and capitalized, where they are recognized as adjustments to total cost/quantity.



Performing Transactions on Composite Assets

Adjustments to Cost/Quantity

Using Asset Basic Information, you must perform three steps to adjust the cost/quantity of a composite asset.

To adjust the cost/quantity of a composite asset:

1. Add a row of acquisition detail to one of the associated Composite Members.

This row should equal the amount of the desired cost/quantity adjustment and contain the appropriate ChartField combination. The additional row is reflected in the Amount Left to Capitalize on the Asset Acquisition Detail page. If you would like to add cost/quantity for more than one ChartField combination, enter additional rows.

2. Use Mass Change to capitalize the adjusted Composite Member into the Composite Asset.
3. Run the Transaction Loader.

See Also

Capitalizing Composite Members into Composite Assets

Recategorizations and Transfers

Recategorizations and transfers on composite assets are performed at the composite level. You perform these transactions on composite assets as you would for any other asset by using the Asset Cost Adjust/Transfers component.

See Also

“Adjusting and Transferring Assets”

To transfer a composite asset:

1. Enter new ChartField information into the appropriate fields on the Cost Information page.

We recommend that you change information one field at a time to establish an audit trail. For example, if you need to change the department and project, first enter the new department and save your change. Then go back and change the project.

The Composite Asset may have several cost rows, each for a separate ChartField combination. These rows are the totals, by ChartField combination, of all the acquisition detail for the associated Composite Member Assets that have been capitalized into the Composite Asset.

2. Click Edit Trans Info and enter the Transaction Type, Transaction Date, Accounting Date, and Transaction Code. The Transaction Type for transfers is *TRF*.

3. Move to the Transaction Info page and enter any necessary transaction information (optional).
4. Save your changes.

CHAPTER 14

Performing Physical Inventory

This chapter provides an overview of performing physical inventory and describes how to:

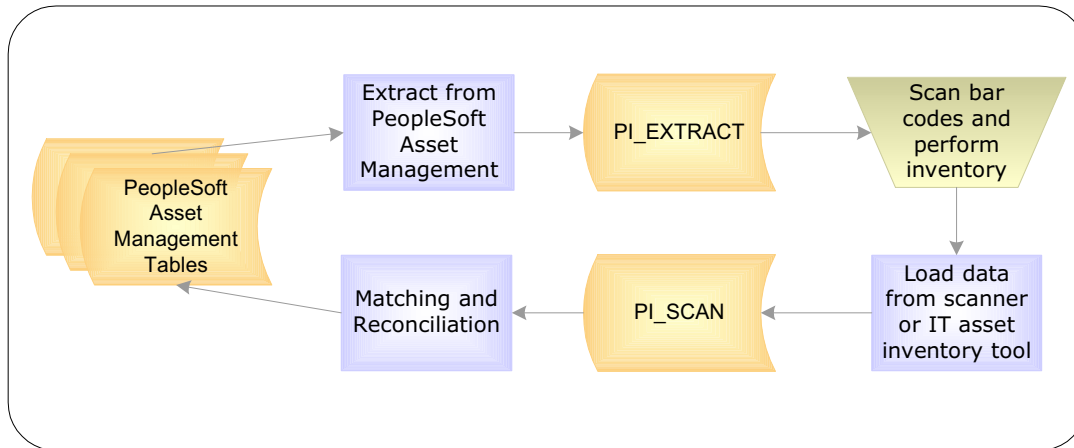
- Setting up Physical Inventory.
- Extract and scope physical inventory.
- Process physical inventory.
- Duplicate tags and serial numbers.
- Review matching results.
- View physical inventory history.
- Meet physical inventory hardware and software requirements.
- Obtain physical inventory software in the FDM840\PI directory for PeopleSoft Asset Management physical inventory.

Understanding Physical Inventory

PeopleSoft Asset Management provides a physical inventory system that enables you to extract asset data from the PeopleSoft Asset Management database into a sequential file and load it into your bar code scanning device. You can also extract data from third-party IT asset discovery tools. IT discovery tools belong to a class of software that helps companies replace bar coding for laptops, computers, and other information technology (IT) equipment. These discovery tools poll the assets over a network and update a central database.

In addition, PeopleSoft has a certified integration with HighJump Software Inc. (formerly known as Data Collections Systems, Inc.). Refer to the Certification DataSheet for Asset Management and HighJump Software integration for more details and contact information.

Let's look at an example of how physical inventory is processed. An IT discovery tool can obtain physical attributes about a workstation along with the amount of installed memory, the type of monitor, amount of free hard disk space, and installed software on the computer. You then load physical inventory data and/or the physical information gathered by the discovery tool software into PeopleSoft Asset Management. Assets that were added, transferred, or retired are the products of physical inventory processing. Using these results, you can perform matching and generate transactions to reconcile the data in PeopleSoft Asset Management with the results of your physical inventory.



The physical inventory process

Physical Inventory Terminology

In describing the Physical Inventory process, we use terms that may not be familiar to you. These terms define concepts integral to physical inventory and reconciliation.

Extract	Data extracted from PeopleSoft Asset Management before you perform the PI scan. This should include all assets that may undergo the PI scan.
Extract Scope	A set of assets that encompass all those that <i>might</i> be scanned during the Physical Inventory process. This is a broader set of assets than that defined in a scan scope.
PI Scan	Scanning the assets in your organization with a bar code scanning device, such as hand-held Palm devices and solutions from HighJump Software.
PI Scan Data	The data collected by your bar code scanning device during the Physical Inventory process.
Scan Scope	A set of assets defined by location and/or by department. This should include all assets that are defined in PeopleSoft Asset Management as being located in the area and/or department to be scanned.
Results	The difference between a scan scope and the PI scan data. This includes three types of assets: • Inventoried: Assets you expected to scan and did scan. Defined in a scan scope and collected in the PI scan data. • Overs: Assets you did not expect to scan, but did scan. Collected in the PI scan data but not defined in a scan scope

- Unders: Assets you expected to scan, but did not scan. Defined in a scan scope but not collected in the PI scan data.

Generate Transactions

Use the PI results to create transactions that will reconcile the data in PeopleSoft Asset Management to your Physical Inventory scan data.

Setting up Physical Inventory

Note. To perform a Physical Inventory in PeopleSoft Asset Management, your assets must have tag numbers. They must also have a department, location, or some other way to specify their locations. Assets with no Cost records (such as expensed assets) will not be included in the Physical Inventory process.

The Physical Inventory process consists of seven separate steps, but not all of these steps are necessary.

To perform the Physical Inventory process:

1. Define extract scope and extract physical inventory data from PeopleSoft Asset Management. (Optional)
2. Using the data in Step 1, generate a sequential file that your bar code scanner or inventory device can use, and enter the file into your scanner. (Optional)
3. Define scan scope and scan assets. (Required)
Extract data from an IT asset discovery tool. (Optional)
4. Load scanned data file into PeopleSoft Asset Management and resolve any duplicate tag or serial numbers. (Required)
5. Perform matching between physical inventory scan scope and scanned data and generate physical inventory results for review. (Required)
6. Generate transactions based on matching results. (Required)
7. Load transactions to reconcile the data in PeopleSoft Asset Management to your physical inventory results. (Required)

Steps 1 and 2 are necessary only if you wish to display data from your PeopleSoft Asset Management database as you scan each asset. The displayed information can include asset ID, tag number, serial number, manufacturer, model, description, department, location, and so forth. Displaying asset data gives you instant feedback on whether an asset has been moved.

Use the Physical Inventory Setup page to setup physical inventory.

Page Used to Set up Physical Inventory

Page Name	Object Name	Navigation	Usage
Physical Inventory Setup	PI_SYSTEM_SETUP	Asset Management, Physical Inventory, Physical Inventory/Mass Change	Review relationships between physical inventory fields and mass change definitions. Do not change information on this page unless you have altered your system.

Physical Inventory Setup Page

Access the Physical Inventory Setup page.

When you execute the Generate Transactions step in the Physical Inventory process, the SQR that you run (AMPI1000) uses data from the Physical Inventory Setup page to compare asset field values and determine what types of transactions need to be generated. A physical inventory mass change program (AMIF1000) also uses this setup page to reload transactions into PeopleSoft Asset Management after physical inventory has been reconciled.

Important! The information in this setup page is prepopulated to work with the delivered physical inventory programs and should not be modified unless you have made alterations (such as creating new fields) to the physical inventory system.

Defining Parameters for Extract and Scan Scope

Physical inventory matching and reconciliations are based on two separate sets of asset data that you define. Each of these sets is based on location, department, or both. The first set is the data you originally extract from PeopleSoft Asset Management and load into your scanning device. This set—the *extract*—should include *all possible* locations for the assets to be inventoried. This enables your bar code scanner to find PeopleSoft Asset Management data on most of the assets it scans.

If you haven't performed physical inventory in several years, define a very broad extract. Since assets may have moved fairly large distances in that amount of time, your extract may even cover the entire business unit.

Note. If you are using only an IT asset discovery tool, you don't need an extract scope.

The second set of asset data defines the *scan scope* of the actual physical inventory—that is, where the inventory actually takes place. For example, suppose you are going to perform an inventory of the second floor of a five-floor building. Because the assets may have moved

since the last inventory, your *extract* should probably include all assets on the first, second, and third floors. However, your *scan scope* should include only assets on the second floor.

The scan scope is compared against the scanned data when PeopleSoft Asset Management generates physical inventory results. Any assets that are included in the scan scope but not in the scanned data generate *unders*, which lead to retirements when you generate transactions. Any assets that are included in the scanned data but not in the scan scope generate *overs*, which lead to physical adds when you generate transactions. Other differences in the data create transfers and changes in the asset's nonfinancial information. These are assigned the status *inventoried*.

Here's how you define parameters for extract and scope:

- Define each physical inventory occurrence on the Physical Inventory Control – Definition page.
- Specify the defaults for any transactions and asset retirements on the Physical Inventory Control – Transaction Defaults page.
- Keep everyone informed about physical inventory statuses using the Scheduling page.

Pages Used to Define Physical Inventory Control

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Physical Inventory Control – Definition	PI_CNTL_01	Asset Management, Physical Inventory, Define Inventory Occurrence, Definition	Before you extract asset data you must establish a physical inventory control ID within PeopleSoft Asset Management. Define each physical inventory occurrence here.
Physical Inventory Control – Transaction Defaults	PI_CNTL_02	Asset Management, Physical Inventory, Define Inventory Occurrence, Transaction Defaults	Specify the defaults for any transactions and asset retirements that are generated as a result of this physical inventory.

Page Name	Object Name	Navigation	Usage
Scheduling	PI_SCHEDULE_01	Asset Management, Physical Inventory, Create Schedules	If you have several people performing physical inventories in different locations at different times, you may need to keep track of who's doing what and when. Use the physical inventory Scheduling page to keep everyone informed about physical inventory statuses.

Defining Extract and Scan Scope

Your first task is to define the data to extract from PeopleSoft Asset Management. The extract should include all assets that *might* be scanned during the inventory. The scan scope should include the area of the actual scan.

Note. You *must* define a scan scope. An extract definition is necessary only if you want your scanning device to display asset data from your PeopleSoft Asset Management database as you scan each asset.

Since the Physical Inventory functionality of PeopleSoft Asset Management is based on mass changes, you use the AM Mass Change functionality to define your extract and scope.

- In the AM Mass Change Definition - Description page, select the *PI Extract* or *PI Scan Scope* mass change template on which to base this extract or scan scope. Entering an archive ID or archive date is optional on this page. The Description that displays is pulled from the mass change template that you selected, and you can modify it if you want.
- Use the AM Mass Change Definition – Criteria and Defaults page to select criteria for the inventory scope. In the Criteria section, enter the department and/or location from which you would like to extract asset data or define a scan scope. Add rows to select additional departments and locations. You can define these values explicitly or by using SQL operators. If you leave either the Department or Location field blank, you retrieve all possible values for that field.
- The AM Mass Change Definition – AM Specific Fields page need not be used. The additional parameters this page enables you to specify can be specified on the Physical Inventory pages.

- Use the AM Mass Change Definition - Generate SQL page create a SQL statement that is based on the criteria you set up on the Criteria and Defaults page. After this is completed, save the mass change definition, making sure that the Execute SQL Upon Saving check box is cleared. Because the physical inventory mass change definitions are used by the Physical Inventory SQR program, they cannot be executed online.

Defining Physical Inventory Control Parameters

Access the Physical Inventory Control – Definition page.

Note. Each physical inventory occurrence must have a unique ID, and physical inventory IDs cannot contain any spaces. If you need to simulate a space character in your physical inventory ID, use an underscore.

Unit	Enter the business unit for which you want to conduct an inventory. If you are using an IT asset discovery tool, you can process all business units by leaving the Unit field blank, or you can process only one business unit by making a business unit selection.
Start/End Dates	Enter a Start Date and an End Date. These are for your information only and are not used in any processing.
Extract ID	Extract ID is the mass change definition you would like to use to extract asset data from PeopleSoft Asset Management.
Scan ID	Scan ID is the mass change you would like to use to define the scope of this physical inventory—that is, where it actually takes place.

Note. This page displays the last step performed for this physical inventory. This is for your information only, to help ensure that all steps are performed in their proper order.

Defining the Physical Inventory Control - Transaction Defaults

Access the Physical Inventory Control – Transaction Defaults page.

Definition		Transaction Defaults	
Physical Inventory ID: PI2000		2000 Inventory	
Auto Approval ☒ Approve		Transactions Enabled ☒ Non-Financial Adds ☒ Transfers ☒ Asset Updates ☐ Retirements ☒ Physical Asset Changes	
Transaction Defaults *Transaction Date: 11/01/2000 *User ID: DVP1 *Accounting Date: 11/01/2000 *Interface ID: 10000003 Transaction Code: *Open Transaction ID: 26			
Retirement Defaults *Disposal Code: Sale *Retirement Convention: FM			
		Voluntary Conversion ☒ Voluntary ☐ Involuntary	Type ☒ Ordinary ☐ Extraordinary

Physical Inventory Control - Transaction Defaults page

Auto Approval**Approve**

Select the Approve check box if you want the transactions that are generated from the inventory to be approved automatically. Auto approval is cleared by default. We strongly advise that you review and approve all transactions that are generated through the Physical Inventory process before you load them into PeopleSoft Asset Management.

Transactions Enabled

The check boxes in this section enable you to select which types of transactions you want to generate. For instance, you may not want this physical inventory result to generate any financial transactions. In this case, you would clear the **Transfers** and **Retirements** check boxes.

Transaction Defaults**User ID**

Enter the User ID of the person who performs the physical inventory.

Interface ID/ Open Transaction ID

The system populates the Interface ID and Open Transaction ID fields with the next available value by default. When you process the generated transactions using the Transaction Loader, refer to the interface ID on this page. You may refer to the open transaction ID to locate depreciation open transactions that are created as a result of the physical inventory.

Retirement Defaults

Disposal Code	The Disposal Code enables you to select how you want to retire assets.
Retirement Convention	Select a Retirement Convention to indicate how you would like to prorate retired assets.
Voluntary Conversion	The Voluntary Conversion group box is used to identify whether the retirement takes place for intended or unintended reasons. Select the Voluntary or Involuntary option as a retirement default.
Ordinary/ Extraordinary	Select the Ordinary or Extraordinary option to define the type of retirements you generate.

Scheduling Page

Access the Scheduling page.

Schedule ID	You can set up one Schedule ID or as many unique IDs as you like. For instance, if you have several branches, you might want a separate schedule for each branch. Enter an informative description for each Schedule ID.
End Date	You may want to leave the End Date field blank until the inventory has actually been completed.

Note. Scheduling information is *not used* in any physical inventory processing. It is informational only.

Processing Physical Inventory

After you define your extract, scan scope, PI control ID, and physical inventory schedule, you are ready to extract data from PeopleSoft Asset Management tables. When the extract is complete, you can use the extracted data in subsequent steps of the Physical Inventory process.

Here's how you process physical inventory:

- Use the Physical Inventory Process Request page to execute each step of the Physical Inventory process.
- Use the Extract Data page to view the extract one asset at a time.

Pages Used to Process Physical Inventory

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Physical Inventory	RUN_AMP11000	Asset Management, Physical Inventory, Load/Match/Reconcile PI Info	Execute each step of the Physical Inventory process. We recommend that you add a new run control ID for each physical inventory control ID (PI ID). Also use this run control ID for subsequent steps within the same PI ID.
Extract Data	PI_EXTRACT_01	Asset Management, Physical Inventory, Load/Match/Reconcile PI Info	View the extract one asset at a time. You can also search by PI line number, asset ID, department, tag number, serial ID, and location. The PI line number reflects the number of this asset in the extract sequence. For instance, the third asset that was extracted falls on PI Line Number 3. The system presents you with all the assets that match your criteria. Select the one you want to view. Note. You can run the report AMPI2000 to list all the information that's been extracted. Run this from the Physical Inventory Reports page.

Physical Inventory Process Request Page

Access the Physical Inventory Process Request page.

Physical Inventory

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

PI ID: 2000 Inventory

File Name:

Export / Import
Scanner File

Last PI Step Executed: 6 Transactions Loaded

[Extract](#) ==> [Gen Extr File](#) ==> [Load Scan File](#) ==> [Gen Results](#) ==> [Gen Trans](#)
[Delete Ext](#) <===== [Delete Scan](#) <== [Delete Res](#) <== [Del Trans](#)

Request Information

Extract Data allows you to extract all your current PS/AM data into a format you may load into a Bar-Code reader. If you accumulate PI Data in a Bar-code reader, you may run Load Data to get that data into the PS/AM PI system. Enter the filename you want to load.

Once you have data in the PS/AM PI system, you may match that data to the current PS/AM data to help your reconciliation process.

Physical Inventory Process Request page

In order to process physical inventory, you must execute each step in its proper order. For each step, enter the **PI ID** (physical inventory ID) and select the type of export/import output file you want—*CSV File*, *Generate Labels*, or *Scanner File*. If you are generating an output file, you also need to provide a file name.

Note. Because steps 2 and 3 require writing and reading files, it makes sense to run the AMPI1000 SQR process for these steps from the file location. For example, if you are writing and reading files from c:\temp\file.txt or c:\temp\scan.dat, you would run the process on the client. If you are writing and reading files from a directory on the PIA (PeopleSoft Internet Architecture) server, run the process on the PIA server.

To Process Physical Inventory:

1. Extract Asset Data

This step executes the actual data extract from PeopleSoft Asset Management. When you *extract* data, you do not need to enter a file name or file type. The data goes to a relational table called PI_EXTRACT. Click the **Extract** button and click the **Run** button. If you wish to view your extract before using the extract data in subsequent steps, use the Extract Data page.

2. Create an Extract File

This step creates an output file from your extract data. Select *Scanner File* as your file type and enter a file name (as well as any additional path information) for the file you want to generate. The output file is formatted for loading into a bar code scanning device in preparation for performing physical inventory.

If you want to create a file for printing labels rather than performing inventory, select *Generate Labels* as your export/import file type. A label file is formatted for your printer, and this is completely different from the format used for a scanning device.

If you'd like to generate files for both a scanning device and a printer, run the Generate Extract File step twice with a different output file type each time.

Click the **Gen Extr File** (generate extract file) button and click the **Run** button.

Note. EXTCOPY.BAT is set up to copy the extract file to your A:\ drive for demo or quick overview purposes. You need to modify EXTCOPY.BAT if you want to copy the extract file to the appropriate drive on your scanner.

Copy the scanner program (PI.EXE) and Scanner File to your MS-DOS based scanning device. You can easily do this using a communications software package. Preferably, use the certified integration solution provided by HighJump Software. Consult your bar code scanning device manual or HighJump Software for more information.

Once you have loaded the extract file and scanner program into your inventory-scanning device, you can perform your physical inventory. Each time you scan an asset that's included in the extract file, your scanner displays that asset's information, such as tag number, description, serial ID, asset ID, or custodian. For the asset being scanned, you have the option to keep or to modify the values displayed on the scanner.

While you are performing your physical inventory scan, your scanning device creates a sequential file that contains information on all the scanned assets. The next step is to load the scanned file into PeopleSoft Asset Management for review.

Note. EXTCOPY.BAT and PI.EXE reside in the FDM840\PI directory. EXTCOPY.BAT is no longer supported but may be useful for a quick overview of the process. See the section on hardware requirements for further information about bar code scanners and methods of moving data to and from scanning devices.

If you are using an IT asset discovery tool from a vendor such as Tangram or MainControl, you need to run some sort of gateway extract so you have a file to load into PeopleSoft Asset Management.

3. Load Asset Inventory Data

After completing physical inventory with your scanning system, you need to download scanner data into a workstation or network server so that it can be converted back into a PeopleSoft Asset Management table called PI_SCAN. You do this using a communications software package or by using the certified integration solution provided by HighJump Software. Consult your bar code scanning device manual or HighJump Software for more information.

Note. PeopleSoft Asset Management provides an unsupported file called SCANCOPY.BAT (found in the FDM840\PI directory) that can be edited to copy the SCAN.DAT file from your scanner to your computer. You may need to modify the copy statement in SCANCOPY.BAT so that it copies from the drive letter that corresponds to your scanner's drive. This is similar to the modification you may have made to EXTCOPY.BAT.

Once the scanner file (or files) is available to PeopleSoft Asset Management, you are ready to run this step in the Physical Inventory process.

Enter the directory and file name of the inventory file. This is most likely C:\TEMP\SCAN.DAT. If located on the PIA server, you may run the next process on Server.

Click the **Load Scan File** button and click the **Run** button to load the scan data into PeopleSoft Asset Management. You can load as many files as you need by renaming SCAN.DAT (during the bar code scanning process) with unique file names and loading each file separately.

Note. If you've written your own scanning program or modified PI.BAS to configure fields or field lengths, you need to update the file formats in AMPI1000.SQC to match.

4. Generate Physical Inventory Results

Having loaded your new inventory data into PeopleSoft Asset Management, you're now ready to clean up your inventory data. This step performs matching between a physical inventory scan scope and scanned data, then creates physical inventory results for review.

Note. Before you generate results, you should use the Duplicate Tag and Duplicate Serial Number functions to clean up any possible errors in the scanned data.

You may leave the **File Name** field blank for this step. Click the **Gen Results** (generate results) button and click the **Run** button to initiate processing. Note that this step may take some time to complete due to the amount of information that must be processed.

Because this step involves some complex processing, you may want to have your database administrator optimize the database before you execute the step.

5. Generate Physical Inventory Transactions

After matching is performed, you are ready to create physical inventory transactions that reconcile the data in PeopleSoft Asset Management with the results of your physical inventory.

Enter the **PI ID** (physical inventory ID), click the **Gen Trans** (generate transactions) button, and click the **Run** button to begin generating the transactions.

Because this step involves some complex processing, you may want to have your database administrator optimize the database before you run it.

Note. This step takes the longest time to process, so be sure that you are satisfied with the generated results before you load the transactions. You can see the results of the matching process by reviewing the Results D and Result Detail pages.

After you've created, reviewed, and approved your reconciliation transactions, you load them by using the Interface Asset Information pages and the Transaction Loader.

6. Delete Physical Inventory Transactions

When you no longer need your physical inventory transactions, click the **Del Trans** (delete transactions) button and click the **Run** button.

7. Delete Physical Inventory Results

When you no longer need your physical inventory results, click the **Delete Res** (delete results) button and click the **Run** button.

8. Delete Asset Inventory Data

When you no longer need your physical inventory scanned data, click the **Delete Scan** button and click the **Run** button.

9. Delete an Extract File

When you no longer need your physical inventory extract file, click the **Delete Ext** (delete extract) button and click the **Run** button.

Finding Duplicate Tags and Serial Numbers

It is very common for an asset to be scanned multiple times during physical inventory, thus creating more than one entry with the same tag or serial number. But in order for PeopleSoft Asset Management to perform inventory reconciliation, each tag or serial number must be unique. Therefore, it is extremely important that you identify and resolve any duplicate entries. If any duplicate entries exist when results are generated, these entries are marked as errors and are not processed any further.

Use the Duplicate Tags page to find and correct physical inventory data.

Page Used to Find Duplicate Tags and Serial Numbers

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Verify Duplicate Tags	PI_SCAN_DUP_TAG	Asset Management, Physical Inventory, Verify Duplicate Tags	Conduct searches for finding and correcting physical inventory data.

Page Name	Object Name	Navigation	Usage
Verify Duplicate Serial ID	PI_SCAN_DUP	Asset Management, Physical Inventory, Verify Duplicate Serial ID	Conduct searches for finding and correcting physical inventory data.

Duplicate Tags/Duplicate Serials Pages

Access the Duplicate Tags/Duplicate Serials pages.

Duplicate Tags

Physical Inventory ID: PI2000 2000 Inventory

Unit: PSDEU Match Status: Over + -

Asset ID: NEXT ☐ Manual Review Required

Scanned By: AssetInsight,Tangram

Scanned Data

Tag Number: P00005460 Employee ID: 3279

Serial ID: 03712928 Custodian: Natter,Andreas

Manufacturer: Toshiba Location: GERMANY

Model: 730 Department: 3100

Description: IP Address: 216.131.134.228

IP Alias: ANATTER052099.peoplesoft.com

Comment:

Duplicate Tags page

You can search on a tag and a PI line number. The PI line number reflects the number of this asset in the scanning sequence. For instance, the third asset that was scanned falls on PI line number 3.

If there are duplicates, the system displays a page on which you can correct or delete assets that have duplicate numbers.

The **IP Alias** and **IP Address** fields describe the Internet protocol attributes of IT assets that are extracted from the IT discovery tools database.

The Duplicate Serials page is similar to the Duplicate Tags page.

Reviewing Matching Results

After you have performed matching between your physical inventory scan scope and scanned data, review the results before proceeding further with your physical inventory process.

Results include all assets—for example, autos, copiers, forklifts, and computer hardware items.

Here's what you do to review matching results:

- View the results of the matching process on the Results page.
- View the original and scanned data on the Results Details page.

Pages Used to Review Matching Results

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Results	PI_RESULTS_01	Asset Management, Physical Inventory, Review Matching Results	View the results of the matching process.
Results Details	PI_RESULTS_02	Asset Management, Physical Inventory, Review Matching Results, Results Details	View the original and scanned data. Note. You can run reports that list inventoried assets (AMPI2200), unders (AMPI2210), and overs (AMPI2220).

Results Page

Access the Results page.

The **PI Match Status** field displays an asset's physical inventory status when results are generated and matching is performed. An asset can have one of the following statuses:

<i>Status</i>	<i>Reason</i>	<i>Transactions Generated</i>
All I, O, U		
Discard		
Inventory	Asset was scanned during inventory as expected.	Transfers, physical changes (description, location, department, custodian, and so on).
Over	Asset was scanned but not expected.	Physical adds.
Under	Asset was expected but not scanned.	Retirements.

Manual Review Required The Manual Review Required check box is selected if the scanner operator requested a special review for this asset.

If the **Results in Error** check box is selected, this indicates that physical inventory processing has marked this result in error because it cannot process it any further. Four error conditions may apply:

1. Duplicate tags.

If any duplicate tags still exist in the scanned data, the results generated for those duplicates contain errors.

2. Multiple sets of ChartFields.

If an asset has multiple sets of ChartFields (that is, the cost is divided between two departments), an error results. Physical Inventory cannot handle such assets.

3. Asset retired.

An asset recorded as *Retired* in PeopleSoft Asset Management was scanned. Physical Inventory doesn't process reinstatements automatically. Complete these in the Retiring Financial Assets component.

4. InterUnit candidate.

A scanned tag was found for an asset in a business unit other than the one for which you're processing physical inventory. It should probably be transferred from that business unit to the physical inventory business unit. Physical Inventory processing doesn't perform interunit transfers automatically. Complete these in the Asset Cost Adjust/Transfers component.

These errors are exceptions to the rule and should not occur frequently or in high volumes. Results that are in error do not generate transactions and should be resolved manually.

Results Notification

If you use PeopleSoft Workflow, this section contains fields that are used in Workflow processing to generate automatic physical inventory results notifications. These can be sent to a worklist, an email address, or to both.

Viewing Physical Inventory History

You can view a history of all the instances that an asset has been inventoried. View physical inventory history on the Physical Inventory History page.

Page Used to View Physical Inventory History

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Physical Inventory History	PI_ASSET_HIST1	Asset Management, Physical Inventory, Review Inventory History	View a history of all the instances that an asset has been inventoried.

Meeting Physical Inventory Hardware and Software Requirements

In order to use the full range of the Physical Inventory functionality, you need additional hardware and software beyond the standard PeopleSoft setup. These requirements are listed below.

Hardware

Portable bar code reader	A hand-held unit used to collect asset data.
Bar code scanning wand	The device used to physically scan the bar codes. This is usually purchased along with the bar code reader.
Thermal transfer label printer	If you have a relatively large number of assets (more than 10,000), it's a good idea to purchase your own label printer.

Note. The PeopleSoft Asset Management Physical Inventory feature has the flexibility to integrate with any bar coding hardware, and it has been fully integrated, certified and tested using a solution from HighJump Software, also known as Data Collections Systems, Inc. (<http://www.highjumpsoftware.com>) HighJump Software can suggest integrated solutions that work with the PeopleSoft Asset Management Physical Inventory feature.

Software

If you are printing your own labels, you probably want to purchase a Windows-based label printing software package.

To view PeopleSoft Asset Management data on your scanning device while you scan assets, you need to develop an application for your scanner or use the program that PeopleSoft Asset Management provides. This application reads data from the extract file, displays the data to the operator, and records any data input by the operator. PeopleSoft has developed a sample application to run on a DOS-based bar code scanner. It is written in Microsoft QuickBasic and can be configured easily. This application (PI.BAS and PI.EXE) is packaged with PeopleSoft Asset Management and resides in the FDM840\PI directory.

You need to transfer files to and from your computer and your bar code scanner. To do this, you can use any communications application that can transfer information from a computer to a scanning device.

If you want to replace or supplement bar coding, you can use an IT asset discovery tool such as MainControl's Enterprise Explorer (<http://www.maincontrol.com/index.html>), or any of a host of other IT asset discovery tools available on the market.

Listing of Physical Inventory Software

We provide programs in the FDM840\PI directory for PeopleSoft Asset Management physical inventory processing on DOS-based scanners. They are the following:

- **PI.BAS**

This is the BASIC source code for the scanner application that is used to perform the physical inventory.

- **PI.EXE**

This is the compiled version of PI.BAS that runs on the scanner. You need a BASIC compiler to generate an executable file if you should change this code.

- **PISORT.BAS**

This is a BASIC source code program that sorts the sequential extract file which is created in PeopleSoft Asset Management. This application creates two random access files—one that is sorted by tag number (EXT.TAG) and one that is sorted by serial number (EXT.SER). These files are read by PI.EXE when the user enters a tag or serial number.

- **PISORT.EXE**

This is the compiled version of PISORT.BAS. It is called from the batch file EXTCOPY.BAT.

- **EXTCOPY.BAT**

This batch file is used to download extract files to the scanner. Edit this file so that it

- calls the communications software to connect to the scanner.
- calls PISORT to sort the extract file.
- deletes EXT.TAG and EXT.SER from the scanner.
- downloads new versions of EXT.TAG and EXT.SER.

You may need to edit EXTCOPY.BAT if you want to copy files to the appropriate drive on the scanner. This requirement may vary among different scanning devices.

- **SCANCOPY.BAT**

This batch file is used to upload the SCAN.DAT file from the scanner to C:\TEMP\SCAN.DAT on your computer. The program can be modified to copy the SCAN.DAT file from the appropriate drive on your scanner.

The HighJump Software integrated solution supplements the features provided with the files above.

CHAPTER 15

Working with Joint Venture Processing

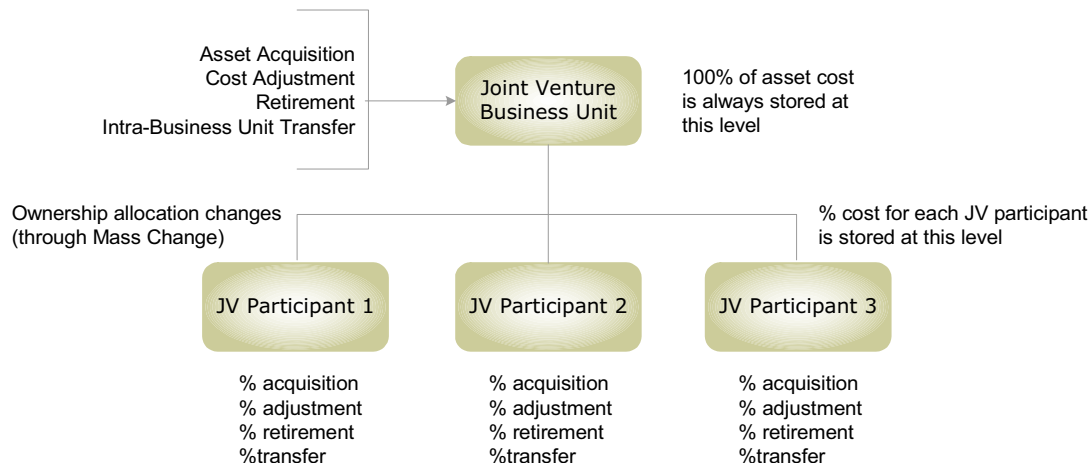
This chapter provides an overview of joint venture processing and describes how to:

- Add and maintain joint venture assets.
- Change ownership allocations for existing joint ventures.

Understanding Joint Venture Processing

The Joint Venture Processing feature of PeopleSoft Asset Management enables you to track your finances accurately when two or more business units share in the ownership of an asset or a group of assets. This requires setting up a Joint Venture Business Unit, identifying business units that participate in the joint venture, and associating all of the business units with their respective equities.

A Joint Venture Business Unit owns 100% of all joint venture assets. Participating business units are each assigned an equity percentage of the jointly owned assets. When you add, adjust, or retire an asset at the Joint Venture Business Unit level, similar transactions take place at the participant level, with cost and depreciation prorated according to each participant's equity percentage.



Joint Venture Processing

Equity percentages are defined in the Joint Venture Allocation table when you set up your PeopleSoft Asset Management tables. The sum of the participants' percentages must equal

100%. Equity percentages are allotted to participating business units according to the values you enter in the joint venture allocation table.

The following allocation table sets up Joint Venture processing for Participants 1, 2, and 3, which own 60%, 20%, and 20% of the Joint Venture assets respectively.

Business Unit	Percentage
Joint Venture Business Unit	100%
Participant 1	60%
Participant 2	20%
Participant 3	20%

Most transactions on joint venture assets are performed at the Joint Venture Business Unit level. These transactions are automatically performed at the participant level as well, with cost and depreciation information prorated based on each participant's equity percentage.

For example, asset ID JV00022 has been entered for the Joint Venture Business Unit. With USD 10,000 of remaining value and USD 2,000 in accumulated depreciation, the following assets are created based on the allocation table above:

Unit	Asset ID	Book	Remaining Value	Accumulated Depreciation
Joint Venture Business Unit	JV00022	CORP	10,000	2,000
		FEDERAL	10,000	2,000
Participant 1	JV00022	CORP	6,000	1,200
		FEDERAL	6,000	1,200
Participant 2	JV00022	CORP	2,000	400
		FEDERAL	2,000	400
Participant 3	JV00022	CORP	2,000	400
		FEDERAL	2,000	400

Adds, Adjusts, and Retirements must take place at the Joint Venture Business Unit level. Changes in ownership allocation—such as additions and deletions of participants and re-allocations of equity percentages—must be made at the Joint Venture Participant level.

Prerequisites for Joint Venture Processing

Joint Venture Processing requires setup steps that you need to follow in order to use this feature. These steps must be completed in the correct order so that subsequent options are available for selection.

To set up joint venture processing:

1. Enable Joint Venture Processing by selecting that option on the Installation Options – Asset Management page.
2. Define at least one Joint Venture Business Unit on the Asset Management Definition page. The option to define a Joint Venture Business Unit is active only if you have enabled Joint Venture Processing in Step 1.
3. Create one business unit for each participant in the Joint Venture relationship to establish Joint Venture Processing.

These are standard business units and there are no additional steps to perform. Profiles for joint venture participant business units must have the same Profile ID as the joint venture business unit.

4. Associate your Joint Venture Participants with a particular Joint Venture Business Unit and define the percentage of asset ownership allocated to each participant to complete the last step in establishing Joint Venture Processing. Do this by setting up a Joint Venture Allocation table for each Joint Venture Business Unit.

See Also

”Establishing Asset Management Business Units”

“Establishing Asset Processing,” Defining Joint Venture Allocations

Adding and Maintaining Joint Venture Assets

Most transactions on Joint Venture Assets are performed at the Joint Venture Business Unit level. These include asset acquisitions, cost adjustments, retirements, and intra-business-unit transfers (for example, transfers from one department, product, project, or category to another within the same business unit).

Note. InterUnit transfers of joint value assets is not available or supported.

You perform these transactions just as you would for any non-Joint Venture asset with no special steps to take. However, we do recommend that you establish a naming convention to distinguish assets that are shared by a Joint Venture. For example, you might assign a Joint Venture asset an asset ID that begins with the letters *JV*.

Joint Venture asset transactions are automatically performed at the participant level as well, with cost and depreciation information prorated based on each participant’s equity percentage. Acquisition detail table entries are not prorated. Any change in the ownership allocation of Joint Venture assets (ownership transfers) must be performed at the Joint Venture Participant level.

Changing Ownership Allocations for Existing Joint Ventures

You must define and run a mass change to change the ownership allocation of assets in an existing Joint Venture. The Joint Venture Allocation table affects only newly added assets, which means that changes made to the allocation table will not affect existing Joint Venture assets.

Additions and deletions of participants and re-allocations of equity percentages are recorded as sales transactions. This results in either a gain or a loss on the part of the selling participant. The value of the sale proceeds for the selling participant(s) is recorded as the capital cost incurred by the buying participant(s).

PeopleSoft Asset Management processes these changes by retiring some portion of the equity percentage from the selling participant (to calculate gain/loss) and then transferring percentages between business units until the desired ownership ratio is achieved. The mass change transfers an established amount of the asset cost and quantity from one business unit to another (a one-to-one transfer). Because of this, you may need to run the mass change multiple times—up to the number of participating business units minus 1—to effect the desired change. For instance, if you have three original participants and want to add another, you might run the mass change 3 times—between business units 1 and 4, 2 and 4, and 3 and 4.

Defining a Mass Change for Joint Venture Processing

To change the ownership allocation of assets in an existing Joint Venture, PeopleSoft Asset Management is delivered with the following Joint Venture mass change templates:

JVA-Joint Venture BU Addition	Adds a Joint Venture participant.
JVP-Joint Vent BU Add (w/Prof)	Adds a Joint Venture participant using book values from the new business unit's profile ID.
JVR-Joint Venture BU Removal	Removes a Joint Venture participant.
JVT-JV Allocation Change	Transfers the allocation percentages for a joint venture from one business unit to another.

Note. Once you have run these changes, it is a good idea to update the allocation table to reflect the new equity percentages. Joint Venture mass changes do not affect Joint Venture Allocation tables, and you must change these tables to reflect the updated Joint Ventures.

In addition to selecting the appropriate mass change template, you also need to make other selections that are specific to joint venture processing. PeopleSoft Asset Management requires a **Transaction Date** and an **Accounting Date**.

Depending on the Joint Venture mass change template you select, you may also need to select a set of default values for some or all the following fields:

Joint Venture Business Unit to Add to	Value is inserted into INTFC_FIN table.
Percentage of Cost	Enter a decimal value—for example, enter 0.50 for 50%.
Disposal Code	Choose a disposal code from the available options. Disposal codes are fully described in Retiring Assets.
Total Proceeds	Enter 0 if there are none.
Percentage of Quantity	Enter a decimal value—for example, enter 0.50 for 50%.
Total Removal Cost	Enter 0 if there is none.
Retirement Type	Enter either <i>Extraordinary</i> or <i>Ordinary</i> to indicate how the gain or loss that results from a retirement should be reported. This is for information only.
Retirement Convention	Select a retirement convention. This indicates how depreciation will be calculated through retirement.
Voluntary/Involuntary	Enter either <i>Voluntary</i> or <i>Involuntary</i> to indicate the reason for a retirement. This is for information only.

See Also

“Processing Mass Changes”

“Retiring Assets ”

Adding a Joint Venture Participant

When it adds a joint venture participant business unit to an existing joint venture, the mass change performs these functions:

- Retires an established percentage of cost and quantity from one business unit and its books by using the defaults you specify for the retirement.
- Adds the same percentage of cost and quantity to the new business unit and its books by using the proceeds you specify for the retirement.

When you define the mass change, select *JVA-Joint Venture BU Addition* as the **Mass Change Template** used to add a Joint Venture participant. If you want to use book values from the profile ID of the new participant business unit, select the *JVP-Joint Vent BU Add (w/Prof)* mass change template.

In Execution Sequence 1, you need to select the book or books from which you want to retire a portion of assets. You also need to specify the Joint Venture Business Unit from which you want to retire assets so that these values can be applied to the new participant business unit.

In Execution Sequence 2, enter default values for the mass change.

Note. Before you can add a business unit to an existing joint venture, that business unit must be fully established.

See Also

“Establishing Asset Management Business Units”

Removing a Joint Venture Participant

When it removes a joint venture participant business unit from an existing joint venture, the mass change performs these functions:

- Retires the total cost and quantity from one business unit and its books, using the defaults you specify for the retirement.
- Adds that cost and quantity to another business unit and its books, using the proceeds you specify for the retirement.

When you define the mass change, select *JVA-Joint Venture BU Removal* as the **Mass Change Template** used to remove a Joint Venture participant.

In Execution Sequence 1, you need to select the book or books that you want to remove. You also need to specify the Joint Venture Participant Business Unit you want to remove.

In Execution Sequence 2, enter default values for the mass change.

Changing Joint Venture Ownership Allocations

When it changes ownership allocations for an existing Joint Venture, a mass change performs these functions:

- Retires a percentage of the cost and quantity from one business unit and its books, using the defaults you specify for the retirement.
- Adds that same percentage of cost and quantity to another business unit and its books, using the proceeds you specify for the retirement.

When you define the mass change, select *JVT-JV Allocation Change* as the **Mass Change Template** used to change Joint Venture ownership allocations.

In Execution Sequence 1, you need to select the department or departments from which you want to transfer joint venture assets. You also need to specify the Joint Venture Business Unit from which you want to transfer assets.

In Execution Sequence 2, enter default values for the mass change.

Loading Joint Venture Transactions

After you have run a Joint Venture mass change, use the Transaction Loader to load results of the mass change into your PeopleSoft Asset Management tables.

See Also

“Integrating with Other Applications,” Running the Transaction Loader

CHAPTER 16

Processing Depreciation

This chapter provides an overview of processing depreciation and describes how to:

- Depreciate group assets
- Process depreciation
- Expand depreciation by period
- Change depreciation attributes
- Create period depreciation accounting entries
- View depreciation
- Adjust accumulated depreciation
- Run depreciation reports

Understanding Depreciation Processing

PeopleSoft Asset Management has the ability to calculate depreciation across more than 18,000 different scenarios, depending on the depreciation attributes you select. Most standard depreciation methods and prorate conventions are delivered, along with functionality for you to define your own depreciation methods and prorate conventions. For U.S. clients, PeopleSoft Asset Management calculates tax credits and tax credit recapture. Standard depreciation reports are provided, as well as reports that will help you comply with the U.S. Tax 40% Rule, the U.S. Alternative Minimum Tax (AMT), and the U.S. Adjusted Current Earnings (ACE). For global customers, we deliver depreciation methods commonly used in Europe and Japan in addition to the methods used around the globe.

Prerequisites for Processing Depreciation

Before you begin to depreciate assets, you must set them up with required depreciation attributes. We'll review these attributes in this section. You must set up the following:

- Depreciation method
- Prorate convention

- Depreciable basis
- Estimated useful life
- Placed-in-service date

PeopleSoft Asset Management will calculate the annual depreciation based on the asset's life, depreciable cost basis, placed-in-service date, and any depreciation limits you specify. Required depreciation attributes can be set up on three levels. They can be entered in your business unit books, defined when you set up asset profiles, or specified when you add assets to the system.

Books

When you set up your business unit books, you specify whether each book is a financial book, a tax book, or a financial book with tax information. This specification acts as a filter, enabling you to select options that correspond to the book type you specified. For example, if you define a book as a tax book, PeopleSoft Asset Management doesn't let you select depreciation attributes that aren't supported by U.S. Federal tax code.

See Also

"Establishing Asset Management Business Units," Business Unit/Book Definition Page

Profiles

Asset profiles function as templates to provide a quick way to enter asset information, especially depreciation criteria. Rather than enter the book, method, convention, life, and tax credit information each time you add an asset, you can use the asset profile to default that information. When you enter assets, specify the profile ID—if any depreciation information in the profile does not apply, it can be overridden.

See Also

"Establishing Asset Processing," Setting Up Asset Profiles

Adding Assets

You can also specify depreciation attributes as you add assets to PeopleSoft Asset Management. You'll need to do this if the asset profile does not contain the depreciation criteria you want for the asset. If you are using more than one book, you will need to specify the depreciation criteria for each book.

See Also

"Adding and Maintaining Assets "

Using Calendars

To ensure correct depreciation processing, the detail calendar you're using must include *at least 5 years prior to the life of your oldest asset*. For example, if the life of your oldest asset began on 01/01/90, your calendar must begin no later than 01/01/85. These prior periods are required for correct depreciation processing.

If there are any Short Tax Years contained within this 5 year period, we recommend that you create a calendar of more than 5 years to ensure correct depreciation.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, Defining Detail Calendars

Using Depreciation Schedules

If you are using a depreciation method that relies on tables specifying the percentage of depreciation expensed for each period, review the delivered depreciation schedules. If you use depreciation schedules different from those delivered, you must add a schedule with the appropriate percentages for each In-Service Period for each Year of Life.

See Also

"Establishing Asset Processing," Setting Up Depreciation Schedules

Using Prorate Conventions

We deliver PeopleSoft Asset Management with all standard prorate conventions. In addition, we provide the ability for you to build new conventions based on calendars, and to copy conventions from one SetID to another as appropriate.

See Also

"Establishing Asset Processing," Setting Up Depreciation Conventions

Depreciating Group Assets

Group Assets are treated differently from regular assets for depreciation purposes. Before you run depreciation on group assets, you will need to run a process that consolidates group member asset cost information to the group level. Then, you can depreciate group assets using a depreciation process that is separate from the process used to depreciated regular (non-group) assets. PeopleSoft Asset Management only supports the Flat Rate depreciation method for group assets.

See Also

”Using Group Asset Processing”

Processing Depreciation

You must run depreciation to account for every transaction you perform against an asset. For example, when you transfer an asset, you may need to run depreciation to correctly reflect the department now using the asset. For some transactions, including adjustments, transfers, and recategorizations, the depreciation calculation process will move the stored depreciation amounts from department to department or category to category, depending on the transaction you are performing and the ChartFields you have specified.

Here’s what you do to process depreciation:

- Request the Depreciation Calculation Process (AMDPCALC) using the Depreciation Calculation Request page.
- Review open transactions using the Open Transactions page.

Pages Used to Process Depreciation

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Depreciation Calculation	RUN_AMDPCALC	Asset Management, Calculate Depreciation, Asset Depreciation, Calculate	Run the depreciation calculation process (AMDPCALC).
Open Transactions	OPEN_TRANS_DET AIL	Asset Management, Calculate Depreciation, Open Transactions, Review	Review detail information about an open transaction. Note. You can view open tax transactions by using the same process but by navigating to Asset Management, Reports, Taxes, Review Open Tax Transactions.

Requesting the Depreciation Calculation Process (AMDPCALC)

Process in Parallel

Select Process in Parallel if you will be using parallel processing. The **Sequence Number** will automatically populate based on the number of process requests you have submitted. Parallel processing works by running

multiple requests of the same process that specify different parameters against different temporary tables.

Note. Accumulated depreciation for group member assets will be loaded at the member asset level.

Reviewing Open Transactions

You can review open transactions broadly, by searching for them by Business Unit for example, or more specifically by including more criteria in your search.

Searching For Open Transactions

Use broad or narrow search criteria to identify a list of open transactions. In addition to Business Unit, you can specify Asset Book Name, Transaction Date or Accounting Date, Asset Identification, or you can specify the action type of a pending transaction. Also, each open transaction can have statuses, and you can use these to make your search criteria very specific.

Actions of Open Transactions

Each pending transaction can have an action type associated with it. The following list shows the action types that are available:

- Asset Addition
- Asset Cost Adjustment
- Asset Recategorization
- Asset Reinstatement
- Asset Retirement
- Asset Transfer
- Book Adjustment
- Budgeted Depreciation
- Budgeted Lease Payments
- Depreciation
- Inflation Adjustment
- Lease Payment
- Manual Reserve Adjustment

- Prior Period Adjustment
- Resume Depreciation
- Retro Rate Change for Group Assets
- Suspend Depreciation

Depreciation Calc Status (depreciation calculation status)

<i>Completed Depreciation</i>	Depreciation has been calculated for this transaction.
<i>Held For Transfer In</i>	When you process InterUnit transfers, PeopleSoft Asset Management processes the out and in transactions at the same time. This status indicates that the transaction is being held until its corresponding Transfer In can be processed.
<i>Never Calculate Depreciation</i>	The depreciation calculation process will ignore this transaction.
<i>Pending Depreciation</i>	Depreciation has not yet been calculated for this transaction.

Acctg Entry Creation Status (accounting entry creation status)

<i>Completed Distribution</i>	This transaction has been sent to the General Ledger.
<i>Never Calculate Distribution</i>	The distribution process will ignore this transaction.
<i>Pending Distribution</i>	This transaction has not yet been sent to the General Ledger.

Sum Group Asset Status

<i>Completed Sum</i>	The summarization process has been completed on these transactions for group member assets.
<i>Grouped</i>	Indicates a Group Asset.
<i>Member Depreciation</i>	Indicates a book change on a group member, such as changing its convention or in-service date.
<i>Never Sum</i>	These transactions will be ignored by the summarization process.
<i>Pending Sum</i>	The summarization process has not yet been completed on these transactions for group member assets.

Once you have searched for all open transactions based on specified criteria, you can view particular open transactions in detail.

Expanding Depreciation by Period (AMDPEXPD)

To maintain optimal table size and increase depreciation processing efficiency, we recommend that you store depreciation entries by fiscal year. However, if you need to store depreciation entries by period rather than by fiscal year, use the Expand Depreciation by Period page to expand fiscal year storage to period storage.

Page Used to Expand Depreciation by Period (AMDPEXPD)

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Expand Depreciation by Period	AMDPEXPD_RQST	Asset Management, Calculate Depreciation, Asset Depreciation, Expand by Period	Store depreciation entries by period. You can expand storage one fiscal year at a time.

Using the Expand Depreciation by Period Page

Access the Expand by Period page.

Enter a Fiscal **Year** and a Process **Frequency**. The process can only be run for one fiscal year at a time.

Run Options

Select a Business **Unit Option**, either *All* or *One*. If you specify one, select a **Business Unit**.

Select a Book **Option**, either *All* or *One*. If you specify one, select a **Book Name**.

Select a Book **GRP Asset Option**, either *All* or *Range*. If you specify a range, select a **From Asset** and **To Asset ID**.

Changing Depreciation Attributes

PeopleSoft Asset Management enables you to change depreciation attributes as necessary.

Here are ways you can change depreciation attributes:

- Change the effective date.
- Change the depreciation limit.
- Change the status.

Changing Effective Date

Changing the effective date of depreciation attributes may become necessary to accommodate changes in tax law or company policy. You can set up anticipated changes for future use by effectively dating them. You can also affect prior periods by changing the effective date.

Depreciation Limit

Changing the depreciation limits on assets may increase or decrease the amount of depreciation you can expense on an asset in any given year. This will, in turn, change the depreciation amount allocated to each period. If necessary, the life of the asset will be extended to depreciate the asset fully.

Status

Asset depreciation status is book-specific. Therefore, an asset can be depreciable for one book and non-depreciable for another. There is no limit to the number of times an asset can have its depreciation suspended, or to the length of time for which it can be suspended.

When you change the status of an asset from Depreciable to Non Depreciable, the system will delete future depreciation calculations. All transactions performed while the asset is suspended will take into account only the depreciation that has occurred as of that point.

While an asset is in a suspended state (that is, has a status of Non Depreciable), you can still perform financial transactions on it. Those transactions will generate appropriate accounting entries with a Trans Date (transaction date) of when the transaction actually took place. Adjustments generate one accounting entry for the cost adjustment. Transfers generate two accounting entries, one for the cost transfer, and one to transfer accumulated depreciation. Retirements generate accounting entries for cost, accumulated depreciation, and any gain or loss.

Note. You cannot perform InterUnit transfers on assets which have been suspended.

When you change a non-depreciable asset to a depreciable asset, PeopleSoft Asset Management will perform a remaining value calculation and calculate depreciation based on all depreciation parameters. The time during which depreciation was suspended will not be taken into account against the asset's life.

Creating Pending Depreciation Transactions

Use the Create Pending Depreciation page to create open transactions.

Page Used to Create Pending Depreciation Transactions

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Create Pending Depreciation Transactions	AMOPNTRNS_RQST	Asset Management, Calculate Depreciation, Asset Depreciation, Create Pending Transactions	Run a process that creates open transactions. This is necessary when you have used the Future Depr Years (future depreciation years) option to limit depreciation calculations to a specific number of years rather than the asset's useful life. For example, if you had limited future depreciation years to two, and you were now entering the third year, you would run this process before running depreciation so that the depreciation calculations would account for all open transactions.

Using the Create Pending Depreciation Transactions Page

Access the Create Pending Depreciation Transactions page.

Run Options

Select an **Asset Type** option:

<i>All Assets</i>	Recalculates depreciation for all assets.
<i>Group Asset</i>	Recalculates depreciation for all group assets.
<i>Non Group Asset</i>	Recalculates depreciation for all assets except group assets.

Process Scheduler runs the AMOPNTRNS process at user-defined intervals.

Creating Period Depreciation Accounting Entries

After you have processed depreciation, you'll need to create accounting entries for the period depreciation. Before you create any accounting entries, check your processing options to see whether you're set to process automatically or whether you must schedule processing.

Here's how you create period depreciation accounting entries:

- Check which periods are open to ensure depreciation will be expensed to the correct period.
- Account for any depreciation that you are allowed during the time an asset wasn't set up in PeopleSoft Asset Management.
- Create accounting entries for the amount you enter during the add process for assets with accumulated depreciation.
- Set up your depreciation allocation calendar.
- Close accounting periods.

See Also

"Creating Accounting Entries"

Open Periods

To ensure depreciation will be expensed to the correct period, you need to check which periods are open. To verify periods, select Define Business Rules, Establish Business Units, Use, Asset Management Definition. Select the Update Open Periods page.

If the Open Periods reflect the current open accounting period, you can create your period depreciation accounting entries. If not, you must close the prior period manually and open the current period before creating your period depreciation accounting entries.

Prior Period Depreciation

When you acquire assets or place assets in service during one accounting period, but add them to PeopleSoft Asset Management during a different accounting period, you need to account for any depreciation that you are allowed during the time the asset wasn't set up in PeopleSoft Asset Management. You can do this by adjusting the transaction and accounting dates.

Typically, the transaction date represents the date you actually acquired the asset and the accounting date represents the date you want this transaction expensed. The accounting date will be validated against the open periods for PeopleSoft Asset Management stored in the FIN_OPEN_PERIOD table to determine which period to expense to. The difference between the transaction date and the accounting date will determine if any prior period depreciation needs to be calculated. For example, a computer was acquired and placed in service on March 15, 2000 but didn't get entered in PeopleSoft Asset Management until August 1, 2000. All

periods prior to August are closed. PeopleSoft Asset Management will automatically calculate depreciation starting in March and reflect this depreciation in the August period. When period depreciation accounting entries are created for August, they will reflect all depreciation activity since March. Please note that this is the only time life-to-date calculations will take place without being selected.

See Also

“Processing Depreciation,” Understanding Depreciation Processing

Accumulated Depreciation

When you add an asset with accumulated depreciation, you can create accounting entries for the amount you enter during the add process. Once the asset has been added, accumulated depreciation will be updated each time you create new period depreciation accounting entries.

Depreciation Allocation

The amount of depreciation you can expense for each period depends on how you set up your calendar. You can choose to define your periods as months. When you set up your calendar, specify the year, the number of periods in each year, the beginning and ending date of each period, and what each period is called. For example, if you use a monthly calendar, your first period may be called January or April.

You’ll also specify the portion of depreciation to be allocated for each period. For example, if you use a monthly calendar, you can specify that one-twelfth of your annual depreciation amount will be allocated to each period.

Closing an Accounting Period

Once you have created accounting entries for depreciation for an accounting period, you must close it. This ensures that you do not over depreciate for the period.

See Also

“Creating Accounting Entries,” Running Depreciation Close

Viewing Depreciation

You can view depreciation-related information for both regular assets and parent-child assets on-line.

Here’s how you view depreciation:

- View a summary of basic asset depreciation information.
- Calculate an asset's net book value and view its depreciation information by year.
- View depreciation broken out by the periods you specified when you entered the asset.
- Specify some or all child assets to be included in a parent asset's net book value calculation.

Pages Used to View Depreciation Related Information

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Asset Depreciation – Asset	DEPR_ALL_MAIN	• Asset Management, Review Cost/Depr Activity, Asset Depreciation • Asset Management, Owned Assets, Parent-Child Processing, Review Parent-Child NBV	View a summary of basic asset and depreciation information.
Asset Depreciation	DEPR_ALL_YEAR	• Asset Management, Review Cost/Depr Activity, Asset Depreciation, Depreciation • Asset Management, Owned Assets, Parent-Child Processing, Review Parent-Child NBV	Regular Assets Calculate an asset's net book value and view its depreciation information for the year. Parent-Child Assets Calculate net book value. depreciation information by year will not display.
Asset Depreciation – Period Depreciation	DEPR_ALL_PERIOD	• Asset Management, Review Cost/Depr Activity, Asset Depreciation, Period Depreciation • Asset Management, Owned Assets, Parent-Child Processing, Review Parent-Child NBV	View depreciation broken out by the periods you specified when you entered the asset.

Page Name	Object Name	Navigation	Usage
Child Assets	CHILD_ASSETS	Asset Management, Owned Assets, Parent- Child Processing, Review Parent-Child NBV	Specify some or all child assets to be included in a parent asset's net book value calculation.

Using the Asset Depreciation – Asset Page

Access the Asset Depreciation – Asset page.

Note. Parent assets created on the Parent Asset page (parent-only assets) do not have cost or basic information. They cannot be viewed in the Parent Child Basic Information component, nor can they be viewed or transacted against in the Asset Cost/Adjust Transfers component; the Asset Retirements component; or the Parent-Child NBV component. If you want to use a parent asset as a reporting umbrella only and access these pages for manipulating child assets en masse, we suggest creating a zero cost parent asset as opposed to a parent only asset. Also, to transact against parent and child assets at once, parent and child must use the same asset profile.

Asset Depreciation Page

Access the Asset Depreciation – Depreciation page

Asset		Depreciation		Period Depreciation	
Unit:	US001	Asset ID:	EX_000000001	2000 Chevrolet Tahoe LT 1/2Ton	Status: In Service
Book					
Book Name:	CORP	Corporate	Currency:	USD	
Depreciation Attributes					
Method:	Straight Line		Calculation Type:	Remaining Value	
Useful Life:	60	Periods	In Service:	01/02/1999	
			Convention:	FM	
			Begin Date:	02/01/1999	
☐	Low Value		☐	Derogatory Depreciation	
	End Date:		Future Depr Yrs:		
Net Book Value					
Cost:	39,107.00	As Of Fiscal Year:	2002	Period:	1
Salvage Value:	0.00				
Accum Depr:	11,157.92				
Net Book Value:	27,949.08				
Calculate NBV					

Asset Depreciation – Depreciation page (1 of 2)

Yearly Depreciation											Customize Find View All First 1-18 of 19 Last
Year	Depreciation Amount	Operating Unit	Fund Code	Department	Program Code	Class Field	Budget Reference	Product	Project	Category	Cost Type
1999	3,060.00	NEWYORK		14000						AUTO	
2000	5,000.00	NEWYORK		14000						AUTO	
2001	2,950.00	NEWYORK		14000						AUTO	
2002	1,775.00	NEWYORK		14000						AUTO	
2003	1,775.00	NEWYORK		14000						AUTO	
2004	1,775.00	NEWYORK		14000						AUTO	
2005	1,775.00	NEWYORK		14000						AUTO	
2006	1,775.00	NEWYORK		14000						AUTO	
2007	1,775.00	NEWYORK		14000						AUTO	
2008	1,775.00	NEWYORK		14000						AUTO	
2009	1,775.00	NEWYORK		14000						AUTO	

Asset Depreciation – Depreciation page (2 of 2)

Net Book Value

Net Book Value

To calculate the Net Book Value of the asset, specify **As Of Fiscal Year** and **Accounting Period**, and click **Calculate NBV** (calculate net book value). PeopleSoft Asset Management will display **Cost**, **Accum Depr** (accumulated depreciation), **Salvage** value, and **NBV** for the selected asset, fiscal year, and accounting period.

Yearly Depreciation

Depreciation amounts are shown by year through the last year of the asset's life.

Note. Yearly depreciation amounts are not shown for Parent-Child assets.

Period Depreciation Page

Access the Period Depreciation page.

Asset		Depreciation		Period Depreciation									
Unit:	US001	Asset ID:	EX_000000001	2000 Chevrolet Tahoe LT 1/2Ton	Status: In Service								
Book													
Book Name:		CORP Corporate		Currency: USD									
Get Period Depreciation													
☒ Expense		☒ Accum		Year: 2002	Get Period Depr								
Depr. Accum Adjustment													
Period Depreciation											Customize Find View All First 1-12 of 12 Last		
Year	Period	Trans Type	Depreciation Amount	Oper Unit	Fund Code	Department	Program Code	Class Field	Budget Reference	Product	Project	Category	Cost Type
2002	1	DPR	147.92	NEWYORK		14000						AUTO	
2002	2	DPR	147.92	NEWYORK		14000						AUTO	
2002	3	DPR	147.92	NEWYORK		14000						AUTO	
2002	4	DPR	147.92	NEWYORK		14000						AUTO	
2002	5	DPR	147.92	NEWYORK		14000						AUTO	
2002	6	DPR	147.92	NEWYORK		14000						AUTO	
2002	7	DPR	147.92	NEWYORK		14000						AUTO	

Asset Depreciation – Period Depreciation page

Get Period Depreciation

Expense	Select Expense to see depreciation expense for the year specified.
Accum (accumulated)	Select Accum (accumulated) to see accumulated depreciation for the year specified.

Note. If you do not select **Expense**, but select **Accum**, you will only see the amounts that affected accumulated depreciation—you won't see expense for that year. For example, when an asset is added with accumulated depreciation, there is no corresponding expense amount. If you do not select **Accum**, but select **Expense**, you will see the amounts that affected the expense account, but not the accumulated depreciation for that year.

Year	Select a Year for which you want to view period depreciation entries.
Get Period Depr (get period depreciation)	When you click Get Period Depr (get period depreciation), PeopleSoft Asset Management calculates depreciation allocated to each period for the year specified, and displays the information. You can change the period depreciation amounts if you so desire. Note that once you have modified the period depreciation, you will change the depreciation method to Manual Depreciation.

Period Depreciation

Click **Depr. Accum Adjustment** (Depreciation Accumulated Adjustment) to access the Depreciation Accumulated Adjustment page where you can make adjustments to accumulated depreciation.

Note that if you perform two transfers on the same asset in the same accounting period (on the same set of ChartFields), the Asset Depreciation by period page will display only a *net* result of both transfers. For example, suppose an asset with an AM convention is added to department 12000 on 08/31/97 with a cost of USD 10,000.00 and a life of five years. On 9/30/97, the asset is transferred to department 14000. The asset is then transferred again on the same day to department 21100. The Asset Depreciation by period page will display the following entries for the transfers:

12000	1997	8	DPR	166.66
12000	1997	9	TFR	-166.66
21100	1997	9	TFR	+166.66

There will be no entry for the transfer in and out of department 14000 on the same day, as this is a net zero. Note however, that the depreciation table will have two additional rows for both Transfer Out and In.

Child Assets

Access the Child Assets page.

Click **Select All** to include all child assets with the parent in the net book value calculation.

To include some child assets, click **Select** on the specific rows.

Sort By enables you to sort child assets by the following criteria:

Acquisition Date	Date the asset was acquired.
Child Asset ID	Asset ID assigned to the child asset.
Cost	Cost of the child asset.
Currency	Currency in which child asset costs are stored.
Description	Child asset description.
Tag Number	Tag assigned to the child asset. Parent and child assets may share the same tag number.

Click **Asset Information** to access another copy of the Asset page in the Asset Depreciation component. The page will open populated with the child asset.

The **Include Parent Asset** check box is selected by default. Clearing it enables you to calculate net book value at once for all or selected child assets while leaving the parent asset out of the calculation.

Adjusting Accumulated Depreciation

Access the Depreciation Accumulated Adjustment page to adjust accumulated depreciation.

Page Used to Adjust Accumulated Depreciation

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Asset Depreciation Accumulated Adjustment	DEPR_ACCUM_ADJ	Asset Management, Calculate Depreciation, Asset Depreciation, Adjusted Accumulated Depr	Make adjustments to accumulated depreciation.

Using the Asset Depreciation Accumulated Adjustment Page

Access the Asset Depreciation Accumulated Adjustment page.

After saving the page, click **Asset Depreciation** to view the adjustment on the Period Depreciation page.

Note. Each book has to be adjusted separately.

Note. If multiple books are associated with the same Ledger Group with KLS switched ON, the adjustment amount is converted and copied from the primary book to the secondary books if no adjustment amounts are entered on the secondary book.

Running Depreciation Reports

PeopleSoft Asset Management provides a full complement of depreciation-related reports. Before you can run depreciation reports, you must load the depreciation report table. The table stores life-to-date and year-to-date depreciation amounts. We recommend that you run the process once at the beginning of the year for all assets in your system, and on a monthly or other regular basis thereafter for new open transactions.

Here's how you run depreciation reports:

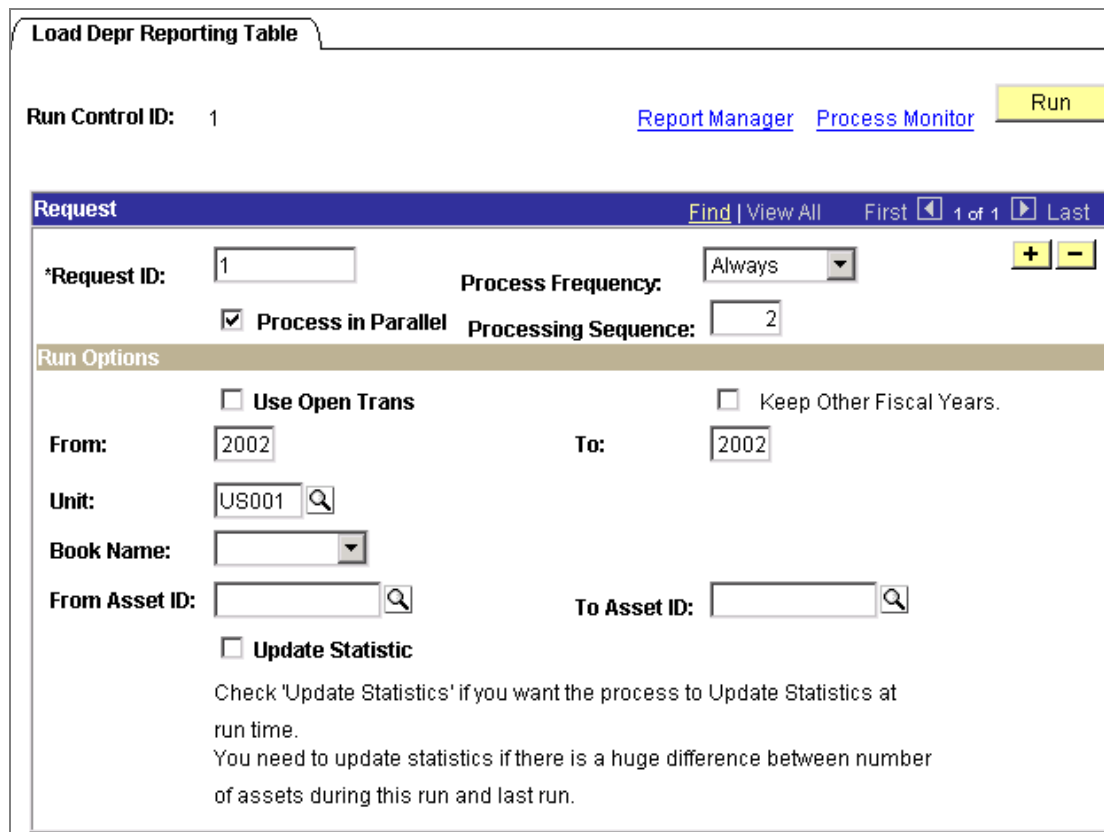
- Load the depreciation report table.
- Run the Depreciation by Period report.
- Run the Depreciation by Fiscal Year report.
- Run the Depreciation Activity report.

Pages Used to Run Depreciation Reports

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Load Depr (depreciation) Reporting Table	AMDPREPT_RQST	Asset Management, Reports, Load Reporting Tables, Load Depr Reporting Table	Load the PS_DEPR_RPT table. This table is used for all depreciation reports.
Depreciation by Period Request	RUN_AMDP2200	Asset Management, Reports, Cost and Depreciation, Depreciation by Period	Run the Depreciation by Period report.
Depreciation by Fiscal Year Request	RUN_AMDP2300	Asset Management, Reports, Cost and Depreciation, Depreciation by Fiscal Year	Run the Depreciation by Fiscal Year report.
Depreciation by Activity Request	RUN_AMDP2000	Asset Management, Reports, Cost and Depreciation, Depreciation by Activity	Run the Depreciation by Activity report.

Loading the Depreciation Report Table

Access the Load Depr Reporting Table page.



Load Depr Reporting Table

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) **Run**

Request Find | View All First 1 of 1 Last

*Request ID: 1 Process Frequency: Always + -

☒ Process in Parallel Processing Sequence: 2

Run Options

☐ Use Open Trans ☐ Keep Other Fiscal Years.

From: 2002 To: 2002

Unit: US001 🔍

Book Name: ▾

From Asset ID: 🔍 To Asset ID: 🔍

☐ Update Statistic

Check 'Update Statistics' if you want the process to Update Statistics at run time.
You need to update statistics if there is a huge difference between number of assets during this run and last run.

Load Depr Reporting Table

Select the **Process in Parallel** check box if you will be using parallel processing. Parallel processing works by running multiple requests of the same process that specify different parameters against different temporary tables.

Run Options

Use Open Trans (use open transactions)

Select the Use Open Trans check box when you want the process to pick up only new open transactions since you last ran the process.

Keep Other Fiscal Years

Select the Keep Other Fiscal Years check box when you are processing a new year but you want to keep other years in the table.

Note. The reporting table should only be loaded for the current fiscal year, or at most two fiscal years depending on your reporting requirements.

Note. You should run the AMDPREPT_RQST process throughout the year to account for new transactions created during the year by selecting the Use Open Trans option.

CHAPTER 17

Using User-Defined Depreciation

This chapter provides an overview of user-defined depreciation and describes how to:

- Create a user-defined depreciation method.
- View user-defined variables.
- Review user-defined methods.
- Generate a user-defined depreciation SQC program.
- Copy a user-defined depreciation method.
- Select a user-defined depreciation method for an asset.

Understanding User-Defined Depreciation

PeopleSoft Asset Management enables you to create and use your own depreciation method. This section provides the information you will need to do so.

To create and use depreciation methods, follow these steps:

1. Review the variables available for use in your depreciation formula.

We provide a table in this section that lists the commonly used user-defined depreciation variables, and an inquiry page where you can review these variables within the system. Once you have reviewed the available variables, you can proceed to creating your depreciation formula.

2. Define the formula you want to use for depreciation.

Do this as a series of steps, and then review the steps on a summary page we provide for this purpose.

3. Assign the user-defined method to assets.

This can be done on several different pages within the system.

4. Save the user-defined depreciation method.
5. Generate a user-defined method SQC program.

This SQC is called by the main depreciation calculation program, AMDPCALC, during depreciation calculations. It processes all user defined depreciation methods by SetID.

Prerequisites for User-Defined Depreciation

We provide a listing of the user-defined depreciation variables that are commonly used to construct the depreciation formula. The table shows the variable name, the corresponding program variable, and whether a variable can be assigned a calculation result. Review this information to see if you can use it to construct your formula.

Variable	Program Variable	Assign To Flag
ALLOC_LIFE	# ALLOC_LIFE	N
ALLOC_TOTAL	#ALLOC_TOTAL	N
ASSET_BASIS	#ASSET BASIS	N
ASSET_COST	#ASSET_COST	N
ASSET_COST_PER_CHARTFIEL D	#LINE_COST	N
ASSET_LIFE	#ASSET_LIFE	N
BEGIN_DEPR_PERIOD	#BEGIN_DEPR_PD	N
BEGIN_DEPR_YEAR	#BEGIN_DEPR_FY	N
CURRENT_YEAR	#SELECTED_FY	N
DB_PERCENT	#DB_PERCENT	N
DEPR	#DEPR	Y
DEPR_LOW_LIMIT	# DEPR_LOW_LIMIT	N
DEPR_PERCENT	#FLAT_PERCENT	N
LIFE_IN_YEARS	# LIFE_IN_YEARS	N
LIFE_REMAINING	#LIFE_REMAINING	N
LINE_COST_FRACTION	#LINE_COST_FRACTION	N
LTD_DEPR	#LTD_DEPR	N
NO_OF_PERIODS_IN_YEAR	#NUMBER_OF_PERIODS	N
NO_OF_PERIODS_TO_DEPR	# ALLOC	N
RESULT_A	#RESULT_A	Y
RESULT_B	#RESULT_B	Y
RESULT_C	#RESULT_C	Y
RESULT_D	#RESULT_D	Y

Variable	Program Variable	Assign To Flag
RESULT_E	#RESULT_E	Y
RESULT_F	#RESULT_F	Y
RESULT_G	#RESULT_G	Y
RESULT_H	#RESULT_H	Y
RESULT_I	#RESULT_I	Y
RESULT_J	#RESULT_J	Y
RESULT_K	#RESULT_K	Y
RESULT_L	#RESULT_L	Y
RESULT_M	#RESULT_M	Y
RESULT_N	#RESULT_N	Y
SALVAGE_VALUE	#SALVAGE_VALUE	N
TOTAL_PERIODS_DEPR	#PERIOD_COUNT_ACCUM	N
UDX1	# UDX1	Y
UDX2	# UDX2	Y
UDX3	# UDX3	Y
UDX4	# UDX4	Y
UDX5	# UDX5	Y
UDX6	# UDX6	Y

Page Used to Create or Select Variables

Page Name	Object Name	Navigation	Usage
User Defined Variable	UD_VARIABLE_DEF N	Set Up Financials/Supply Chain, Product Related, Asset Management, Review User Defined Methods, User Defined Variables	Create a new variable or select an existing variable.

Using a User Defined Variable

Access the User Defined Variable page.

Program Variable

Name used to identify and reference the user defined variable name with the corresponding internal AMDPCALC program variable name.

Assign To Variable

Indicates whether you can assign the resultant value to this variable.

Initialize

This check box displays only for variables for which Assign To Variable appears. Determines whether you can initialize the content of a variable during consecutive year calculation, to have it be used in the calculation for the subsequent year(s).

Creating a User-Defined Depreciation Method

Once you have designed the depreciation formula, you need to enter it into PeopleSoft Asset Management. The User Defined Method component consists of three pages on which you define the custom depreciation formula, see a summary page of the formula you entered, and add comments about the formula for reference as appropriate.

Use the pages in the User Defined Methods component to create the custom formula you want to use for depreciation.

Here's how you create a user-defined depreciation method:

- Enter the user-defined depreciation method on the User-Defined Method, Definition page.
- Summarize the user-defined method on the User-Defined Method, Summary page.
- Describe the user-defined method on the User-Defined Method, Comment page.

Pages Used to Create a User-Defined Depreciation Method

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
User-Defined Method – Definition	UD_METHOD_INQ	Set Up Financials/Supply Chain, Product Related, Asset Management, Review User-Defined Methods, User Defined Methods, Definition	Define the custom depreciation formula. Note. Method ID is a five-character identifier for the user-defined depreciation method you create.
User-Defined Method – Summary	UD_METHOD_SUMMARY	Set Up Financials/Supply Chain, Product Related, Asset Management, Review User-Defined Methods, User Defined Methods, Summary	View a visual representation of the complete depreciation formula you entered.

Page Name	Object Name	Navigation	Usage
User-Defined Method – Comment	UD_METHOD_COMMENT	Set Up Financials/Supply Chain, Product Related, Asset Management, Review User-Defined Methods, User Defined Methods, Comment	Enter any additional comments or explanations of this depreciation method.

Entering the User-Defined Depreciation Method

Access the User-Defined Method- Definition page.

The screenshot shows the 'User-Defined Method Definition' page. At the top, there are tabs for 'Definition', 'Summary', and 'Comment'. Below the tabs, the 'SetID' is 'SHARE' and the 'Method ID' is 'JDB' with the description 'Tangible/Declining Balance'. The 'Formula Sequence' section is highlighted in blue. It includes a 'Find | View All' link, a 'First' button, a page indicator '9 of 12', and a 'Last' button. The 'Sequence' is '90' with the description 'Calculate Line Salvage Value'. Below this, there is a 'Condition' section with radio buttons for 'None', 'If', 'Then', 'Else', 'And', and 'Or'. The 'If' condition is selected. The 'Operand 1' section has radio buttons for 'Constant' and 'Variable', with 'Variable' selected and the value 'SALVAGE_VALUE'. The 'Operation' section has a dropdown menu with '*' selected. The 'Operand 2' section has radio buttons for 'Constant' and 'Variable', with 'Variable' selected and the value 'LINE_COST_FRACTION'. The 'Result' section has a dropdown menu with 'RESULT_B' selected. At the bottom, there is an 'End If' section with a checkbox.

User Defined Method – Definition page

Formula Sequence

The system displays a **Sequence** number. The Sequence numbers are incremented by 10s (10, 20, and so on). You can change the sequence number if you like. Add a description of the sequence in the field provided.

For example, the following depreciation formula can be broken into steps that can be entered as separate sequences on the User Defined Method Definition page:

$$\text{Depreciation} = (\text{Asset Cost} / \text{Asset Life}) * \text{Number of Periods to be Depreciated}$$

The depreciation formula can be written as two steps, or sequences:

Step 1 - Result A = Asset Cost / Asset Life

Step 2 - Depreciation = Result A * No. of periods to be depreciated

Condition

None	The Default.
If	Indicates the beginning of an If statement within an If-Then-Else construct.
Then	Indicates the beginning of the Then statement within an If-Then-Else construct.
Else	Indicates the beginning of the Else statement within an If-Then-Else construct.

You can create and/or statements, if-then-else statements, and multiple if-then-else statements. You cannot use nested if statements.

End If

Select **End If** to indicate that this is the end of an If-Then-Else construct.

Input 1

Constant	Indicates a numerical value. If you select Constant , enter the value.
Variable	Indicates a user-defined variable. If you use Variable, select one.

Operation

Select the arithmetic operator.

Input 2

Constant	Indicates a numerical value. If you select Constant , enter the value.
Variable	Indicates a user-defined variable. If you use Variable, select one.

Result

Result	Select the Result name you will specify for the result of this operation. The result can be any user-defined variable with the Assign To Variable check box selected. See the table listing the common user-defined depreciation variables earlier in this section.

Validate

Click Validate to ensure that the syntax you entered is correct. The program performs a validation check and will prompt you with an error message to correct any syntax mistakes.

Sort

Click Sort to redisplay the sequence of steps you entered in ascending sequence order, if you have edited some steps into the formula.

See Also

Using a User Defined Variable

Reviewing User-Defined Methods

PeopleSoft Asset Management provides pages where you can review user-defined methods you have previously created.

Here's how you review user-defined methods:

- Review user-defined depreciation method definitions on the User-Defined Method, Definition page.
- Review user-defined depreciation method summaries on the User-Defined Method, Summary page.
- Review user-defined depreciation method comments on the User-Defined Method, Comment page.

See Also

Creating a User-Defined Depreciation Method

Pages Used to Review User-Defined Methods

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
User-Defined Method – Definition	UD_METHOD_INQ	Set Up Financials/Supply Chain, Product Related, Asset Management, Review User-Defined Methods, User Defined Methods, Definition	Define the custom depreciation formula. Note. Method ID is a five-character identifier for the user-defined depreciation method you create.

Page Name	Object Name	Navigation	Usage
User-Defined Method – Summary	UD_METHOD_SUMMARY	Set Up Financials/Supply Chain, Product Related, Asset Management, Review User-Defined Methods, User Defined Methods, Summary	View a visual representation of the complete depreciation formula you entered.
User-Defined Method – Comment	UD_METHOD_COMMENT	Set Up Financials/Supply Chain, Product Related, Asset Management, Review User-Defined Methods, User Defined Methods, Comment	Enter any additional comments or explanations of this depreciation method.

Generating a User-Defined Depreciation SQC Program

Once you have created a new user-defined depreciation method, you must regenerate the AMUDEPR.SQC program that is called by the main depreciation calculation program AMDPCALC during the depreciation calculation process.

Generate a user-defined depreciation SQC program on the User Defined Method Generate page.

Page Used to Generate a User-Defined Depreciation SQC Program

Page Name	Object Name	Navigation	Usage
User Defined Method Generate	RUN_AMUD_METHOD	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Generate User Defined Methods	Regenerate the AMUDEPR.SQC program that is called by the main depreciation calculation program AMDPCALC during the depreciation calculation process.

Using the User Defined Method Generate Page

Access the User Defined Depreciation Method Generate page.

Run Control ID: AD-HOC [Report Manager](#) [Process Monitor](#) [Run](#)

Request Information

This process will generate an User Defined Method AMUDEPR.SQC to be called from AMDPCALC.SQR for all SetIDs.
 Make sure you do specify the output file as 'AMUDEPR.SQC' in the same directory where AMDPCALC.SQR is located.
 For example: C:\AMDVL\SQR\AMUDEPR.SQC

User-Defined Depreciation Method Generate page

The program will automatically process all user-defined depreciation Method IDs you created for that SetID.

Note. Make sure that you copy the output file as AMUDEPR.SQC in the same directory where the AMDPCALC.SQR program is located.

If you receive any error messages when you run AMDPCALC, verify that you have copied the SQC properly to the directory where AMDPCALC is stored.

Process Scheduler runs the AMUDMTHD process at user-defined intervals.

Copying a User-Defined Depreciation Method

You can copy an existing user-defined depreciation formula when you define a new method. This feature comes in handy if you have to define a new depreciation method that is similar to an existing one. You can copy the existing formula and just modify it for the requirements of the new method, rather than defining it from scratch.

Use the User-Defined Method Copy page to copy a user-defined depreciation method.

Page Used to Copy a User-Defined Depreciation Method

Page Name	Object Name	Navigation	Usage
User Defined Method Copy	UD_METHOD_COPY	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, User Defined Methods-Copy	Copy a user-defined depreciation method. Note. Enter the Method ID of the user-defined depreciation method that you want to copy.

Using the User-Defined Method Copy Page

Access the User-Defined Method Copy page.

New Set ID	Select the New Set ID for the new depreciation method; it may be the same or different from the depreciation method you are copying from.
New Method ID	Enter the new New Method ID and a description for the new depreciation method. The description and Comment will default in from the old method, but you can change it.

After you have saved the new method, click Go to Maintain User Defined Method Page to modify the new copied method if appropriate.

Important! You have to Save the new depreciation method before you can modify it.

Selecting a User-Defined Depreciation Method for an Asset

Once you have created a user-defined depreciation method and generated the SQC, the method is available for selection as the depreciation method to be used for an asset. You do this when you:

- Specify a user-defined depreciation method for the asset profile.
- Complete an Asset Book Definition.
- Add an asset with ExpressAdd.

See Also

“Establishing Asset Processing,” Setting Up Asset Profiles

“Adding and Maintaining Assets,” Maintaining Asset Book Information

“Adding and Maintaining Assets,” Adding Assets with Asset ExpressAdd

CHAPTER 18

Reviewing Depreciation Calculation Results

PeopleSoft Asset Management provides you with the ability to perform what if depreciation simulation modeling and to load the net book value results into a spreadsheet program.

This chapter provides an overview of reviewing depreciation calculation results, and describes how to:

- Perform what if depreciation.
- Load the new book value depreciation results into a spreadsheet program.

Performing What If Depreciation

PeopleSoft Asset Management enables you to determine the depreciation amount for an asset(s) if you were to change some of the depreciation parameters. For example, what would be the effect on depreciation if you changed the prorate convention from mid-month to mid-quarter, or if you changed the depreciation method from straight line to sum of the year's digits?

PeopleSoft Asset Management enables you to experiment to determine what the effect on depreciation would be without having to change the actual depreciation parameters for an asset. You can use the What If Depreciation feature to determine the effect on the depreciation amount while leaving the actual depreciation parameters as they are currently set.

Another useful benefit of the What If Depreciation feature is to project what the depreciation would be if you added an asset and ran the actual depreciation program. For example, you can create an asset(s) and run the What If Depreciation program rather than running the *real* depreciation program. You can then see what the depreciation amount for the asset would be, go back and modify the depreciation parameters accordingly, then perform the actual depreciation.

To be able to perform what if depreciation, the asset(s) *must* be in the system. Add at least one asset to perform the simulation. The What if depreciation feature is for Add transactions only.

Here's how you perform what if depreciation:

- Perform what if depreciation using the Run What If Depreciation page.
- View the what if depreciation results.

Pages Used to Perform What If Depreciation

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
What If Depreciation	RUN_AMDPCOMP	Asset Management, Reports, Cost and Depreciation, What If Depreciation	Perform what if depreciation.

Using the What If Depreciation Page

Access the What If Depreciation page.

Save the depreciation what if changes you make and run the program. If you want to run multiple modeling comparisons using the same range of assets, use different run control IDs.

The What If Depreciation page causes the AMDPCOMP program to run instead of the normal depreciation program (AMDPCALC).

Process Scheduler runs the AMDPCOMP process at user-defined intervals.

Viewing What If Depreciation Results

Access the What If Depreciation Results page.

You can view the results of the What If Depreciation through an Inquiry page, or you can run a query to review results.

Using either method, examine the depreciation results to see what the consequences were of the depreciation parameter modifications you made, or what the projected depreciation would be if you ran depreciation for an asset(s). You can put the results of the query into a spreadsheet program. Go back and modify the depreciation results accordingly, and then run the actual depreciation program (AMDPCALC), if applicable.

Loading the Net Book Value Depreciation Results into a Spreadsheet Program

Load the net book value depreciation results into a spreadsheet program using the Load Net Book Value Table page.

Page Used to Load the Net Book Value Depreciation Results into a Spreadsheet Program

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Load Net Book Value Table	RUN_AMLDNBVT	Asset Management, Reports, Load Reporting Tables, Load Net Book Value Table	Generate an online report of depreciation processing results, run a query to view them, and export the results into a spreadsheet program for manipulation. Note. You can run different modeling simulations for the same range of assets by giving each simulation a different Run Control ID.

Using the Load Net Book Value Table Page

Access the Load Net Book Value Table page.

Specify **As of FY** (as of fiscal year) and accounting **Period**.

To see the results, run the query **Asset Net Book Value**. The report lists Accumulated depreciation, Current Period depreciation, and year-to-date depreciation. You can move the results into a spreadsheet program for manipulation.

Once you have loaded the Net Book Value Table, you can run any of five different Crystal reports:

- Crystal Report - Asset NBV by ChartField - AMNB1000
- Crystal Report - Asset NBV by Category - AMNB1010
- Crystal Report - Asset NBV by Account - AMNB1020
- Crystal Report - Asset NBV by Location - AMNB1030

CHAPTER 19

Allocating Depreciation Expenses

PeopleSoft Asset Management allows you to flexibly allocate depreciation expenses (or an asset's cost) across multiple departments or ChartField combinations. The allocation may simply be spread evenly (divided equally) among all departments or selected ChartField combinations, or it may be calculated on a pro rata basis or some factor appropriate to your business.

The following steps summarize the allocation process:

- Set up the depreciation allocation process.
- Run the allocation process.

Understanding the Depreciation Allocation Business Process

In some business environments, depreciation expenses may need to be allocated to departments or ChartField combinations other than those assigned to an asset's cost. For example, a store in a mall may need to allocate depreciation expenses for shared services assets such as HVAC (Heating, Ventilation, Air Conditioning) across all departments using the service. The allocation may simply be spread evenly among all departments, or it may be calculated on a pro rata basis based on the square footage of each department or some other factor.

PeopleSoft Asset Management enables you to create and process allocations before posting depreciation to the general ledger. It is important to know that allocation amounts are picked up in Asset Management from the DIST_LN table, which is populated by accounting entry generation programs such as the Accounting Entry Creation process (AMAEDIST) and the Depreciation Close process (AMDPCLOS). This means that the allocation process must be run after running these programs and before journal generation. The allocation program will take unposted journal lines from the DIST_LN table, process them according to the defined allocation, and create new allocation entries. Also, lines that have already been sent to the general ledger by previous journal generation will not be available to allocate.

Prerequisites

You'll need to have defined transaction groups to set up the allocation basis.

See Also

"Establishing Asset Processing," Pages Used to Define Your Core Asset Tables

Setting Up the Depreciation Allocation Business Process

Here's what you do to set up the Depreciation Allocation business process:

- Define the allocation basis, which determines how and in what proportion the journal line amounts will be distributed to various targets.
- Define the sources and destinations for the cost/depreciation to be allocated.
- Link assets to a defined allocation basis.

Pages Used to Set Up the Depreciation Allocation Business Process

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Allocation Basis Definition – Definition	ALLOC_BASIS_PNL	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Allocation Basis Definition	Define basic information for your allocation basis.
Allocation Basis Definition – Allocations	ALLOC_BASIS1_PNL	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Allocation Basis Definition, Allocations	Specify the sources and destinations for the allocation.
Define Allocations for Asset	ALLOC_DEFN_PNL	Asset Management, Accounting Entries, Allocate Depreciation Expense, Asset Allocation	Associate assets with Allocation Basis IDs.

Entering the Allocation Basis

Access the Allocation Basis Definition – Definition page.

Transaction Group Select a Transaction Group which combines depreciation types for allocating expenses.

Choose an **Allocation Type**. There are three options to choose from:

Pro rata Distributes the **Total Allocation Units** the way you specify in the Allocation Destination grid.

Evenly

Distributes the **Total Allocation Units** equally among the **Allocation Destinations**.

Copy

Enables you to “override” a value so that ownership can be assigned to one department while expense is charged to another department, for example.

Note. If you selected *Pro rata* as the allocation type, enter **Unit of Measure** and **Total Allocation Units**.

Defining the Source and Destinations

Access the Allocation Basis Definition – Allocations page.

Enter Allocation Basis – Allocations page

Fill in the applicable ChartField sources and destinations.

If you are using a pro rata allocation, enter the **Allocation Units** for each destination.

Defining Allocations for Assets

Access the Define Allocations for Asset page.

Define Allocations for Asset

Unit: US001 Allocation Id: BLDG_ALLOC

Find | View All First 1 of 1 Last

*Effective Date: 06/03/2002 Status: ☒ Active ☐ Inactive

Book Name: CORP Category: BLDG Cost Type: Allocation Basis Id: DEPT_ALLOC

Operating Unit: Fund Code: Department: Program: Class Field: Bud Ref: Product: Project:

Customize | Find | First 1-3 of 3 Last

*Asset ID	*Allocation Basis Id	Description	Tag Number
1 EX_000000498	DEPT_ALLOC	Building A	+ -
2 EX_000000499	DEPT_ALLOC	Building B	+ -
3 EX_000000500	DEPT_ALLOC	Building C	+ -

Allocation Definition – Define Allocations for Asset page

Specify the criteria for the allocation by selecting ChartFields to associate with it. Enter an **Allocation Basis ID** for this allocation; this will be the default basis for this allocation.

Note. Use the Allocation Basis ID field to help quickly default the allocation basis value to each one of the selected asset IDs. For getting proper search results for asset IDs, you should populate one or all of the following fields: Book Name, Operating Unit, Department, Project ID, Product, Category and Cost Type. The Allocation Basis ID field will *not* narrow your search.

You can also associate specific **Asset IDs** with **Allocation Basis IDs** in the lower half of the page.

Performing the Depreciation Allocation Business Process (AMALLOC)

You can create allocation entries in the DIST_LN table by running the Depreciation Allocation process.

Note. The allocations process will call the centralized processor to generate balanced Inter/IntraUnit entries.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Using Inter/IntraUnit Accounting and ChartField Inheritance"

Page Used to Run the Depreciation Allocation Business Process

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
AM Period Allocation	AMALLOC_RQST	Asset Management, Accounting Entries, Allocate Depreciation Expense, Process Allocation	Create allocation entries in the DIST_LN table. If necessary, the allocations process will call the IU Processor to create balanced entries.

CHAPTER 20

Creating Accounting Entries

Each financial transaction you enter into PeopleSoft Asset Management can be used to generate balanced accounting entries. These entries in turn can be summarized and written to a journal, which can then be rolled up and posted to a general ledger system such as PeopleSoft General Ledger.

This chapter provides an overview of creating accounting entries and describes how to:

- Review your accounting entry set up.
- Create accounting entries.
- View the status of a background process.

Understanding Asset Information Flow

Balanced accounting entries are generated from financial transactions and are the basis for creating journals that will be posted to the general ledger. There are two sources for accounting entries in PeopleSoft Asset Management:

1. Accounting entries created from financial transactions such as asset additions, adjustments, or retirements.
2. Accounting entries created from depreciation close for a given accounting period.

Each time you enter or adjust financial asset information, PeopleSoft Asset Management creates an open transaction. This transaction remains open until depreciation is calculated and accounting entries are created for the transaction. Accounting Entry Creation (the AMAEDIST program) generates accounting entries for all financial transactions that are not related to depreciation. Depreciation Close generates accounting entries for depreciation in a given accounting period. Because these are two separate processes, you gain superior control over how often you send your transactions to the general ledger system.

Note. The delivered AMAEJOB will kick off the AMAEDIST process and the AM_IU_PRCs in sequence to create balanced accounting entries through the Inter/IntraUnit central processor.

To create accounting entries:

1. Enter asset transactions using PeopleSoft Asset Management.

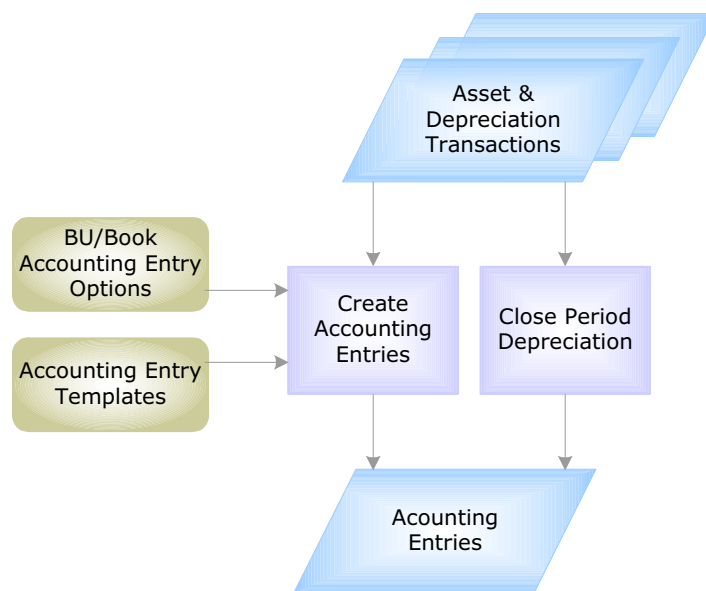
Based on the context of the transaction you enter, the system will create an open transaction with a transaction type such as *Add*, *Transfer*, *Adjust*, *Retire*, and so forth. These open transactions form a list of tasks for calculating depreciation and creating your accounting entries.

2. Calculate depreciation for open transactions using the Depreciation Calculation process in the Manage Assets window.
3. Create asset transaction accounting entries by running Accounting Entry Creation, which applies the appropriate accounting entry templates to the open transactions that were created in Step 1.

Selection of an accounting entry template is determined by the category, cost type, transaction type, and transaction code of the asset transaction. You can choose to run this process at any interval you want—for every transaction, every hour, every night, every week, or at the end of every month. You can use the process scheduler to schedule these runs for you. We recommend that you do it more than once a month to help eliminate a bottleneck at period close time.

4. At the end of each accounting period, you create depreciation accounting entries by running the Depreciation Close process, which applies the depreciation (DPR) and prior period depreciation (PDP) accounting entry templates to the asset depreciation table.

This process is only run once for each accounting period and should be run only after all of the transaction activity for the period has been completed.



Creating Accounting Entries

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Using Inter/IntraUnit Accounting and ChartField Inheritance"

Reviewing Accounting Entry Setup

At this point, you have set up and defined all the components required to create accounting entries successfully. But before you actually initiate any processing, it is a good idea to review this information carefully.

Here's how you review your accounting entry setup:

- Review your Business Unit/Book Accounting Entry Options.
- Review your accounting entry templates.
- Review the depreciation close status.

Reviewing Business Unit/Book Accounting Entry Options

Your Business Unit/Book Accounting Entry options, which you define in the Establish Business Units component, control which business unit book is used to create accounting entries. You can only select one book for each business unit to create accounting entries.

Reviewing Accounting Entry Templates

The Accounting Entry Template is the central table used for creating accounting entries, which are the basis for general ledger journals. The Accounting Entry Template defines accounting entry types based on asset category, cost type, transaction type, transaction code, and accounting entry template ID. For each accounting entry type, you specify the Accounts used during accounting entry, the Journal Template used for recording actual transactions, and the Budget Journal Template used to record budget transactions.

Accounting Entry Types are delivered with your system, and each asset event has an associated set of Accounting Entry Types. For each possible Category/Cost Type/Trans Code (transaction code)/Accounting Entry Template ID combination, you must set up an accounting entry template for each of the following transaction types:

ADD	Additions
ADJ	Adjustments
TRF	Transfers
RCT	Recategorizations
DPR	Depreciation Expense
PDP	Prior Period Depreciation

RET	Retirements (also used for processing reinstatements)
LPY	Lease Payments

Note. If you enter a transaction into your system using a Category/Cost Type/Trans Code/Accounting Entry Template ID combination for which no accounting entry template exists, your accounting entry process will fail on the next attempt to run it.

DPR and **PDP** transaction types only need an accounting entry template with a blank transaction code.

See Also

“Establishing Asset Processing,” Setting Up Accounting Entry Templates

Reviewing Depreciation Close Status

To see which accounting periods have been closed, select Define Business Rules, Establish Business Units, Use, Asset Management Definition, Business Unit/Book Definition page. Select Depreciation Closed List to display all the periods that have been closed. You can only run the Depreciation Close process on an open period.

Note. Open and close accounting periods are created in PeopleSoft General Ledger and migrated to the financial subsystems. Each subsystem application can either use the periods created in PeopleSoft General Ledger, or can update the open/close periods at the application business unit level.

See Also

“Establishing Asset Management Business Units”

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Accounting Calendars,” Defining Open Periods

Creating Accounting Entries

Here’s how you create accounting entries:

- Set up and initiate a request or set of requests for Accounting Entry Creation.
- Initiate a Depreciation Close request or requests.
- Close accounting periods.

Pages Used to Create Accounting Entries

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Accounting Entry Creation Request	AMAEDIST_RQST	Asset Management, Accounting Entries, Create Accounting Entries	Set up and initiate a request or set of requests for Accounting Entry Creation.
Depreciation Close	DEPR_CLOSE_RQST	Asset Management, Accounting Entries, Depreciation Close	Enter and initiate a Depreciation Close request or requests.
Close Asset Period	DEPR_CLOSE_PD	Asset Management, Accounting Entries, Close Accounting Period	Close accounting periods to ensure you don't over depreciate for the period.

Accounting Entry Creation – Request Page

Access the Accounting Entry Creation – Request page.

Sequence Number The Sequence Number will automatically populate based on the number of process requests you have submitted. Parallel processing works by running multiple requests of the same process that specify different parameters against different temporary tables. This strategy can speed up processing considerably.

From Asset ID/To Asset ID Select the transaction range you want to process by entering values in From Asset ID and To Asset ID. You can run a specific range of open transactions for this user, all open transactions for this user, or all open transactions for all users.

Note. The Inter/IntraUnit central processor will be called to create balanced accounting entries.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Using Inter/IntraUnit Accounting and ChartField Inheritance"

Running Depreciation Close

The Depreciation Close process generates period depreciation accounting entries for all depreciable assets in a given accounting period. It also generates accounting entries for all lease payments and offset accounts in a given period. You can run this process only once in

each period after you have created accounting entries for all other open transactions. You can run this process only for an accounting period that has not yet been closed.

Open and close accounting periods are created in PeopleSoft General Ledger and migrated to the financial subsystems. Each subsystem application can either use the periods created in PeopleSoft General Ledger, or can update the open/close periods at the application business unit level.

Access the Depreciation Close page.

Sequence Number

The Sequence Number will automatically populate based on the number of process requests you have submitted. Parallel processing works by running multiple requests of the same process that specify different parameters against different temporary tables. This strategy can speed up processing considerably.

Options

Select one of the following depreciation close options:

Rerun Depreciation Close

Deletes all existing accounting entries for depreciation expense and lease payments for the specified business unit, book, fiscal year, and period. Rerun the depreciation close process after you use this option. You cannot rerun depreciation close for accounting entries that have already been processed by the journal generator, so you should be very sure of your results before you execute the journal generator.

To rerun depreciation close for budgeted depreciation, run a request with both **Rerun Depreciation Close** and **Create Budgeted Depreciation** selected.

Create Budgeted Depreciation

Marks the resulting accounting entries as budgeted depreciation and lease payments. These entries are posted to the budget ledger specified in the BU/Book options page when you run the journal generator.

Process a Range of Assets

Processes a specific range of assets for a business unit, book, fiscal year, and period. This option is used to split up a large volume of assets for a given business unit and book. Because the program AMDPCLOS commits its work after each request, selecting this option accelerates the process. You can also use this selection with the parallel option to take advantage of servers that have parallel processors. This will dramatically speed up processing for large volumes of data.

For example, to increase throughput when depreciating 1,000,000 assets, you can enter 10 requests to depreciate 100,000 assets each. Select **Process in Parallel** for each request.

You must be very careful in specifying **From Asset ID** and **To Asset ID** because these IDs are inclusive. It would be very easy to overlap these IDs and there are no edits to verify that you have set up the request correctly. For example, request 1 processes **From Asset ID 0001** and **To Asset ID 0005**. If request 2 processes **From Asset ID 0005** and **To Asset ID 9999**, asset 0005 is processed twice. This results in an overbooking of depreciation for this period. You can use PS/Query to verify your ranges by counting how many assets you have and how many each range will select.

Note. Client processing is not possible in parallel; you must use server processing.

See Also

“Establishing Asset Processing”

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Accounting Calendars,” Defining Open Periods

Close Asset Period Page

Access the Close Asset Period page.

Enter the **Year** and **Period** you’d like to close and save the page. Once a period has been closed, you will not be able to create additional depreciation-related accounting entries for it.

Viewing the Status of a Background Process

Once you have executed a background process such as Consolidate Depreciation, Accounting Entry Creation, or Depreciation Close, you will want to see if it was successful and to view any messages that the process created. You can see the status of such processes by selecting Manage Assets, Manage Assets, Inquire, Background Process.

CHAPTER 21

Retiring Assets

This chapter provides an overview of asset retirement and describes how to:

- Retire financial assets
- Retire non-financial assets
- Reinstate assets
- Run the Tax Retirement Capital Gains Report

Understanding Asset Retirement

PeopleSoft Asset Management enables you to fully or partially retire assets in the past, present, or future. Occasionally, you may need to reverse a retirement transaction. For these occasions, we also provide the ability to reinstate a retired asset using the pages within the Asset Retirements component.

Assets are retired when they are either disposed of or no longer in use. When you retire an asset, PeopleSoft Asset Management creates all the necessary journal entries. For example, when an asset is sold, the system calculates depreciation through the date of the sale, as well as any gain or loss. In addition, journal entries corresponding to each of these events are created. Gains and losses are booked to separate accounts, allowing for flexibility in updating general ledger journals and balances.

Assets are retired by book, so an asset can be retired in one book and still depreciate in others. Retired assets can be reinstated at any time. Once reinstated, depreciation will start again for assets that aren't fully depreciated.

Understanding Retirement Types

You can fully retire assets or retire them partially by quantity or by cost. You can also enter retirement information for assets that were actually physically retired in a prior accounting period.

Full Retirement

When all units and all cost of an asset are retired, the asset is considered fully retired. The asset is taken off your books after the retirement has been fully processed and accounting entries have been created. No further depreciation will accrue.

Partial Retirement

You can partially retire an asset by either quantity or cost. Depreciation continues to be processed for the amount that remains.

By Quantity

You can partially retire assets by quantity. For example, if you have 250 computers, and decide to sell 50 of them to employees, enter the 50 units as the quantity retired. PeopleSoft Asset Management will calculate the corresponding cost.

By Cost

You can partially retire assets by cost. For example: you partially retire your computer for the monitor price of \$400 and it is sold for \$100. The total cost of the computer is \$1500. The cost (USD 400) is the amount retired and the USD 100 is the proceeds from the sale. PeopleSoft Asset Management will automatically calculate the gain or loss based on these amounts.

Prior Period

To enter a retirement transaction for an asset that was actually retired in a prior accounting period, you'll need to enter transaction and accounting dates that reflect the actual retirement and the accounting period in which you want the retirement posted. For example, an asset sold on April 30th was processed as a retirement in PeopleSoft Asset Management on June 30th. By the time the asset was entered as a retirement, depreciation expense for May and June had been posted to the general ledger, resulting in overstated accumulated depreciation and an incorrect gain or loss. To process this retirement in PeopleSoft Asset Management correctly, you would specify April 30th as the transaction date and, assuming all prior periods are closed, June 30th as the accounting date. PeopleSoft Asset Management will then reverse the accumulated depreciation attributable to May and June and recalculate the gain or loss.

Retiring Financial Assets

Here's how you retire a financial asset:

- Retire an asset using the Retire Assets page.
- Override computations when shared assets are partially retired using the Retire Assets by ChartFields page.
- Select child assets to be included in the retirement transaction you have initiated against its parent on the Retire Asset page.
- Specify options that will be used to calculate VAT on an asset retirement using the VAT Options page.
- Identify run control parameters to auto-retire fully depreciated assets using the Auto-Retire Fully Depr Assets page.
- Automatically put retired assets up for auction on the PeopleSoft Strategic Sourcing auction site.

Pages Used to Retire Financial Assets

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Asset Retirements	ASSET_RETIRE_01	Asset Management, Financial Transactions, Retire/Reinstate Asset	Retire or Reinstate an Asset.
One to Many	LIKE_KIND_EXCH	Click One to Many	Enter fair market values and descriptions for each asset if you will be adding multiple assets as part of a Like Kind Exchange.
Retire Assets – By Chartfield	ASSET_RETIRE_03	Asset Management, Financial Transactions, Retire/Reinstate Asset, By Chartfield	Override PeopleSoft Asset Management computations when shared assets are partially retired.
Child Assets	CHILD_ASSETS	Asset Management, Financial Transactions, Retire/Reinstate Asset, Child Assets	Select child assets to include in the retirement transaction you have initiated against its parent on the Retire Assets page.
Child Asset Retirement Options	AM_PARCHD_RET01	Click Child Details from the Child Assets page.	Specify retirement overrides for a specific child asset. For example, you could specify a different retirement Disposal Code for the child asset on this page.
Advanced Transaction Details	FULL_PART_SEC	Click Child Details from the Child Assets page.	Specify transaction overrides for all child assets at once.

Page Name	Object Name	Navigation	Usage
VAT Options	AM_VAT_TRANS_RET	Asset Management, Financial Transactions, Retire/Reinstate Asset, VAT	Specify options that will be used to calculate VAT on an asset retirement. Note. You must have done the following to access this page: • Associated the business unit with a General Ledger business unit that is associated with a VAT entity. • Entered a Proceeds amount on the Retire Assets page. • Selected Create Accounting Entries on the Business Unit/Book Definition page.
Customer	AM_VAT_CUST	Click Customer from the VAT Options page.	Record customer information.
Auto-Retire Fully Depreciated Assets	RUN_AMRETFDA	Asset Management, Send/Receive Information, Financial Transactions, Auto-Retire Fully Depr Assets	Identify run control parameters to initiate the auto-retire fully depreciated assets process (RUN_AMRETFDA).
Auto-Retired Assets	RUN_AMRET001	Asset Management, Reports, Retirement, Auto-Retired Assets Report	Identify run control parameters to generate the Auto-Retire Assets report.
Create Event	AUC_CREATE_PNL	Sourcing, Create Events, Event Details	Once the asset is posted to the auction site, it is marked Sent to Auction.

Retire Assets Page

Access the Retire Assets page.

Retire Assets By Chartfield

Unit: US001 Asset ID: EX_000000091 Computer Desk Tag: P00000000091 In Service

Trans Date: 01/10/2002 Acctg Date: 01/10/2002 Rate Type: CRRNT

Book Find | View All First 1 of 2 Last

Book Name: CORP Corporate Currency: USD As Of: 01/10/2002

Retire Reinstate ☒ Copy Changes to Other Books Quantity: 4.0000

Cost: 3,546.87

Retirement Find | View All First 1 of 1 Last

*Disposal Code: Retirement by Sale Convention: Actual Day Date/Time: 01/10/2002 2:31:43PM

Quantity: -4.0000 Trans Code:

Retirement Status: New

Retirement Amount: -3,546.87 Removal Cost: 0.00 Proceeds: 0.00

Accum Depr: 0.00 Gain/Loss: 0.00

Retire Assets page (1 of 2)

Options

Gain/Loss Calculations

☐ Use Original Cost

☐ Recalc Cost Using Index

☐ Include Non Capitalized Cost

☐ Retire as fully depreciated

☐ Auto-Retired

Conversion

☒ Voluntary ☐ Involuntary

Type

☒ Ordinary ☐ Extraordinary

Basis Reduction Code:

Trade In Asset:

Index Name:

SubIndex:

Reference Code:

Retire Assets page (2 of 2)

Transaction Date

Enter a Transaction Date which represents the date the retirement actually took place. Generally, the actual transaction takes place before you enter it in PeopleSoft Asset Management. The transaction date in combination with the prorate convention determines how much of the depreciation taken in PeopleSoft Asset Management has to be recovered.

Accounting Date

Enter an Accounting Date, which determines when the retirement is posted to your general ledger.

Transaction Code

Select a Transaction Code to identify the reason for the retirement or reinstatement.

Rate Type

Select an Exchange Rate Type for this transaction.

Book

Specify the transaction you want to initiate by clicking either **Retire** or **Reinstate**. Until you click one of these buttons, you will not be able to enter information into other fields.

Note. If you would like to reinstate a specific retired transaction, scroll to the transaction and select the **Reinstate** check box prior to clicking the **Reinstate** button.

Copy Changes to Other Books

The Copy Changes to Other Books check box is selected by default, and will keep all books in synch by copying this transaction to all other books set up for this asset. Clear the check box if you do not want to copy changes to other books.

As of, Quantity and Cost

Display the corresponding information for this asset in the selected book before you save your changes. You may use this information as a reference when you enter quantity or amount information to partially retire an asset.

Retirement

Select a **Disposal Code**. PeopleSoft Asset Management calculates gain/loss amounts depending, in part, on the disposal code you select:

Code	Usage	Gain/Loss
<i>Abandonment</i>	Select when the asset is has no resale value and it is left behind. For example, leasehold improvements—at the end of the lease term, the improvements are generally left behind and no removal costs are incurred when you turn over the improvement to the lessor.	Gain/loss calculations are based on the asset's net book value.
<i>Cannibalize for Other Assets</i>	Use when the asset has been dismantled and the parts reused within your organization. For example, if an employee decides to take a monitor belonging to a computer that is not currently being used, you would retire the monitor as cannibalized. Typically, cannibalized assets are partially retired. There are no proceeds and no removal costs.	Gain/loss calculations are based on the asset's net book value.
<i>Casualty Loss</i>	Use when an asset is unintentionally destroyed. You can't sell it and you'll probably incur removal costs disposing of it. Retiring an asset as a casualty may have tax consequences if you have tax credits and the asset is not fully depreciated.	PeopleSoft Asset Management deducts the accumulated depreciation from the retirement amount and adds the removal costs to determine the amount of the casualty loss.

Code	Usage	Gain/Loss
<i>Disappeared Assets</i>	Use when an asset cannot be located and you are not sure whether the asset was abandoned or stolen. Disappeared assets have no proceeds and no removal costs.	Gain/loss calculations are based on the asset's net book value.
<i>Disposal Due to Theft</i>	Use when an asset has been stolen.	PeopleSoft Asset Management deducts the accumulated depreciation from the retirement amount and adds the removal costs to determine the amount of the loss.
<i>Donated to External Group</i>	Use when an asset is donated, typically to a non-profit organization for tax purposes. Donated assets have no proceeds and incur no removal costs.	PeopleSoft Asset Management deducts the accumulated depreciation from the retirement amount to determine the gain or loss.
<i>Like Kind Exchange</i>	Use to process Like-Kind exchanges under U.S. Federal Tax code. See Processing Like-Kind Exchanges in this section.	See Processing Like-Kind Exchanges in this section.
<i>Missing Asset</i>	Use when an asset is missing. Missing assets have no proceeds and no removal costs.	Gain/loss calculations are based on the asset's net book value.
<i>Retirement by Sale</i>	Select if you are selling an asset. (If you are selling the entity that owns the asset, you must retire all assets owned by the entity.)	The proceeds from the sale less the net book value of the asset will determine the gain or loss.
<i>Returned to Inventory</i>	Use when the asset is returned to a common internal pool where it will be available for others to use. Assets returned to inventory have no proceeds and incur no removal costs.	PeopleSoft Asset Management deducts the accumulated depreciation from the retirement amount to determine the gain or loss.
<i>Scrapped Assets</i>	Select when the asset is no longer useful and has no resale value.	The gain/loss calculations will include removal costs—accumulated depreciation is deducted and then the removal costs added to derive the amount of the gain or loss.
<i>Traded In for Another Asset</i>	Use when you are trading one asset for another. See Processing Trade-Ins in this section.	You must run depreciation to calculate the gain/loss.

Convention

Specify the Convention you'll use to calculate depreciation through retirement. Generally, the same depreciation convention is used to retire an asset as was used when the asset was in service. However, you can change the convention to manipulate depreciation processing. For example, assuming a calendar year, an asset retired on April 15th will be depreciated as follows:

- *Actual Day* (asset will be depreciated through April 15)
- *Actual Month* (asset will be depreciated through March 31)
- *Following Month* (asset will be depreciated through April 30¹)

Quantity

When you select **Retire**, the system will automatically populate Quantity with the total number of units, and it will automatically populate **Retirement Amount** with the total cost for all units. Adjust either the quantity or the cost for a partial retirement. If you adjust the number of units, the cost will be recalculated. If you adjust the cost, the quantity will be reset to zero. If you're performing a full retirement, don't adjust quantity or amount retired—just enter any **Proceeds** from the sale of this asset and any **Removal** costs you may have incurred. If you're performing a partial retirement, change either the quantity or cost that will be retired.

Reinstate

Select the Reinstate check box to reinstate any retired transaction. Scroll to the asset you would like to reinstate, select the Reinstate check box and click the Reinstate button.

Gain/Loss Calculations

PeopleSoft Asset Management provides three different methods for calculating the gain or loss on a retirement. You can use these methods separately or in combination. Select the appropriate **Gain/Loss Calculations** check box:

Use Original Cost

Select when you want to exclude certain kinds of transactions from the calculation. Do this by selecting a **Basis Reduction Code** (required when Use Original Cost is selected.) For example, if you had revalued an asset but wanted to exclude the revaluation from the gain/loss calculation at retirement, you would select the Basis Reduction Code you set up to exclude revaluations. PeopleSoft Asset Management will reverse the revaluation and calculate gain/loss using the resulting NBV.

Recalc (Recalculate) Cost Using Index

Select when you want to adjust the cost of an asset, as well as any subsequent transactions, according to any index you have set up in PeopleSoft Asset Management. For example, if you have set up an index to account for inflation, you can calculate gain/loss using the original cost and any subsequent transactions adjusted for

inflation. This enables you to book your gain or loss adjusted for inflation. When you select this check box, you must enter an **Index** and **Subindex** to use in the recalculation.

Include Non-Capitalized Costs

Select when you want any non-capitalized costs included in the Net Book Value of an asset.

Note. In order for the **Use Original Cost** check box to work correctly, any transaction type or types you want to exclude must have distinct transaction codes.

Retire as fully depreciated

If you want to retire this asset as fully reserved, select the Retire as fully depreciated check box. For example, the utility industry does a lot of retirements as fully depreciated, which assumes that assets are fully depreciated at retirement regardless of how much depreciation has actually been calculated. Depreciation expense is debited for the full cost basis of the asset at the time of retirement, resulting in no gain or loss.

Auto-Retired

This flag is turned on if the asset was automatically retired with the Auto-Retire process (AMRETFDA).

See Also

Running the Auto-Retire Fully Depreciated Assets Process

Type Options

Ordinary/ Extraordinary

Select Ordinary or Extraordinary to indicate how the gain or loss that results from the retirement should be reported. This is for information only.

Reference Code

Use Reference Code to enter information that will help you track the asset, such as retirement documentation, or Asset ID. This is optional.

When you save your entries, the depreciation not expensed for this asset (**Accumulative Depreciation**) and the **Gain/Loss** will be calculated. Fully depreciated assets are also called fully reserved assets.

Note. Whether the Reserve and Gain/Loss amounts will display depends on the processing options you selected. If you are processing **Now on Server**, PeopleSoft Asset Management will perform the calculations and display the amounts. If you selected **Process Later**, you must run depreciation in order to calculate reserve and gain/loss amounts. Until you do so, PeopleSoft Asset Management treats this Retirement as an Open Transaction.

See Also

“Establishing Asset Processing”

Processing Traded-In Assets**To retire an asset by trading it for another asset:**

1. Retire the asset using the **Traded-In for Another Asset** Disposal Code.
2. Enter the amount gained through the trade-in into the **Proceeds** field.
3. Run depreciation to calculate Gain/Loss amounts.
4. Add the new asset through Asset ExpressAdd and choose **Trade-in** as the Acquisition Code.
5. Enter the asset ID of the asset you traded in into the **Trade-in** box.

Note. Be sure you run depreciation whenever you retire an asset by trading it in. This will result in calculation of the Gain/Loss amount. The proceeds will be offset against the cost of the asset acquired as part of the trade-in.

Processing Like-Kind Exchanges

PeopleSoft Asset Management supports Like-Kind Exchange regulations under U.S. Federal Tax code. It enables you to:

- Retire an asset using a **Like-Kind** disposal code, recognize the gain that results, and roll the correct tax basis over to the newly acquired asset.
- Verify, through a comparison of the disposition date and the replacement date, that the 180-day exchange rule is met.
- Generate appropriate accounting entries for Like Kind-Exchanges.
- Run reports which detail each Like-Kind transaction and show the carry forward of the tax basis from the old asset(s) to the new asset(s).

To process a Like-Kind Exchange:

1. Retire an asset using the **Like-Kind Exchange** Disposal Code.

Enter any cash involved in this transaction in the **Cash** field. Cash received in a like-kind exchange is taxable and is often referred to as “boot”.

Enter the fair market value of the like asset you will be adding in the **FMV Like-Kind** field. For example, if you are retiring a building and adding another building valued at USD 60,000, you enter 60,000 into the **FMV Like-Kind** field. If you will be adding more

than one like asset, click **One to Many** to access the One to Many list where you can enter the values and descriptions of assets you will be adding.

If you will also receive non-like property as part of this exchange, enter its fair market value in the **FMV Non Like-Kind** field. A gain realized through the acquisition of non-like property is taxable.

Enter the amount of your liability into the **Net Liability** field. For example, if you are surrendering a building with a mortgage of USD 70,000 and acquiring a building with a mortgage of USD 30,000, you would enter 40,000 as the net liability.

The system will sum **Cash**, **FMV** and **Net Liability** and populate the **Proceeds** field with the result. You cannot change this amount.

2. Run the Depreciation Calculation Process (AMDPCALC), which will calculate both the realized gain and the recognized gain. You can view the result of this calculation in the **Gain/Loss** field on the Retire Assets page. Any realized loss is not recognized.
3. Add the new asset through Asset ExpressAdd.

Select *Like-Kind Exchange* as the Acquisition Code, and select the **Asset ID** of the retired asset.

The Asset Category will default to the category of the retired asset, and the cost fields will populate with the cost basis for the new asset. You cannot change either the category or the cost amounts.

One to Many Page

Access the One to Many page.

One to Many ID	Enter a One to Many ID to identify this exchange.
Trade In Value/Description	For each asset you are adding, enter a Trade In Value and a Description.

PeopleSoft Asset Management will prorate basis calculations when you perform a one to many exchange.

Like-Kind Exchange Example

You are the owner of Building A and you want to exchange it for Building B. You retire Building A using the Like-Kind disposal code and add Building B through the ExpressAdd component.

	<i>Building A (Retiring)</i>	<i>Building B (Adding)</i>
Cost	USD 85,000	USD 60,000

	<i>Building A (Retiring)</i>	<i>Building B (Adding)</i>
Liability (Mortgage)	USD 70,000	USD 30,000
Accumulated Depreciation	USD 10,000	None

PeopleSoft Asset Management calculates Boot, which is any cash or non-like property involved in the transaction, as follows:

- $\text{Boot} = \text{cash received} + \text{fair market value of non-like property received} + \text{liability assumed}.$
- In this example, Boot is $0 + 0 + 40,000 = 40,000.$

When you run AMDPCALC, the process identifies the recognized gain as the lessor of the boot amount or the realized gain.

- In this example, in which the boot amount is 40,000 and the realized gain is 25,000, the recognized gain is 25,000.

PeopleSoft Asset Management calculates the basis of the property exchanged (retired) as follows:

- $\text{Cost} - \text{Accumulated depreciation}.$
- In this example, $85,000 - 10,000 = 75,000.$

PeopleSoft Asset Management calculates the basis of the added property added as follows:

- $\text{Basis of the retired property} - \text{boot amount} + \text{recognized gain/loss} = \text{basis of the added property}.$
- In this example, $75,000 - 40,000 + 25,000 = 60,000.$

Retire Assets By ChartField Page

Access the Retire Assets By ChartField page.

Asset Retirements – By ChartFields page

Override the system selections by entering an amount in **Retire Amt** (Amount) or **Quantity**. Typically, you will use this page only when assets are split between departments are partially retired.

For example, suppose the Sales and Marketing departments share 40 monochrome monitors worth a total of USD 10,000. When these assets were added to PeopleSoft Asset Management, the Sales department was allocated 70% of the total cost and quantity and Marketing 30%—based on projected use. After a couple of years, it was decided that all the monochrome monitors would be upgraded to color, resulting in the retirement of monitors with a total cost of USD 10,000. Based on the original allocation of cost, PeopleSoft Asset Management will fully retire the assets with 70% of the retirement amount allocated to Sales (Dept. 21101) and 30% to Marketing (Dept. 22001).

However, Sales decides that some of their monitors are worth keeping. So they'll only retire 50% of the total cost, rather than 70%. To make these changes, override the amount in **Retire Amt** with USD 5,000 allocated to the Sales department, or override the amount in **Quantity** with 20 allocated to Sales.

Note. When you perform a retirement by ChartField, for each ChartField combination you can only retire an amount of cost or quantity that is **less than or equal to** the amount originally apportioned to that ChartField combination.

Child Assets Page

Access the Child Assets page.

Note. The Child Assets page appears in several different components of PeopleSoft Asset Management. Within the Asset Retirements component, use the Child Assets page to select child assets to include in the retirement transaction you have initiated against its parent on the Retire Assets page. Also, you will not be able to view or transact against child assets whose parent was created using the Asset Parent page.

Click **Select All** to include all child assets with the parent in the transaction you have initiated.

Note. Parent assets created on the Parent Asset page (parent-only assets) do not have cost or basic information. They cannot be viewed in the Parent Child Basic Information component, nor can they be viewed or transacted against in the Asset Cost/Adjust Transfers component; the Asset Retirements component; or the Parent-Child NBV component. If you want to use a parent asset as a reporting umbrella only and access these pages for manipulating child assets en masse, we suggest creating a zero cost parent asset as opposed to a parent only asset. Also, to transact against parent and child assets at once, parent and child must use the same asset profile.

To include some child assets, select the **Select** check box on the specific rows.

Sort By enables you to sort child assets by the following criteria:

Acquisition Date	Date the asset was acquired.
Child Asset ID	Asset ID assigned to the child asset.
Cost	Cost of the child asset.
Currency	Currency in which child asset costs are stored.
Description	Child asset description.
Tag Number	Tag assigned to the child asset. Parent and child assets may share the same tag number.

Include Parent Asset is selected by default. Clearing it enables you to transact at once against all or selected child assets while leaving the parent asset out of the transaction. However, the transaction details must be specified on the parent.

Advanced Transaction Details

Select one of the following options:

Full transaction?	Applies the full transaction to all child assets. Select when you are partially retiring a parent, for example, but want to fully retire all associated child assets.
Actual Percentage	Enter the percentage of the child assets' costs to apply to this transaction. For example, if you enter 50%, 50% of the costs of all child assets will be included in the transaction, even though a different percentage has been specified for the parent asset.
Transaction Amount	Enter a specific amount of the child assets' costs to apply to this transaction. For example, if you enter 250, USD 250 of the cost from each child asset will be included in the retirement transaction.

VAT Options Page

Access the VAT page.

The screenshot displays the VAT Options page within the PeopleSoft Asset Management interface. At the top, there are tabs for 'Retire Assets', 'By Chartfield', and 'VAT'. The 'VAT' tab is selected. Below the tabs, the page shows the following information:

- Unit:** DEU01 **Asset ID:** DEU0005 **Equipment:** Car **Tag:** 0005 **In Service:**
- Book:** ASSETS_DEM (Asset Book - DEM)
- Retirement:** (Find | View All | First | 1 of 4 | Last)
- Date:** 01/10/02 3:13:25PM
- VAT Reporting Entity:** DEU01V
- VAT Applicability:** Taxable (dropdown menu)
- VAT Transaction Type:** Germany - Domestic Sales (dropdown menu)
- VAT Declaration Date:** 01/10/2002 (calendar icon)
- Proceeds:** DEU
- Country:** DEU
- VAT Code:** Germany Standard Rate (dropdown menu)
- Calculation Type:** Exclusive (dropdown menu)
- Rnd Rule:** Nat Rnd (dropdown menu)
- Account:** (empty field)
- Calculate VAT:** (button)
- VAT Basis Amt:** (empty field)
- VAT Transaction Amount:** (empty field)
- VAT Amount:** (empty field)
- VAT Trans Amt Base Currency:** (empty field)
- Customer:** (link)

VAT Options page

VAT entries will be created for all books that generate accounting entries if the associated GL Business Unit is linked to a VAT Entity.

The **VAT Reporting Entity** is determined by the associated General Ledger business unit and cannot be changed.

Select a **VAT Applicability** option, or use the default you have established at the business unit level:

<i>Taxable</i>	VAT is chargeable. This may be at a zero or non-zero rate.
<i>Exempt</i>	Item is non-taxable or exempt from VAT, and no VAT is charged.
<i>Outside</i>	Item is Outside the scope of VAT, and no VAT is charged.
<i>Suspended</i>	Used when purchasing organization has been granted suspension from paying VAT. This is the same as Taxable at a zero-rate.
<i>VAT-Only</i>	Not applicable for PeopleSoft Asset Management; only applicable within PeopleSoft Payables when entering a third-party voucher and within PeopleSoft General Ledger when entering a journal line against a VAT Account.

Not Applicable

This is only valid for transactions that are completely non-VAT Applicable.

Choose a **VAT Transaction Type** and **VAT Code** or use the defaults you selected at the business unit level. These are set up the Administer VAT and Intrastat component.

Select a **VAT Declaration Date**. This is the date that the VAT will be recognized for VAT reporting. It will default to the transaction date.

Select a **Calculation Type**:

Exclusive

VAT is not included in the proceeds. The VAT Basis Amount is equal to the proceeds amount. The VAT amount is calculated by multiplying the VAT Basis Amount by the VAT rate.

Inclusive

VAT is included in the proceeds. First, the VAT Basis Amount is calculated by dividing the proceeds amount by the 1 plus the VAT rate. The VAT amount is then calculated by taking the difference between the VAT Basis Amount and the proceeds amount.

Select a **Rnd (Round) Rule**:

Natural Round

Amounts are rounded normally (up or down) to the precision specified for the currency code. For example, for a currency defined with two decimal places, 157.4659 would round up to 157.47, but 157.4649 would round to 157.46.

Up

Rounds up and limits rounding precision to one additional decimal place. For example, for a currency defined with two decimal places, 157.4659 would round up to 157.47, but 157.4609 would be rounded to 157.46.

Down

Rounds down.

Click **Calculate VAT** to calculate and view the VAT amount or save the page and the calculation will be performed.

If you reinstate an asset you have retired with VAT options, the reinstatement will reverse the VAT entries.

When you retire an asset, the VAT information will be recorded with a VAT Account Type of 'VO' (VAT Output). When you reinstate an asset, the reversal of the VAT will be recorded with a VAT Account Type of 'VORE' (VAT Output Asset Reinstatement).

When you run the Accounting Entry Distribution Process (AMAEDIST), use the accounting entry template you would normally use for asset retirements. For the VAT entry, the system will use an account from the VAT accounting entry template, based on the combination of VAT Code, VAT Account Type and VAT Transaction Type that was specified for the retirement. The system will first determine whether VAT ChartFields had been defined by

VAT Code and GL Business Unit. If no VAT accounting information is found at that level, the system will then look for VAT ChartFields defined at the VAT Code level.

Although VAT is recorded when retiring an asset, Asset Management does not generate a financial document such as a VAT invoice. If you will also be recording the sale of an asset in Billing and/or Receivables, you may also be recording the VAT applicable to that sale a second time. In this case, you must be sure that the VAT does not get reported on your VAT Return twice. Instead of using the VAT recorded in Asset Management to generate your VAT return, you may prefer to simply use that information to assist you in entering the invoice for the sale of the asset in Billing or Receivables. In this case, you may choose to not copy the VAT into the VAT Transaction Table. You can accomplish this when running the VAT Transaction Loader, by not specifying that the Loader be run for all products, and then not selecting Asset Management as a VAT Transaction Source. You may also choose to simply not include the Asset Management VAT transactions on your VAT return. You can do this by assigning a specific VAT Transaction Type to your asset retirement transactions, and then either not including that VAT Transaction Type on any line in your VAT Report Definition, or including it on an additional line on your VAT Report Definition that is not included on the Crystal report format.

See Also

“Establishing Asset Management Business Units,” Business Unit/Book Definition Page

PeopleSoft General Ledger PeopleBook, “Processing Value Added Tax (VAT) Transactions in PeopleSoft General Ledger

PeopleSoft Global Options and Reports PeopleBook, “Understanding Value Added Taxes (VAT)

PeopleSoft Global Options and Reports PeopleBook, “Understanding Value Added Taxes (VAT),” Defining VAT Accounting Information

Running the Auto-Retire Fully Depreciated Assets Process

Access the Auto-Retire Fully Depr Assets (automatically retire fully depreciated assets) page.

Auto-Retire Fully Depr Assets	
Run Control ID: 1	Report Manager Process Monitor Run
Request Find View All First 1 of 1 Last	
*Request ID: 1	Process Frequency: Don't + -
Selection Criteria	
*Business Unit:	☐ Copy Changes to Other Books
Book Name:	
Category:	
From Asset:	
To Asset:	
Cost Limit:	Transaction
☐ Low Value Assets Only ☐ Clustered Asset Only	*Trans Date: 01/31/2002 BT *Acctg Date: 01/31/2002 BT
Retirement Options	
Disposal Code: Auto-Retire Fully Depr Assets	
Convention:	
Transaction Code:	
Reference Code:	

Auto-Retire Fully Depreciated Assets page

Specify run control parameters to automatically retire full depreciated assets with the AMRETFDA process.

Selection Criteria

Business Unit

(required) Select a business unit from the drop down list. Only business units which have been flagged to allow auto-retire fully depreciated assets will be displayed.

Note. Fully depreciated assets are assets with an end depreciation date less than or equal to the retirement transaction date.

Book Name

Select a business unit book from the drop down list. Only books which have been flagged to allow auto-retire fully depreciated assets will be displayed.

Copy Changes to Other Books

Select the Copy Changes to Other Books check box to keep all books in synch by copying this transaction to all other books set up for this asset.

Cost Limit

Select those assets which cost less than or equal to the Cost Limit.

Retirement Options**Convention**

If you want to override the retirement convention of each asset that is defaulted by the profile, enter it here.

Transaction Code

Select a Transaction Code to identify the reason for the retirement.

Reference Code

Use Reference Code to enter information that will help you track the asset, such as retirement documentation, or Asset ID. This is optional.

See Also

“Establishing Asset Management Business Units,” Creating Asset Management Business Units

Putting an Asset Up For Auction

Access the Create Events page in PeopleSoft Strategic Sourcing.

Create Event

Business Unit: US001 Event ID: NEXT Event Format: Sell

Event Parameters

*Event Type: Competitive Status: Pending Post Approval Preview Date: 02/05/2002 11:43AM PST

*Event Name: Building A *Start Date: 02/05/2002 11:43AM PST

Description: *End Date: 02/05/2002 11:43AM PST

Line Summary Customize | Find | View All | First | 1 of 1 | Last

Line	Item ID	Description	Category	*UOM	*Qty	Start Price	Extended Price
1	0000000000002	Gas/elec SUV - Fleet vehicle 1	BLDG	CUF	1500.00	50000.00	75000000.00

[Copy From](#) [Event Details](#) [Header Bid Factors](#) [Header Comments](#) [Line Defaults](#) [Invite Bidders](#) [Template Info](#) [Post](#)

Specifying an Asset line

When a bid is awarded through PeopleSoft Strategic Sourcing, the bid price is returned to PeopleSoft Asset Management as proceeds for the asset sold. This information updates the asset with the appropriate information completing the retirement transaction.

- To enter an asset as a line item for sale in an event, it must have the *AM* status of in service and not leased.
- Once you post the event, the *AM* status changes to *Sent to Auction*.

- The status remains at *Sent to Auction* until the event is awarded or cancelled.

If the event is not approved or is not awarded, you must set the status to *Cancelled* to remove the *Sent of Auction AM* status for the asset involved.

See Also

PeopleSoft Strategic Sourcing, “Creating Events,” Setting Asset Status

Retiring Non-Financial Assets

To retire a non-financial asset, such as an operating lease, use the Non Financial Asset Retire page.

Page Used to Retire Non-Financial Assets

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Non-Financial Asset Retire	ASSET_RET_NF_01	Asset Management, Financial Transactions, Retire/Reinstate Non-Financial Assets	Retire non-financial assets.

Using the Non-Financial Asset Retire Page

Access the Non-Financial Asset Retire page.

Select a **Retirement Type** such as: *Sale, Abandoned, Cannibal, Casualty*, and so on. Since the asset you are retiring is a non-financial asset, you need not worry about different gain/loss calculation consequences.

To retire the non-financial asset, click **Retire**.

Note. Non-financial assets and operating leased assets do not have cost information. The retirement process therefore only involves changing the status of the asset to *Inactive* (or *Disposed*). In the case of an operating lease, any future lease payments are stopped.

Reinstating Assets

On occasion, you may need to reinstate an asset that had been retired. For a financial asset, from the Retire Assets page, simply scroll through the retired transactions and select the **Reinstate** check box for the retirement transaction you would like to reinstate. Then click the **Reinstate** button. (For a non-financial asset, from the **Non Financial Asset Retirement** page, select **Reinstate**.)

Note. Only one retired asset may be reinstated at a time. If several retired assets are selected for reinstatement, only the first selected transaction in the list will be reinstated.

If no retirement transaction is selected for reinstatement and you click the **Reinstate** button, the last retirement transaction will be reinstated.

PeopleSoft Asset Management performs the reinstatement automatically—the Proceeds, Removal Costs, Reserve, and Gain/Loss fields are reset to zero and the amount in **Retire Amt** is added back to your balance sheet (financial assets only).

If depreciation has not been calculated for the gain/loss on retirement, selecting **Reinstate** will cause the retirement rows you previously created to be purged from the system.

All journal entries created by the retirement are reversed. To ensure that asset information posts correctly, a depreciation request is generated when you reinstate assets. The transaction date is automatically set to the retirement date. If you accidentally or erroneously retired an asset in the wrong period, you have to deduct depreciation from the time the asset was actually retired. Any depreciation to which you were entitled during the accounting periods this asset was retired will be calculated and posted to your current accounting period as prior depreciation.

Once you reinstate an asset, all fields on the Retire Assets page will become unavailable for data entry. If you want to subsequently retire this asset after reinstatement, you must re-enter the page.

Note. Reinstatement of non-financial assets only involves changing the asset status to **In Service**; and in the case of an operating lease, restarting any future lease payments.

Running the Tax Retirement Capital Gains Report (AMTX3210)

Before you can run the Tax Retirement Capital Gains report (AMTX3210), you must run the following two processes:

- Open Trans – Tax Report
 - This process will assign open trans IDs for the transactions for assets that do not have the straight line depreciation method selected.
- Depreciation Calculation Tax
 - This process calculates straight line depreciation for all the pending assets in the process and marks the status as complete.

Pages Used to Run the Tax Retirement Capital Gains Report

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Run Open Trans Tax	RUN_AMTXOPEN	Asset Management, Calculate Depreciation, Asset Depreciation, Process Open Trans for Tax	Run a process that will assign Open Trans IDs for the transactions for assets that do not have the straight line depreciation method selected.
Depreciation Calculation TAX	RUN_AMDPCALC_T AX	Asset Management, Calculate Depreciation, Asset Depreciation, Calculate SL Depr for Tax	Run the process that calculates straight line depreciation for all the pending assets in the AMTXOPEN process and mark the status as complete. Note. Remember, for corporations, you must select the Corporation Sec. 291 check box on the Book - Tax page in order for the program to calculate the ordinary gain and the Sec. 291 gain differently.

CHAPTER 22

Processing Mass Changes

This chapter provides an overview of processing mass change in PeopleSoft Asset Management and describes how to:

- Define mass changes
- Execute mass changes
- Verify data in the loader tables
- Approve changes
- Populate PeopleSoft Asset Management tables with mass change data
- Depreciate changed assets
- Understand PeopleSoft Asset Management mass change templates and types

Understanding Mass Changes in PeopleSoft Asset Management

Regular business cycles sometimes require you to make the same change to a large group of assets. For many of these instances, PeopleSoft Asset Management provides PeopleSoft Application Engine processes that you request from the process menu within the application. However, we continue to provide PeopleSoft Mass Change, the PeopleTools application that previous releases of PeopleSoft Asset Management used for most processing needs. This section provides information about Mass Change, and its uses in PeopleSoft Asset Management.

Suppose a business restructuring requires you to transfer all assets from the marketing department to the corporate communications department. Performing this manually would be an onerous and error-prone task. But PeopleSoft Mass Change enables you to select a particular set of assets from the database, define the alteration you would like to perform on those assets, and make those changes online or in the background, using scheduled processing.

Because most businesses perform the same types of mass changes over and over again, mass changes are defined using mass change templates. These templates simplify mass change definition by storing information used to select certain data from the database and modify it in specific ways. Usually you only have to modify selection and replacement values. PeopleSoft Asset Management comes with a supply of these templates that should serve the needs of most businesses, but you can create your own if necessary.

Important! Because of its extreme power to change a large number of assets behind the scenes during scheduled processing, we strongly recommend that the mass change function be operated by only the most experienced users. These users should have both a solid understanding of SQL and an extensive knowledge of the PeopleSoft Asset Management database.

Processing mass changes with PeopleSoft Asset Management consists of a definition phase and a processing phase. First, you define the selection criteria and changes to be made to the selected data, then you run the mass change, either online or in the background. Most mass changes can be run online; however, there are a few types that you can only run using Process Scheduler. These are listed in Executing Mass Changes later in this section. In general, you follow these guidelines:

To process mass changes in PeopleSoft Asset Management:

1. Choose a mass change template and use it to define a mass change.

Outline the criteria for selecting rows, and identify the columns and values to be changed. For information on defining mass change templates, see Mass Change in your PeopleTools documentation.

2. Run the mass change to select, change, and transfer the data to the loader tables.

See Executing Mass Changes

3. Preview the data for suitability (optional).

See Verifying Data in the Loader Tables

4. Run the Transaction Loader process to load the data from the loader tables into your PeopleSoft Asset Management tables.

See Populating PeopleSoft Asset Management Tables with Mass Change Data

5. Run the batch depreciation program.

See Depreciating Changed Assets

You still need to run depreciation when the mass change process is complete, and you may also want to empty the loader tables, INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B, to free valuable disk space.

Note. The U.S. tax 40 percent rule states that if more than 40 percent of your total aggregate depreciable basis (other than residential property, nonresidential real property, and railroad grading and tunnel bores) is placed in service during the last three months of the year, all assets must be depreciated using the mid quarter convention. Assets placed in service and disposed of during the same tax year are not taken into account. To comply with the U.S. tax 40 percent rule you need to write a report to select all eligible assets, calculate their aggregate basis, and divide this into your total asset aggregate basis. If the result is more than 40 percent you then need to perform a mass change on the eligible assets to change the depreciation convention to midquarter, and recalculate life-to-date depreciation.

Defining Mass Changes

Before you run the mass change that transfers and alters data, you need to provide information about the changes that you want made. Use the pages in the AM Mass Change Definition component to do so.

Pages Used to Define Mass Changes

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Mass Change Definition		Asset Management, Mass Change, Define Criteria	Add or update a mass change definition.
Criteria and Defaults		Asset Management, Mass Change, Define Criteria, Criteria and Defaults	Specify the criteria for selecting rows, and identify the columns and values to be changed.
AM Specific Fields	MC_DEFN_AM	Asset Management, Mass Change, Define Criteria, AM Specific Fields	Complete mass change information that is unique to and required by PeopleSoft Asset Management mass changes.
Generate SQL		Asset Management, Mass Change, Define Criteria, Generate SQL	Generate and check the SQL text generated by a mass change definition before you execute it.
Execution History		Asset Management, Mass Change, Define Criteria, Execution History	Determine the last time a mass change definition was run and what the specific input parameters were.

Adding/Updating a Mass Change Definition

Access the Mass Change Definition page.

If this is a new mass change definition, your first step is to select a mass change template. Once you select a mass change template on which to base your change, the template supplies most of the information required on the page. Once you enter a template and move out of the **Mass Change Template** field, it disappears and the page is populated with data from the template.

See Also

Reviewing Asset Management Mass Change Templates (and Types)

“Working with Joint Venture Processing”

Specifying Mass Change Criteria and Defaults

Access the Criteria and Defaults page.

Fields in the **Criteria** group box define the columns that are used as a basis for selecting data from the database. You must specify the operator and the value that the column is to be compared to. For example, if you wanted to select all the rows for department 21101 you would use the = operator and a value of 21101. If you wanted to specify a range of values, you would use the Between operator and specify the two values, for example 12000 and 21000, as shown above.

The table below lists the operators, how they are used, and an example of each one as used on a set of hypothetical Business Units including M02, M04, M04A, M04B, M04C, M06, and M30.

Operator	Meaning	Example	Result
<	Less than	< M06	M02, M04, M04B, M04C
< =	Less than or equal to	< = M06	M02, M04, M04B, M04C, M06
< >	Not equal to	< > M06	M02, M04, M04B, M04C, M30
=	Equal to	= M06	M06
> =	Greater than or equal to	> = M06	M06, M30
>	Greater than	> M06	M30
<i>BTW</i>	Between value A and value B	BTW M04 BTW M06	M04, M04A, M04B, M04C, M06
<i>IN SUBSET</i>	In a subset of	IN M04 IN M06	M04, M06

Operator	Meaning	Example	Result
<i>IS BLANK</i>	= ' ' (equal to a space character – for character fields)	IS BLANK	N/A
<i>IS NULL</i>	= '' (equal to no characters – for date fields)	IS NULL	N/A
<i>LIKE</i>	Used for wildcards searches	LIKE M0%	M04, M04A, M04B, M04C, M06
<i>NOT BLANK</i>	< > ' ' Not equal to a space character (for character fields)	NOT BLANK	M04, M04A, M04B, M04C, M06, M30
<i>NOT BTW</i>	Not between value A and value B	BTW M04 BTW M06	M02, M30
<i>NOT IN</i>	Not in a subset of (complement)	IN M04 IN M06	M02, M04A, M04B, M04C, M30
<i>NOT LIKE</i>	Used in wildcard searches	NOT LIKE M0%	M30
<i>NOT NULL</i>	< > '' Not equal to no characters (for date fields)	NOT NULL	N/A

Specifying Mass Change AM Specific Fields

Access the AM Specific Fields page.

Enter a **Transaction Date** and an **Accounting Date**.

Typically, the transaction date represents the date you made the change and the accounting date represents the date you want this transaction posted to your general ledger.

The system populates the **Intfc ID** and **Open Transaction ID** fields with the next available ID by default. You can change these if you want, but they must be unique. **User ID** will also default but can be changed.

Note. If you reuse an existing mass change definition, be sure to get a value in the **Next Intfc ID** field by clicking the **New** button.

Generating Mass Change SQL Text

Access the Generate SQL page.

Important! Whenever you change a table, mass change type, or mass change template, you must regenerate the SQL text for any related mass change definitions. The mass change doesn't work properly until you regenerate the SQL.

To generate the SQL text, save and click the **Generate SQL** button. To clear the SQL text, in case you would like to change your mass change definition and regenerate the SQL, click the **Clear SQL** button.

Note. Generating SQL may take several minutes to complete.

The execution sequence number tells you the order in which the SQL statements are executed. Scroll through the execution sequences to view each statement.

The middle box defines which records a SQL statement operates on, and in what manner. Each record is operated on in series.

The box contains the SQL text for each statement, which you can look at but not change. You can make changes only by altering the mass change type or template that this definition is based on, or the field criteria and defaults on the Mass Change Definition page.

If you select the **Execute SQL Upon Saving** check box, the SQL executes upon saving, while you're online. Your operator security determines whether you can execute mass changes online. If you do not check this box, you can save this mass change definition, then execute it in the background, using a run control.

When you are satisfied with the SQL text generated, save the page.

Note. If the SQL execution fails, all statements in the mass change definition are rolled back. Commits to the database are only made when all statements have completed successfully.

Once you have generated and saved your SQL text, you can click the **Count** button to display how many rows of your data are affected by this mass change. You can only click the **Count** button on mass changes that can run online. Also, the Count option may only make sense on some execution sequences. This is because subsequent execution sequences may be based on previous ones actually having rows inserted into an interim table.

You must first generate and save the SQL text before you can use the **Count** button.

Defining Mass Change Groups

You may need to execute a group of mass changes in series. The mass change functionality makes it possible to define groups of mass changes and execute them all using one run control. Use the Mass Change Group page to do this.

No mass change groups are shipped with PeopleSoft Asset Management.

Executing Mass Changes

Most mass changes can be executed either online or in the background, although some must be run through Process Scheduler using an application SQR, such as the Physical Inventory SQR.

Here's how you execute mass changes:

- Online
- Using a process scheduler
- Execute in the background using the Run Mass Change page.

Page Used to Execute Mass Changes

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Run Mass Change	RUN_MASSCHNG	Asset Management, Mass Change, Run Request	Run a mass change or mass change group in the background.

Executing a Mass Change Online

To execute a mass change online, simply select the **Execute SQL Upon Saving** checkbox on the Generate SQL page and save the page.

Executing a Mass Change Using Process Scheduler

Mass changes based on the following mass change types can only be run through Process Scheduler using an application SQR:

<i>Mass Changes That Must Run Through the Application SQR</i>
PI Extract
PI Scan Scope
PI1 - Asset Table Update
PI2 - Asset Location Changes
PI3 - Department Transfers
PI4 - Retire Assets Not Found
PI5 - Add Assets Found In PI

Mass Changes That Must Run Through the Application SQR
PI6 - Asset Custodian Changes
PI7 - Inventory History Insert

Process Scheduler runs the processes at user-defined intervals.

You can only execute mass changes online that you're authorized to run online and that are based on authorized templates. To execute a mass change online you must have this permission granted in your mass change user security.

See Also

PeopleSoft Process Scheduler, "Understanding PeopleSoft Process Scheduler"

Executing a Mass Change in the Background

Access the Run Mass Change page.

Select a mass change run type. Each run type requires an additional execution parameter as described in the following table:

Run Type	Execution Parameter
Execute single mass change.	Mass change definition.
Execute mass change group.	Mass change group ID.
Download file preparation.	Download/upload data file name.
Download table to a file.	Download/upload data file name.
Upload file preparation.	Download/upload data file name.
Upload file to a table.	Download/upload data file name.

Verifying Data in the Loader Tables

You can take a look behind the scenes to see what data was loaded into the PeopleSoft Asset Management loader tables, INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B, by the mass change. This provides the opportunity to preview the data that loads into the PeopleSoft Asset Management tables when you run the Transaction Loader process. If you find errors, you can either fix them online using your SQL query tool, or (preferably) make necessary modifications to the mass change definitions and run the mass change again.

Here's how you verify data in the loader tables:

- View data in the financial loader tables
- Preview the physical load data

- If you're converting leases from a previous system preview the loading leases.

Pages Used to Verify Data in the Loader Tables

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Load Preview – Financial		Asset Management, Send/Receive Information, Approve Financial Information, Review	View data in the financial interface tables.
Load Preview – Physical		Asset Management, Send/Receive Information, Approve Physical Information Review A or B	Preview the physical load data.

Reviewing Financial Loads

Access the Load Preview – Financial page.

The contents of INTFC_FIN appear here, one row at a time, as populated by the mass change. This is your chance to preview the financial data that the Transaction Loader process uses when populating PeopleSoft Asset Management tables and change anything that isn't correct.

Note that errors normally involve assets that have recently undergone a financial transaction or transactions. The transaction date assigned to the mass change is compared with the transaction date of each asset it's performed on. If the asset transaction date is greater than the mass change transaction date, the load line is marked as an error.

The **Auto Approval Status** switch is on if you selected the Auto Approval Status check box on the AM Specific Fields page.

Reviewing Physical Loads

Access the Load Preview Physical A or B pages.

The Physical Load pages give you a look at INTFC_PHY_A or INTFC_PHY_B, one row at a time, so you can perform the same preview and change process as with INTFC_FIN.

The **Auto Approval Status** option is enabled if you selected the Auto Approval Status check box on the AM Specific Fields page.

Loading Leases

There is also a similar preview page to look at records you may have loaded in your INTFC_LEASE table. You only use this table and page if you're converting leases from a previous system.

Approving Changes

Once you have run the mass change and populated the loader tables, you may need to approve all changes before loading the resulting data into the Asset Management tables.

Here's how you approve changes:

- View and approve the data in the financial loader table.
- View and approve the data in the physical loader tables.

Pages Used to Approve Changes

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Load Approval – Financial		Asset Management, Send/Receive Information, Approve Financial Information, Approve	View and approve the data in the financial loader table.
Load Approval – Physical		Asset Management, Send/Receive Information, Approve Physical Information, Approve A or B	View and approve the data in the physical loader tables.

Financial Approval

Access the Load Approval – Financial page.

These changes are grouped by transaction load ID and load type. A load type is very much like a transaction type, but at a greater level of detail. Each transaction type in PeopleSoft Asset Management can generate several different load types.

Load types include the following; those marked with an asterisk are fairly uncommon:

<i>Load Type</i>	<i>Long Name</i>	<i>Financial/Physical</i>
AAD	Additional Cost Add	Financial
ACQ	Insert Acquisition Detail	Physical *
ADD	Asset Add	Financial

<i>Load Type</i>	<i>Long Name</i>	<i>Financial/Physical</i>
ADJ	Asset Cost Adjustment	Financial
ADQ	Adjust Cost & Acquisition Detail	Financial/Physical *
ARA	Add Retired Asset	Financial/Physical
ASD	Asset Deletion	Financial/Physical
AUP	Asset Information Update	Physical
BKD	Book Deletion	Financial *
BKS	Book Change	Financial
BSD	Selective Book Delete	Financial *
CAP	Asset Capitalization	Financial
CLC	Custodian/Location Change	Physical *
CIC	Capitalize into Composite	Financial
CN1	Conversion of First Book	Financial/Physical
CN2	Conversion of Subsequent Books	Financial
FAD	Financial and Physical Add	Financial
IHI	Physical Inventory History Insert	Physical
IUI	InterUnit Transfer, In Side	Financial/Physical
IUO	InterUnit Transfer, Out Side	Financial
LAD	Leased Asset Add	Financial/Physical *
NAD	Non-financial Add	Physical
OPT	Open Transaction Generator	N/A *
PHY	Physical Asset Change	Physical
PRT	Partial Retirement	Financial
RCT	Asset Recategorization	Financial
REI	Asset Reinstatement	Financial
RET	Asset Retirement	Financial
TRF	IntraUnit Transfer	Financial

You can selectively approve or disapprove each load type by selecting or clearing the **Approve** check boxes. Use the scroll bar to move from one screen of changes to the next.

Physical Approval

Access the Load Approval – Physical A or B pages.

This page shows you a summary of all the changes pending approval in the physical loader tables.

These changes are grouped by transaction load ID and load type. A load type is very much like a transaction type, but at a greater level of detail. Each transaction type in PeopleSoft Asset Management can generate several different load types.

You can selectively approve each load type by selecting the **Approve** checkboxes.

See Also

Verifying Data in the Loader Tables

Populating PeopleSoft Asset Management Tables with Mass Change Data

When you reach this point, you should already have run the mass change, either online or through Process Scheduler, translating your mass change definition into SQL and transferring the selected data into the loader tables—INTFC_FIN and INTFC_PHY_A.

Populate PeopleSoft Asset Management Tables using the Transaction Loader.

Page Used to Populate PeopleSoft Asset Management Tables

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Transaction Loader	RUN_AMIF1000	Asset Management, Send/Receive Information, Load Transactions, Load Transactions into AM	Run the Transaction Loader SQR process, which reads the loader tables and populates PeopleSoft Asset Management tables with the data.

Populating PeopleSoft Asset Management Tables

Access the Transaction Loader page.

The Transaction Loader page enables you to search for transactions based on system source, load type, load status, and whether they consist of physical or financial records. You can use as many or as few of these criteria as you wish. The more you use, the narrower your search is.

A load type is very much like a more detailed version of a transaction type. One transaction type can generate several different load types.

Specify which transactions you would like to load if you know the range of Transaction Load IDs. You can specify transactions by system source, From transaction load ID, and To transaction load ID.

If you do not know the Transaction Load ID(s), enter the system source that generated the transactions you want to load, and their load type.

Turn on **Financial Records** or **Physical Records**, depending on the type you want to load.

The **Load Status** field can contain of the following values. Enter the one that is appropriate:

Load Status	Definition
<i>CON</i>	Transactions Consolidated
<i>DON</i>	Transactions Loaded
<i>ERR</i>	Transaction Errors
<i>NEW</i>	Transactions Not Loaded
<i>REP</i>	Replaced by Other Interface Records
<i>UNI</i>	Transactions Unitized (will not be loaded)

See Also

Verifying Data in the Loader Tables

PeopleSoft Process Scheduler, "Understanding PeopleSoft Process Scheduler"

Depreciating Changed Assets

To ensure that all the entries in INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B have been loaded, review the loader tables and check the load status of each entry. Each entry should now have a load status of *DON*.

If any entries have a status of *ERR*, they have been marked as errors. You may need to complete them manually through the pages. Check the error message at the bottom of the Load Preview page to determine what action you should take.

Once you have done this, your changes are complete. All that remains is to run the depreciation calculation process. Whatever financial changes you made created open transactions for each of the affected assets. Now you can run depreciation, which picks up all these changed assets and handle their depreciation appropriately.

Reviewing Asset Management Mass Change Templates (and Types)

The following is a list and a brief description of the mass change templates (and the mass change types the templates are based on) delivered with PeopleSoft Asset Management.

In most cases, the AM mass change template and the mass change type the template is based on have the same ID. If the mass change type ID is different than the mass change template ID, the type ID is given in parentheses under the template ID.

Mass Change Template ID (Mass Change Type ID, if different)	Mass Change Template Description (Asset Management)
ADD - Asset Additions (ADD - Asset Addition)	Takes records from the Conversion tables and inserts them into the Financial and Physical Interface tables for loading by the Transaction Loader process.
ADJ - Asset Cost Adjustment	Allows you to change the cost of a group of assets.
ASD - Asset Deletion	Inserts asset records into the INTFC_FIN table for deletion by PeopleSoft Mass Change.
AUP - Asset Update	Perform changes to certain fields stored on the asset table. Inserts rows into the INTFC_PHY_A table that the Transaction Loader process uses to update (not insert) the asset table. All non key fields on the PS_ASSET table may be updated using this mass change. This template may be copied and/or modified to update fields as necessary.
Archive Assets Acctng Entries (Archive Asset Acctng Entries)	Used in the archiving of asset accounting entries. It inserts rows into the PS_DIST_LN_ARCH table, selecting from the production asset accounting entry table (PS_DIST_LN). This table can be used to hold the old accounting entries and to unload the entries into a sequential file.
Archive Asset Open Trans	Use to archive asset open transaction entries in the PS_OPEN_TRANS table. Inserts entries into the Open Trans Archive table (PS_OPEN_TRANS_ARCH), selecting from the PS_OPEN_TRANS table.
Asset Revaluation	Use to revalue assets. The first step prepares two temporary tables. Cost rows that meet the revaluation criteria are inserted into the first temporary table, REVAL_TMP1. This table is then joined with the exchange rate table to get the rate at the time of the last financial transaction; these rows are stored in REVAL_TMP2. The final execution sequence inserts the rows from the second temporary table into the INTFC_FIN table.
BA - Book Addition	Use this mass change type to add a new book to a business unit. You must add the asset profiles for the new book before running this mass change and the book you are adding must already exist for the business unit before processing.
BC - Book Copy	Use to copy the book and cost information from one book to another. You can use this to perform a “what if?” analysis. You can add a model book to a group of assets to do some reporting. This mass change would copy the data you need from an existing book to your model book. The book you are copying to should exist for the business unit before processing this mass change. Criteria for this mass change must be entered twice, once for the non retirement type

Mass Change Template ID (Mass Change Type ID, if different)	Mass Change Template Description (Asset Management)
	transactions on execution sequence 1 and a second time for retirement transactions on execution sequence 2.
BKD - Book Deletion	Use to remove an entire book from a business unit. It loads one row into the INTFC_FIN table with the business unit and book combination. The transaction loader (AMIF1000) then deletes all rows for that business unit book from the following tables: BOOK, BOOK_TAX_CR, COST, DEPRECIATION, DIST_LN, OPEN_TRANS, and RETIREMENT.
BKS - Asset Book Change	Allows you to change depreciation methods, life, depreciation schedules, and convention combinations.
BSD - Selective Book Delete	Lets you selectively delete books for a group of assets. You specify the business unit, book, and the range of assets you want to have deleted. This differs from the mass change type BKD, which deletes information for an entire business unit/book combination.
CC - Capitalize Into Composite	Use to capitalize acquisition detail amounts into composite assets. Sums the uncapitalized acquisition detail line amounts for the assets associated with a composite asset.
CR - Composite Retirement	Use to retire acquisition detail amounts from composite assets. Inserts the retirement cost for each set of ChartFields into INTFC_FIN.
Delete Asset Acctng Entries (Delete Archived DIST_LN)	Use to delete entries from the PS_DIST_LN table that have been archived.
Delete Asset Open Trans	Use to delete open transaction entries from the PS_OPEN_Trans table after they have been archived.
EURO1 - InterUnit Trf - New Book	Use to perform mass interunit asset transfers from one book to another within the same business unit. The new book may or may not have a different currency code. An example might be if you are changing from a 13- to a 12-period calendar. You must enter the business unit, the From book twice, and the new book. You may enter the range of as SetIDs or leave it blank, which transfers all assets. Note: If you copy this mass change or create your own based on it (and you are changing currencies), you must populate the INTFC_FIN.MC_DEFN_ID field with the words 'Currency Conversion' (mixed case) on the transfer IN row. It does not matter what you enter in the transfer OUT row, the name of the mass change will suffice or you can leave it blank.
IUF - IU Transfer to Another BU	Use to perform financial asset transfers from one business unit to another. Does not perform currency conversion - see InterUnit RET/Add w/Curr Conv.

Mass Change Template ID (Mass Change Type ID, if different)	Mass Change Template Description (Asset Management)
IUT - Inter-Unit Transfer	Use to perform mass interunit transfers of assets. You cannot perform interunit transfers on group assets. Does not perform currency conversion - see InterUnit TRF w/Currency Conv.
InterUnit RET/Add w/Curr Conv	Use to perform financial asset transfers from one business unit to another, especially when the business units have different currencies and books. Assets are retired in the From business unit and added in the To business unit. This mass change differs from others in that IUF does not perform currency conversions. <i>Asset ID note:</i> New as SetIDs for the To business unit are assigned by the Transaction Loader process, not by PeopleSoft Mass Change. If you preview the load transactions prior to running the Transaction Loader process, you see that the To business unit assets have the From business unit asset IDs. The Transaction Loader assigns new IDs when adding the assets to the To business unit. <i>Profile ID note:</i> To perform currency conversion when moving assets from one business unit to another, the default profile option in the Transaction Loader process is used. This means that the profile IDs on the To business unit must exist for the assets that are being moved from the From business unit, and they must be the same profile IDs used in the From business unit. Books associated with the profile ID may be different. <i>Group Assets note:</i> You cannot perform interunit transfers [retire/add] on group assets.
InterUnit TRF w/Curr Conv	Use to perform financial asset transfers from one business unit to another, especially when the business units have different currencies and books. This mass change performs currency conversion when business unit/book currency codes are different in the From and To business units. <i>Asset ID note:</i> New asset IDs for the To business unit are assigned by the Transaction Loader process, not by PeopleSoft Mass Change. If you preview the load transactions prior to running the Transaction Loader process, you see that the To business unit assets have the From business unit asset IDs. The Transaction Loader assigns new IDs when adding the assets to the To business unit. <i>Profile ID note:</i> To perform currency conversion when moving assets from one business unit to another, the default profile option in the Transaction Loader process is used. This means that the profile IDs on the To business unit must exist for the assets that are being moved from the From business unit, and they must be the same profile IDs used in the From business unit. Books associated with the profile ID may be different.

Mass Change Template ID (Mass Change Type ID, if different)	Mass Change Template Description (Asset Management)
	<i>Group Assets note:</i> You cannot perform interunit transfers [retire/add] on group assets.
JVA - Joint Venture BU Addition	Use to add a new business unit to a joint venture using the joint venture's profiles.
JVP - Joint Venture BU Addition w/Profile	Use to add a new business unit to a joint venture with the participant's profile. Book table values that can be populated with defaults from the profile detail table are obtained from the profile ID for the new business unit. Similar to the JVA mass change but JVP uses the JV participant's profiles.
JVR - Joint Venture BU Removal	Use to remove joint venture business units.
JVT - JV Allocation Change	Use to transfer the allocation percentage from one business unit to another.
OPT - Open Trans Generation	Use to generate open transactions for a business unit/book combination so that depreciation calculation (AMDPCALC.SQR) and accounting entry distribution (AMAEDIST.SQR) may execute for all the assets in the business unit/book.
PAD - Parent Asset Cost Adjust	Lets you change the cost of a parent asset and all its children.
PHY - Physical Asset Changes	Use to make changes to the physical side of assets, for example, asset location and custodian.
PI - Extract	Extracts asset data from multiple AM tables into one physical inventory extract table.
PI - Scan Scope	Physical inventory scan scope mass change.
PI1 - Asset Table Updates (PI1 - Asset Table Update)	Use to process scanned inventory data and place in updates to the asset table.
PI2 - Asset Location Changes	Use to make changes to the location table for an asset.
P13 - Department Transfers	Use in physical inventory to transfer departments for assets.
P14 - Asset Retirements (PI4 - Retire Assets Not Found)	Use to retire those assets not found during physical inventory processing.
P15 - Physical Asset Adds (PI5 - Add Assets Found in PI)	Use to add the "overs" into Asset Management. Those assets that were scanned in physical inventory but not originally in Asset Management, a physical add only, not financial.
P16 - Asset Custodian Changes	Use in physical inventory to change an asset's custodian.
P17 - Inventory History Insert	Use to insert records into the Physical Inventory Asset History table at the close of physical inventory for every asset in the Results table with a status of <i>Inventory</i> .
P18 - Asset Software Updates	Use in the physical inventory process to handle changes to software associated with an asset. In the final step of the physical inventory process, the Transaction Loader process

Mass Change Template ID (Mass Change Type ID, if different)	Mass Change Template Description (Asset Management)
	updates the contents of the ASSET_SOFTWARE table with the results of the inventory. This data is only available if IT asset discovery (network asset inventory) tools are integrated with PeopleSoft Asset Management. Note: PeopleSoft Mass Changes PI1 - PI18, PI Extract, and PI Scan Scope cannot be executed online. They are used only by the Physical Inventory SQR.
PRC - Parent Recategorization	Moves the cost of an asset from one asset category to another for a parent asset and all of its children.
PTF - Parent Asset Transfer	Transfers the cost of a parent asset and all of its children out of the From Values and into the To values.
PTR - Partial Transfer by Dept (PTR- Partial Asset Transfer)	Performs partial asset transfers; a percentage of the cost and quantity of an asset is transferred between the ChartFields specified.
Parent Retire w/Pro/RC Absolut	Retires parent assets and their children. The proceeds and removal cost for each asset are set equal to the proceeds and removal cost entered by the user.
Parent Retire w/Pro/RC Distrib	Retires parent assets and their children. The proceeds and removal costs are distributed proportionally by retirement amount.
Partial Retire Proceeds Dist (Part. Retirement Proceeds Dist)	Use to partially retire assets. Do not use this mass change type to do a full retirement. The proceeds are distributed proportionally by retirement amount.
Partial Parent Asset Transfer	Use to perform partial asset transfers for a specific parent and all of its children assets. A percentage of cost and quantity are transferred between the specified ChartFields.
Partial Retire Parent Proc Abs	Use to partially retire parent assets and all of their children assets (children that are financial assets). The percentage of retirement is specified by the user. The proceeds and removal cost for each asset are set equal to the proceeds and removal cost entered by the user.
Partial Retire Parent Proc Dis	Use to partially retire parent assets and all of their children assets. The percentage of retirement is specified by the user. The proceeds and removal cost for each asset are distributed proportionally over each asset based on the cost of each asset retired over the total cost of all assets being retired.
Partial Retire Proceeds Absolu	Use to partially retire assets. The percentage of retirement is specified by the user. The proceeds and removal cost for each asset are set equal to the proceeds and removal cost entered by the user.

Mass Change Template ID (Mass Change Type ID, if different)	Mass Change Template Description (Asset Management)
RCT - Recategorization	Moves the cost of an asset from one asset category to another.
REI - Reinstatement Assets (REI - Reinstatement)	Reinstates retired assets.
REP - Reinstatement Parent Assets	Reinstates retired parent assets and all of their children.
Retire Parent w/Pro/RC Distrib	Retires parent assets and all of their children. The proceeds and removal cost for each asset are distributed proportionately over each asset based on the cost of each asset retired over the total cost of all assets being retired.
Retire w/Proceeds/RC Absolute	Use to retire assets. The proceeds and removal cost for each asset are set equal to the proceeds and removal cost entered by the user.
Retire w/Proceeds/RC Distribut	Retires assets. The proceeds and removal cost for each asset are distributed proportionately over each asset based on the cost of each asset retired over the total cost of all assets being retired.
TM - Acctg Entry Template Copy	Copies accounting entry templates from one SetID to another.
TM - Actg Ent Tmpl Copy w/in Set	This template differs from TM - Acctg Entry Template Copy in that this one copies from one category to another within the same setID. TM - Acctg Entry Template Copy is used to copy Accounting Entry templates from one setID to another setID. This mass change (1) empties the temporary tables, (2) dumps the template rows of the source setID and category into temporary tables, and (3) copies the temporary rows over to the permanent AE template tables for the target category specified. Note. The temporary tables used are PS_DIST_TMPL_TMP and PS_DIST_TMPLLN_TMP.
TRF - Full Transfer by Dept (TRF - Asset Transfer)	Transfers assets from current ChartField values to the To values that are entered by the user. The Cost Balance view gives the current cost at a ChartField level and allows you to change those values. The Cost Balance view gives the current cost at a ChartField level and this mass change enables you to change those values.
Unload Open Trans to file (Unload Open Trans Archive)	Unloads entries from the Asset Open Transaction Archive table to a sequential file.
Unload DIST_LN_ARCH to file (Archive DIST_LN_ARCH to file)	Use to archive the PS_DIST_LN_ARCH table to a sequential file.
Upload Asset Acctng Entries (Load Archived DIST_LN)	Loads the production asset accounting entry table (PS_DIST_LN) from the accounting entry archive table (PS_DIST_LN_ARCH).

<i>Mass Change Template ID (Mass Change Type ID, if different)</i>	<i>Mass Change Template Description (Asset Management)</i>
Upload Asset Open Trans (Upload Archive Open Trans)	Uploads open transactions into the PS_OPEN_TRANS table from the PS_OPEN_TRANS_ARCH table.

CHAPTER 23

Using Self Service Web Components

This chapter provides an overview of using self service web components and describes how to:

- Set up PeopleSoft Asset Management
- Review self service application pages

Understanding Self Service Components in PeopleSoft Asset Management

Self-service Web applications provide your employees secure and convenient access to information. Self-service access to information is flexible, convenient, and easy. For many people, self-service applications provide an improved alternative to automated telephone prompting systems. In addition, they can help ease the workload for internal support staff.

PeopleSoft delivers several self-service Web components as templates. You can use the PeopleTools Application Designer to modify these Web components just as you would any application components.

PeopleSoft Asset Management provides four self-service Web components:

Component	Description
Assets	Provides details for an individual asset, including the reference information (ID, tag number, and serial number), location, department, model, manufacturer, and custodian.
Asset Transfer Request	An employee can create and submit a request to indicate an asset has been lost, stolen, misassigned, or relocated to another department.
Asset Transfer Approval	A manager can approve, deny, or hold an asset transfer request submitted by an employee.
Department Assets	Provides a list of all assets assigned to a particular department for which the manager is responsible.

The information that displays in these pages comes from the tables in PeopleSoft Asset Management.

See Also

PeopleSoft Application Designer PeopleBook, "Using PeopleSoft Application Designer"

Understanding Security

The user profile that you create for each individual who accesses your self-service Web application determines the Web pages the user can access. You create user profiles in Maintain Security on the User Profile component. You assign a role to each user profile and you link roles to permission lists. Each permission list identifies the pages that individuals assigned to a role can access. To modify the access for specific Web pages for each role, you modify the permission list for the user's role.

Note. If you modify a permission list, you change the access for all users who are assigned to roles to which the permission list is linked.

You also use the user profile to define which data the user has access to. For example, you associate the user profile for an employee with a specific employee ID. When an employee logs on to the self-service Web application, they will only receive access to asset management information for the employees assigned to that employee ID. As another example, you associate the user profile for a manager with a specific employee ID. The manager will only receive access to asset management information for assets that they are assigned to.

See Also

PeopleSoft Security PeopleBook, "Understanding PeopleSoft Security"

Understanding Asset Management Roles

PeopleSoft Asset Management provides self-service Web pages for the following roles. We deliver definitions for each of these roles and assign permission lists to each role.

- Employees
- Managers

Employees have access to self-service Web pages where they can perform the following tasks:

- View asset details.
- Create asset transfer requests.

Managers have access to self-service Web pages where they can perform the following tasks:

- View asset details.
- View assets by department.
- Approve, deny, or hold asset transfer requests.

See Also

PeopleSoft Security, “Understanding PeopleSoft Security,” Roles

Setting Up PeopleSoft Asset Management

Before you begin to use PeopleSoft Asset Management, you must set up your PeopleSoft Asset Management application.

In order to use employee and manager data, you must also bring data from your Human Resources database to your Financials database. If you are using PeopleSoft HRMS applications, use application messaging to send data from the HRMS tables to the Financials tables. The application messages that provide the data needed for Asset Management Self Service web components are PERSON_BASIC_SYNC and PERSON_BASIC_FULL_SYNC.

See Also

“Establishing Asset Management Business Units”

“Establishing Asset Processing”

PeopleSoft Enterprise Integration PeopleBook, “Setting Up PeopleSoft Application Messaging EIPs

Reviewing Self Service Application Pages

This section describes the Web pages that employees or managers can access to view or modify information for PeopleSoft Asset Management. The information that appears on the page and the use of the page may differ depending on the user’s role. Both employees and managers can review asset information and submit asset transfer requests. However, only managers can approve, hold, or deny asset transfer requests.

Note. Approvals on the self service web application pages do not automatically generate transactions in PeopleSoft Asset Management. An email and/or a work list is sent to a corresponding employee to enter the action manually in PeopleSoft Asset Management.

Pages Used to Review Self Service Application Pages

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
View/Transfer Assets	AM_MY_ASSET	Employee Self Service, Assets, View/Transfer Assets	Employees use the My Assets page to view a list of assets assigned to them, access asset detail information, and submit asset transfer requests.

Page Name	Object Name	Navigation	Usage
Asset Information	AM_MY_ASSET_DE TAIL	Employee Self Service, Assets, Asset Information	Employees and managers use the Asset Information inquiry page to view asset detail information and submit asset transfer requests.
Asset Transfer Request	AM_MY_ASSET_RQ ST1	Employee Self Service, Assets, Asset Transfer Request	Employees use the Asset Transfer Request page to submit an Asset Transfer Request to a manager. The Asset Transfer Request displays asset detail and transfer request information.
My Departments	AM_MY_DEPT	Employee Self Service, Assets, My Departments	Managers use the My Departments inquiry page to view a list of departments assigned to them, and access department's asset information.
My Department's Assets	AM_MY_DEPT_ASS ET	Employee Self Service, Assets, My Department's Assets	Managers use the My Department's Assets inquiry page to view a list of assets assigned to their departments, access asset detail information, and submit asset transfer requests.
Asset Transfer Approval	AM_MY_ASSETS_R QST2	Employee Self Service, Assets, Asset Transfer Approval	Managers use the Asset Transfer Approval page to approve, deny, or hold asset transfer requests submitted by themselves or their employees.

CHAPTER 24

Using Global Asset Management

This chapter gives an overview of using global Asset Management and describes how to meet:

- Australian requirements
- Canadian requirements
- French requirements
- German requirements
- Italian requirements
- Japanese requirements

Understanding Global Asset Management

PeopleSoft Asset Management provides enhanced enterprise-wide global support.

Note. You must be granted security in order to be able to display and use these international pages.

Meeting Australian Requirements

PeopleSoft supports asset management practices used in Australia, including asset research and development categorization, tax credit allowance, capital gains tax calculations, changes in creditable purpose, and asset revaluation.

Here are ways to meet Australian requirements:

- Asset research and development categorization
- Tax credit allowance
- Tracking changes in creditable purpose
- Reporting on changes in creditable purpose
- Capital Gains Tax (CGT) calculation

- Asset revaluation (net method)

Pages Used to Meet Australian Requirements

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Asset Unit Aggregate R&D	BU_AGG_RD	Define Business Rules, Establish Business Units, Use, Asset Unit Aggregate R&D	Calculate research and development tax deductions for R&D plant assets. To calculate the amount of deductions that it is possible to claim, you must enter the aggregate R&D amount for each fiscal year.
RD Deductions – AUS	RUN_AMTX10AU	Manage Assets, Report, RD Deductions – AUS	Run a report to view the amount of R&D concessions that can be claimed.
Tax Credits – AUS	RUN_AMTX20AU	Manage Assets, Report, Tax Credits - AUS	Run the Tax Credit Allowance SQR Report which produces a report of total Tax Credits by Business Units.

Asset Research and Development Categorization

Australian tax legislation makes provisions for tax deductibility of expenditures on assets for research and development purposes based on aggregate values. PeopleSoft Asset Management enables you to identify assets for the purpose of calculating research and development deductions.

Access the Asset Unit Aggregate R&D page.

Defining an Asset as R&D Eligible

You define an asset as an R&D plant asset by selecting the **R&D** options on the following pages:

- Asset Profiles – Definition
- Asset Basic Information – Asset Information
- Asset ExpressAdd – Cost/Asset Information

Asset Profiles that are defined with R&D information will indicate that all assets added to your system using this profile are being used for research and development and are entitled to R&D tax concessions. Assets added to your system through either Basic Information or ExpressAdd with R&D information will indicate that this particular asset is being used for research and development and is entitled to R&D tax concessions.

See Also

“Establishing Asset Processing,” Setting Up Asset Profiles

“Adding and Maintaining Assets,” Using Asset Basic Information

“Adding and Maintaining Assets,” Cost/Asset Information Page

Tax Credit Allowance

These credits are based on existing Australian tax law which includes certain provisions for rebates (often referred to as credits) which, unlike allowable deductions, do not enter the calculation of taxable income. These tend to relate to capital investment projects.

The Tax Credit Allowance is calculated as follows:

Calculation of tax credit cost basis = book cost * basis reduction rate (%)

Calculation of tax credit = tax credit cost basis * tax credit (%)

To use this feature, you will need to:

- Set up your own credit tables or modify existing ones. Use the Tax Credits page to do this.
- Assign a status to the tax credits defined. This status enables you to classify assets when reporting on credits. Use the Tax Credit Status page to enter or modify a tax credit status.
- Enter tax credits against assets. This can be done in the Asset Profiles, Asset Book Definition, or Asset ExpressAdd components.

Entering Tax Credits Against an Asset

Tax credits can be entered against an asset in the Asset Book Definition, Asset ExpressAdd, or at the asset profile level using the Asset Profile Tax Credits page. Leased assets can have tax credits entered against them by using the Asset Book Definition page after the asset has been entered through Leased Asset Entry.

Entering Tax Credits in the Asset Book Definition Component

The Tax Credit Options section enables you to identify which investment credits are taken for a selected asset. You must specify the tax criteria before you can enter tax credits.

After you enter the **Tax Credit Code**, PeopleSoft Asset Management retrieves the **Percentage** figures specified for the Tax Credit and calculates the **Computation Amount** using the following formula:

Book Cost * Basis Reduction Percentage = amount qualifying for the tax credit

Amount Qualifying * Tax Credit Percentage = amount of tax credit

The sum of all Tax Credits defined in the current book is displayed in the **Tax Credit**. The total Tax Credit Amount is updated each time you change tax credit information.

Entering Tax Credits in the Asset ExpressAdd Component

The Tax Information Page of the Asset ExpressAdd component enables you to identify which investment credits are taken for a selected asset. You must specify the tax criteria before you can enter tax credits.

Enter the **Tax Credit Code**.

You can optionally enter a **Tax Credit Status**.

After you enter the Tax Credit Code, PeopleSoft Asset Management retrieves the **Percentage** figures specified for the Tax Credit and calculates the **Computation Amount** using the following formula:

Book Cost * Basis Reduction Percentage = amount qualifying for the tax credit

Amount Qualifying * Tax Credit Percentage = amount of tax credit

The sum of all Tax Credits defined in the current book is displayed in the **Tax Credit** field. The total Tax Credit Amount is updated each time you change tax credit information.

If you change the cost information in the Cost/Asset Information Page of the Asset ExpressAdd component after you have entered tax credits, click the **Recalculate Credit** button to recalculate the amount of the credits. The Recalculate Credit button will reload the percentage figures from the Tax Credit table and then recalculate the amount figures for all tax credits defined for the current asset.

Tracking Changes in Creditable Purpose

Australian Financial Services organizations are required to track the usage of fixed assets utilized in making input tax supply. Input tax that is not creditable is capitalized in the value of the asset and depreciated accordingly. Creditable tax is eligible for refund and is not included in the value of the asset. Since a single asset may be used by a business entity in multiple activities, some which may be taxable/GST (goods and services tax) free and some that may be input taxed, the full amount of GST paid must be recorded and apportioned creditable and non-creditable based upon usage. Over the life of an asset this apportionment must be reviewed annually and adjusted to reflect the assets current usage. The time period an asset is subject to this review is determined by the cost of the asset. Review periods are maintained in the Asset Threshold-GST table referenced when assigning the last date of mandatory review.

Recording GST (Goods and Services Tax) in Payables and Passing on to Asset Management

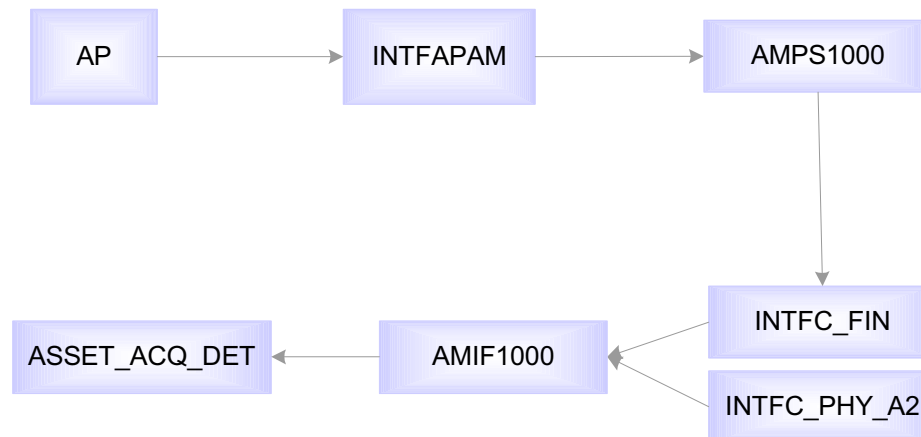
To track the apportionment of GST relevant to an asset, four fields are passed to Asset Management from Payables using the INTFAPAM process.

1. Merchandise Amount
2. Non Recoverable VAT
3. Recoverable VAT
4. Total VAT

Payables validates the information entered on the invoice before passing it Asset Management.

Note. The invoice information must be validated in PeopleSoft Payables before being passed to Asset Management. Invoice information can not be rejected once it has reached Asset Management.

The following diagram illustrates the interface process.



Payables to Asset Management GST Process

Adding GST Online in Asset Management

You can enter GST information directly into Asset Management when entering an asset online through the Asset Basic Information component. Use the **Tax** link on the Asset Acquisition Detail page to enter Tax amounts charged to the asset.

Changes in Creditable Purpose are recorded using the same entry page used to manually enter an asset's GST amounts and to designate recoverable and non-recoverable amounts (see above link). When changing the usage percentage of an existing asset the transaction type selected would be **Adjustment** rather than **Addition**, otherwise the entry process is the same.

When working in a Business Unit identified for Australia, the **Calculate Last Date of Review** button is displayed on the Asset Information page to calculate the Last Review Date. Select a **Schedule Type Code** and click the **Calculate Last Date of Review** button to generate the **Last Date of Mandatory Review** for the asset. The Last Date of Mandatory Review is stored on the Asset.

See Also

“Adding and Maintaining Assets ”

“Adding and Maintaining Assets,” Using Asset Basic Information

Reporting on Changes in Creditable Purpose

Some entities have the need to track fixed assets utilized in making input tax supply. The change in the extent to which a fixed asset is used to make taxable supply from reporting period to reporting period can be tracked and adjustments made for any change. For instance, in Australia, Australian Financial Services organizations require a solution to record the apportionment of recoverable versus non-recoverable VAT on invoices. This information is then sent to Asset Management for capital assets.

Access the Australia CCP (Changes in Creditable Purpose) Report page to run the report.

Capital Gains Tax (CGT) Calculation

Some tax legislation, such as in Australia, requires payment of tax on capital gains realized at the time of an asset's sale, net of inflation of all components of the cost basis. Tax deductions can also be realized in certain circumstances for losses. PeopleSoft Asset Management provides pages for you to designate the applicability of a gain/loss calculation for specific assets or for all the assets in a book. When an asset is retired on which gain/loss has been designated as applicable, the system calculates that and stores the results for later reporting. The gain/loss calculation is split into an assessable gain/loss and a capital gain/loss amount.

Specifying the Capital Gain/Loss Flag for an Asset

There are multiple components where you can check an asset as CGT applicable if you want the Capital Gain/Loss calculated for an asset upon retirement:

- Asset Book Definition – Book Tax page if the CGT calculation is applicable for assets on a book level.
- Asset Profile.
- ExpressAdd.

To be prompted to identify an asset as CGT applicable, you must associate the book for the asset with the country (Australia). This is done in the Asset Book Definition page.

If Capital Gains Tax is applicable for this asset, select the **CGT Applicable** check box on any of these pages.

Run the Australian Retirements reports to see the results of CGT applicable assets.

Capital gain/loss = asset proceeds - indexed revalued amount OR original price - removal amount.

Assessable gain/loss = asset proceeds OR original price - net book value - removal amount.

These calculations utilize existing indexing tables containing local CPI indexes. A logical extension of this calculation would be to determine the actual amount of tax to be paid, or in the case of a loss, the tax credit which can be later netted off against a future capital gain.

See Also

“Establishing Asset Processing,” Setting Up Asset Profiles

“Adding and Maintaining Assets,” Using Asset Basic Information

“Adding and Maintaining Assets,” Cost/Asset Information Page

Calculation of Capital Gains Tax

The elements that enter into the calculation of a capital gain or capital loss on the disposal of an asset are:

- The cost base of the asset, which is used to determine the amount of a capital gain if the disposal of the asset occurs within 12 months of the taxpayer's acquisition of the asset.
- The indexed cost base of the asset, which is used to calculate the amount of a capital gain if the taxpayer disposes of the asset 12 months or more after the date of its acquisition.
- The reduced cost base of the asset, which is used to calculate the amount of a capital loss which arises on the disposal of the asset.

The capital gains tax calculated upon retirement may be viewed for each Asset by Book using the Asset Retirements page.

The Retirement reports also contain CGT information.

Asset Revaluation (Net Method)

PeopleSoft Asset Management supports asset revaluations in accordance with AASB1010 and AASB1041 accounting standards, which require that a balance of accumulated depreciation at the date an asset is revalued be credited to related asset accounts.

Before You Begin

Before you process asset revaluations, make sure you have set up the following conditions:

- Select the Create Accounting Entries checkbox for the accounting book you are using on the Business Unit/Book Definition page of the Asset Management Business Unit Definition component.
- Set up the appropriate book definition for Australia on the Assets Books page of the Establishing Asset Processing component.
- Verify that Cost Type *R* (revaluation) is available on the Cost Types page of the Establishing Asset Processing component.
- Add new accounts for Asset Revaluation Reserve (Equity), and Revaluation Increment/Decrement (Expense). Do this on the Accounts page of the Design ChartFields component.
- Define a set of accounting entry templates for each category of asset affected by the revaluation using Cost Type *R* for revaluation on the Accounting Entry Template page of the Establishing Asset Processing component. These are necessary to generate accounting entries.
- Run the detail Net Book Value Report by Category (AMDP2110). This is not required but recommended.

Processing Revaluations

To process asset revaluations, complete these steps:

- Run the Australian Revaluation (AMAUSCAL) process.
 - Once you have defined the run control parameters and selected the Run button on the process request page, Process Scheduler will allow you to select one of two revaluation processes. Select the checkbox for Australian Revaluation.
 - The process updates the Financial Loader table (PS_INTFC_FIN) with four rows for each asset included in the process request. One for Retirement (RET) with the total cost, one for Reinstatement (REI) with the total cost, one for an Adjustment (ADJ) reflecting the difference between the original cost and the cost calculated with revaluation parameters, and one for Book Change (BKS).
- Preview the data in the Financial Loader table (PS_INTFC_FIN.) This step is optional.
- Run Transaction Loader to load the retirement transactions created by revaluation. Use Load Type RET to find your Load ID to process.
- Run Depreciation Calculation (AMDPCALC) to account for the retirement transactions.
- Run Transaction Loader to load the reinstatement transactions created by the revaluation. Use Load Type REI.
- Run the Revaluation Australia (AMAUSUPD) process to update depreciation and distribution status for retirement and reinstatement transactions.

- Run Transaction Loader to load the adjustment transactions created by the revaluation. Use Load Type ADJ.
- Run Depreciation Calculation (AMDPCALC) to account for the adjustment transactions.
- Run Transaction Loader to load the adjustment transactions created by the revaluation. Use Load Type BKS.
- Run Depreciation Calculation (AMDPCALC) to account for the book change transactions.
- Run the Accounting Entry Creation process to generate accounting entries.
- Run the Detail Net Book Value Report by Category (AMDP2110).

See Also

“Integrating with Other Applications,” Previewing the Financial Loader Tables

“Integrating with Other Applications,” Running the Transaction Loader

“Adjusting and Transferring Assets,” Revaluing Assets En Masse

“Creating Accounting Entries”

Meeting Canadian Requirements

PeopleSoft Asset Management enables you to calculate and report Capital Cost Allowance amounts as required by Schedule 8 of Revenue Canada.

Pages Used to Meet Canadian Requirements

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Beginning of Year	CCA_UCC_BEGIN	Asset Management, Accounting Entries, Update CCA, Identify CCA Begin Yr	Change UCC beginning of year amounts or capital cost allowance amounts. This is optional.

Page Name	Object Name	Navigation	Usage
CCA Year End Updates	AMCCAUPD_RQST	Asset Management, Accounting Entries, Update CCA, Update CCA Year End	Run the CCA Year End Updates process. This process: • Extracts the components necessary for CCA calculation and populates the CCA_YR_END_TBL • Uses the extracted data to calculate all CCA amounts required by the CCA report

Capital Cost Allowance Reporting

The calculation of depreciation for tax purposes in Canada is known as Capital Cost Allowances (CCA). In Canada, for tax purposes, all depreciation is calculated on the pool or class of assets using the rate prescribed by the Income Tax Act.

The CCA calculation consists of several components. To calculate CCA, the Undepreciated Capital Cost (UCC) of assets at the beginning of the taxation year is determined and acquisitions/dispositions during the year are added/subtracted to obtain the balance that can be depreciated. A percentage depreciation/CCA rate is applied to this UCC balance to determine the maximum amount that can be claimed. The CCA claimed is deducted from the beginning UCC to calculate the undepreciated capital cost at the end of the year. The final balance will be used at the beginning of the following year.

To calculate the CCA, you will need to:

- Set up or modify CCA tax classes in the Tax Class page and specify the CCA Rate %. Asset pools or classes and CCA rates are set by governmental regulations. In the year that assets are acquired, 50% of the normal rate should be used. The CCA Rate % that you enter for an asset tax class will be used when you later run a process to calculate the CCA rate.
- In the Asset Book Definition – Book Tax page, select the tax Guideline Class that reflects the CCA Tax Class to which the asset belongs.
- For each reporting fiscal year, associate a CCA UCC Beginning Year Value with a CCA Tax Class.
- Run the CCA Year End Update process that extracts that data necessary for CCA calculation and populates the CCA_YR_END_TBL with it, and calculates all amounts required by the CCA report.
- Run the CCA Year End Reports

See Also

“Establishing Asset Processing,” Defining Tax Classes

Running the CCA Year End Update Process

Access the CCA Year End Update Process page.

Enter the business **Unit**, **CCA Book Name** and the applicable **Fiscal Year**. Select a **Process Frequency**. This process is an iterative process. Run it as many times as you need to complete your CCA reporting. To run the process for multiple business units, leave the Unit blank.

The CCA Year End Update process populates the CCA_YEAR_END_TBL with the following:

Business Unit	Acquisitions
Book	Adjustments
Fiscal Year	Transfers
CCA Tax Class	Net Proceeds
Currency Code	Capital Gains

The process calculates CCA amounts according to the following formula:

$UCC = UCC \text{ Beginning of Year} + \text{Additions} +/- \text{Adjustments} - \text{Retirements}$

$CCA = UCC - (50\% * \text{Addition}) * CCA \text{ Rate}$

$UCC \text{ End of Year} = UCC - CCA$

Meeting French Requirements

PeopleSoft Asset Management supports asset management practices commonly used in France, including calculating a business tax on the gross value of fixed assets, depreciating assets using the derogatory method and generating appropriate accounting entries, revaluing assets, and retiring assets with VAT information.

Pages Used to Meet French Requirements

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Business Tax Report	RUN_AMBT1000	Asset Management, Reports, Taxes, Business Tax	Run the Business Tax report or the Business Tax by Alternate Account report.

Page Name	Object Name	Navigation	Usage
Statutory Reports	EU_AM_RUNCNTRL		Obtain information on the asset, its cost and net book value, information on all transactions that occurred in the specified reporting year, including depreciation and yearly depreciation.

Reporting Business Tax

This feature enables you to calculate and report a business tax assessed on the gross value of fixed assets. To do this, you must:

- Define the business tax rates by country, year and location.
- Define asset profiles as business tax applicable by selecting the Business Tax check box in the Asset Profile component.
- Define asset books as business tax applicable by selecting the Business Tax check box in the Asset Book Definition component.
- Run the Business Tax reports, either Business Tax by Account or Business Tax by Alternate Account.

See Also

“Establishing Asset Processing,” Setting Up Asset Profiles

“Adding and Maintaining Assets,” Maintaining Asset Book Information

Depreciating Assets Using the Derogatory Method

PeopleSoft Asset Management supports derogatory depreciation and enables you to generate appropriate accounting entries. To use the derogatory method, you must:

- Set up rates for use with the derogatory method using the Depreciation Rate – User Defined page of the Establishing Asset Processing component.
- Define appropriate reporting books for France. In the Statutory book, select France Derogatory Balance as the depreciation method.

Creating Accounting Entries for Derogatory Depreciation

By setting up the appropriate accounting entry information using an Accounting Entry Template, you will be able to generate accounting entries and see the difference between

depreciation reflected in the Economic book and the Statutory book. To set up appropriate accounting entries, you must:

- Define the Economic and Statutory Book at the business unit level. Select the Derogatory Depreciation check box on the Business Unit/Book Definition page for the Statutory book.
- Add assets. Identification of derogatory depreciation processing is defined at the business unit/book level.
- Set up the Accounting Entry Template ID *Derogatory* to define the accounting treatment for derogatory depreciation.
- Run the Depreciation Calculation process (AMDPCALC) for both books.
- Run the Accounting Entry Creation process (AMAEDIST).
- Review depreciation entries in the Asset Depreciation- Period Depreciation page.
- Review accounting entries for each book in the Asset Accounting Entries component. These pages will provide the accounting date, transaction type, account, and amount of each entry.
- Run the French Net Book Value by Account Report (AMFR2100). You run this from the Report – Asset Net Book Value page. After you specify parameters for the report and click the Run button, select the check box for French Net Book Value by Account from the Process List that displays.
- You can also run the French Net Book Value by Alternate Account Report (AMFR2121). You run this from the Report – Alt Acct Activity Detail page. After you specify parameters for the report and click the Run button, select the check box for French Net Book Value by Alternate Account from the Process List that displays.

See Also

”Establishing Asset Management Business Units”

“Establishing Asset Processing,” Setting Up Accounting Entry Templates

Revaluing Assets

PeopleSoft Asset Management enables you to revalue assets en masse using an Application Engine process, and to separately track and report on the revalued amount.

Cost type R (revaluation) and cost type L (legal revaluation) are supported by the Depreciation Calculation process. Review depreciation entries with this cost type in the Asset Depreciation - Period Depreciation page.

Distribution types to support accounting entries for asset revaluation are available. When setting up Accounting Entry Templates, use the Derogatory Accounting Entry Template ID

and select Asset Adjustments and Transfers. In the Accounting Entries column, we provide an entry for Provision for Revaluation and an entry for Reversal of Depreciation.

See Also

“Establishing Asset Processing,” Setting Up Accounting Entry Templates

“Adjusting and Transferring Assets,” Revaluing Assets En Masse

Statutory Reporting

French Statutory reports EU_2054 and EU_2055 are attachments to the annual balance sheet and provide information about the history and activity of assets during the specified fiscal year. Asset categories on both reports are based on the French Statutory chart of accounts.

Meeting German Requirements

PeopleSoft Asset Management supports commonly used practices in Germany, including Staffel depreciation, half year pro-rate convention, geometric digressive depreciation, parameter driven auto-retire process, and low value assets. In addition, we provide reports to meet German statutory requirements.

Pages Used to Meet German Requirements

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
User-Defined Method	UD_METHOD_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, User Defined Methods	Create a user-defined Staffel Depreciation Method.
Auto-Retire Fully Depreciated Assets	RUN_AMRETFDA	Asset Management, Send/Receive Information, Financial Transactions, Auto-Retire Fully Depr Assets	Identify run control parameters to auto-retire fully depreciated assets.
Capitalization Limit CD	DEPR_CAP_LIMIT	Set Up Financials/Supply Chain, Product Related, Asset Management, Profiles, Capital Acquisition Plan Types	Specify asset value minimums and associate warning or error actions with assets whose values fall below those limits.

Page Name	Object Name	Navigation	Usage
Depreciation Terms	DEPR_TERMS_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Terms Definition	Define special depreciation terms for accelerated depreciation and associate the terms at the asset/book level.
Load History Report Table	LOAD_AM_HIST_TBL	Asset Management, Reports, Load Reporting Tables, Load Asset History Table	Run one of two SQR processes that load asset data into tables where it can be used for reports. 1. The AMLDDPHI.SQR process loads depreciation history data into a table where it can be used to run the Depreciation History reports. 2. The AMASHIST.SQR process loads asset history data into a table where it can be used by Asset History reports. Note. Before running this process, you must run a process to load the depreciation report table.
Asset History Reports	RUN_AMDE1000	Asset Management, Reports, Owned Assets, Asset History Sheet	Run the Asset History Sheet reports that are attached to annual balance sheets and provide information about the history of an asset and its transactions.
Reconciliation AP/AM	RUN_AMDE5000	Asset Management, Reports, Cost and Depreciation, Reconciliation AP/AM	Run a report that will help you reconcile AP Asset Vouchers with AM asset transaction information.

Staffel Depreciation Method (Germany)

The *Staffel* depreciation method is used for depreciating buildings in Germany and other countries. The Staffel depreciation method can be characterized as a “step straight line.” For example, for a building with an acquisition cost of \$100,000 and a life of 25 years, the depreciation calculation would be 10% (\$10,000) per year for years one through four, 5% (\$5,000) per year for years five through seven, and 2.5% (\$2,500) per year for years eight through twenty-five. These percentages vary due to legislation and the acquisition date of the building. See the next section.

Three Staffel Depreciation Methods

There are three common Staffel depreciation methods.

The first Staffel method is for domestic buildings used by an organization for non-habitational purposes (for example, production buildings within Germany) and where the request to build was submitted to the local construction authorities after March 31st, 1985 but before February 28, 1989.

Year	Percentage
Years 1-4	10% each year
Years 5-7	5% each year
Years 8 - 25	2.5% each year

Non-habitational buildings that do not fulfill the criteria above are depreciated according to the following rules:

Year	Percentage
Years 1-8	5% each year
Years 9 - 14	2.5% each year
Years 15 - 50	1.25% each year

Exceptions, all buildings used for habitational use and where the request to build was submitted to local construction authorities after February 28, 1989, are depreciated according to the following rules:

Year	Percentage
Years 1-4	7% each year
Years 5-10	5% each year
Years 11- 16	2% each year
Years 17 - 40	1.25% each year

Depreciation periods in Germany are based on Calendar years (January 1st - December 31). Since not all buildings are completed or purchased on January 1st, if you do activate an asset

in a different month, you must prorate the depreciation for the first year, *including* the month of asset addition. For example, the depreciation of DEM 360,000 for year 1, if activated on January 1st, but if the asset was activated on August 12, the depreciation amount for the first year would be DEM 150,00 reflecting the months August through December.

Also, you must also prorate the depreciation in the year of asset retirement (or sale) *excluding* the month of retirement. For example, the depreciation for the last year would be DEM 60,000 if retired at the end of the year, but if the asset was retired or sold on August 12, then the depreciation amount has to be adjusted to DEM 35,000 reflecting the months January through July.

Creating a User-Defined Staffel Depreciation Method

In order to calculate depreciation using the Staffel method, you can create a user-defined depreciation method for this formula. As an example of creating a Staffel user-defined depreciation method, assume the following:

- The asset basis of the building is \$100,000
- The asset life is 25 years (300 periods)
- The depreciation convention is AM (Actual Month)
- The user-defined depreciation method name is “Staffel”

To create a Staffel user-defined depreciation method, use the User-Defined Method page. Enter a Description for the Method ID.

You have to define the following four variables to create a Staffel user-defined depreciation method:

Result A = Alloc_Life - Total Periods Depr

This calculation results in the number of remaining periods in weeks.

Result D = Result A/52

This is the number of remaining periods in years.

Result C = No Periods to Depr/Alloc Total

This provides the number of periods for the year to be depreciated/Total periods for the year - For example, 6/12 for the first year.

Result B = Asset Basis * Percentage

This result is the asset basis-salvage value * Appropriate Staffel Percentage

Finally, to calculate the depreciation proration for the first year and the year of retirement, specify the following in the formula:

Depr = Result B * Result C

See Also

“Using User-Defined Depreciation”

Using a Half Year Prorate Convention

PeopleSoft Asset Management supports the German Half Year Convention. The German Half Year Convention differs from the US Half Year Convention in that it takes a full year's depreciation if acquired in the first half of the year. This convention is delivered in the tables shipped, but can be modified as need to suit a specific requirement.

See Also

“Establishing Asset Processing,” Setting Up Depreciation Conventions

Using Geometric Digressive Depreciation

Geometric Digressive Depreciation calculates depreciation up to three times the annual straight-line depreciation with a maximum of 30% of the asset cost per year. PeopleSoft Asset Management supports this depreciation method by providing Declining Balance with a Switch to Straight Line as a depreciation method option. To depreciate assets using this method, select DB w/SL By Limit% on the Book-Tax page of the Asset Book Definition component, the Depreciation page of the Asset Profiles component, or the Depreciation Information page of the Asset ExpressAdd component. Specify 300 as the DB Pct (Declining Balance Percent) and 30 as the Limit Percent.

See Also

“Understanding Depreciation Calculations,” Declining Balance with Depreciation Limit

Using Capitalization Limits for Low Value Assets

PeopleSoft Asset Management supports low value asset processing by providing a capitalization limit table where you can specify asset value minimums and associate warning or error actions with assets whose values fall below those limits. Additionally, you can set the limit at which an asset is marked as a Low Value Asset.

Capitalization Limit Cd			
SetID:	SHARE		
Cost Limit Code:	GERMANY	*Currency Code:	DEM  Mark
Description:	Germany Depreciation Limits		
Customize Find View All  First  1-2 of 2  Last			
Amount	Low Value Switch	Message Severity	
1 100.00	☐	Error	 
2 800.00	☒	Warning	 

Setting Up Capitalization Limits for German Low Value Asset Processing

After you have set up the necessary capitalization limits, select Table Lim (Table Limit) and the correct code as the Capitalization Limit method on the Business Unit/Book Definition page of the Establish Business Units – Asset Management Definition component.

When you add assets to that business unit/book combination, PeopleSoft Asset Management will check the capitalization limits against the amounts stored by code in the capitalization limit table.

In Germany, assets marked as Low Value should be depreciated in one year.

PeopleSoft Asset Management provides an Asset Profile labeled PROGWG which is defined with depreciation attributes appropriate for German low value asset processing. These include depreciation using the straight line method and a useful life of twelve periods. Also, we provide a depreciation convention labeled German First Day Last Period that can be used to generate one accounting entry for the annual depreciation for a low value asset.

See Also

“Establishing Asset Processing,” Setting Up Capitalization Limits

“Establishing Asset Management Business Units,” Business Unit/Book Definition Page

“Establishing Asset Processing,” Setting Up Asset Profiles

“Establishing Asset Processing,” Setting Up Depreciation Conventions

Special Depreciation Terms and Methods

PeopleSoft Asset Management supports special depreciation methods used in Germany such as accelerated depreciation by enabling you to define special terms and associate them at the asset/book level.

Depreciation Terms

SetID: SHARE Depreciation Special Terms: GERMANY

Find | View All First ◀ 1 of 1 ▶ Last

*Effective Date: 01/17/2002   

*Description: 20% in four years

Special Terms Customize | Find | View All  First ◀ 1-3 of 4 ▶ Last

	*Year of Life	Depreciation Percent (%)		
1	1	5.000000		
2	2	5.000000		
3	3	5.000000		

Defining Special Terms for Germany

Once you have defined special terms, associate them with an asset/book by selecting the Special Depreciation check box on the Depreciation Information page of the Asset ExpressAdd component.

See Also

“Establishing Asset Processing,” Defining Depreciation Terms

“Adding and Maintaining Assets ”

Meeting Italian Requirements

PeopleSoft Asset Management provides you with the ability to produce a fixed asset book, required by Italian article 16, D.P.R. 600/73, to record information regarding depreciable fixed assets. The fixed asset book lists information relevant to fixed assets including the date of purchase, original cost, accumulated depreciation (beginning of year balance), depreciation rate, YTD depreciation (current year activity), retirement/disposal information, ending balance, and any Revaluation/Devaluation information in a given fiscal year for either the Economic or Fiscal book. Most Italian business entities use an Economic book to record depreciation not subject to fiscal constraints and a Fiscal book to record specific rules and depreciation methods regulated by fiscal authorities.

Here’s how you list your fixed assets registry information:

- Populate the Fixed Assets Register report request page.
- Review the Fixed Assets Register report.

Pages Used to Meet Italian Requirements

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Fixed Asset Register	RUN_AMDP2500	Manage Assets, Manage Assets, Report, Fixed Asset Register	Specify report request parameters to generate the Fixed Asset Register report.

Meeting Japanese Requirements

PeopleSoft Asset Management supports commonly used practices in Japan, including depreciation methods for fixed and leased assets, composite depreciation, and collateral assets. In addition, we provide reports to satisfy tax reporting requirements.

Pages Used to Meet Japanese Requirements

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Advanced Depreciation Reports Request	RUN_CNTL_AM	Asset Management, Reports, Cost and Depreciation, Advanced Depreciation	Specify report request parameters to generate the advanced Depreciation Amount or Advanced Depreciation Reversal Schedule report.
Owner Information	OWNER_INFO_DEF N	Set Up Financials/Supply Chain, Product Related, Asset Management, Owner Information Definition	Enter owner information that is printed on the Depreciable Asset Tax Return (Tax Roll) report.
Return Information	RETURN_INFO_DEF N1	Set Up Financials/Supply Chain, Product Related, Asset Management, Return Information Definition	Enter information required for the Depreciable Asset Tax Return (Tax Roll) report.
Local Tax Return	LTAX_ADD_INFO_S EC	Asset Management, Owned Assets, Asset ExpressAdd	Enter local tax information when you acquire depreciable fixed assets.
NBV – Assessment Calculation	AMLTPROC_RQST	Asset Management, Owned Assets, Calculate Local Taxes, Calculate Amounts	Run an SQR process to load asset data and calculate the Theoretical Net Book Value and Assessment Value for each asset.

Page Name	Object Name	Navigation	Usage
Local Tax Information – Adjustment	LATX_ADJ_01	Asset Management, Owned Assets, Calculate Local taxes, Adjust Amounts	Change the Theoretical Net Book Value and Assessment Value.
Local Tax Report	RUN_LTAXPROCES S	Asset Management, Reports, Taxes, Local Tax Returns	Run local tax reports for Japan.
Local Tax Information Change	LTAX_COST_01	Asset Management, Owned Assets, Calculate Local Taxes, Adjust Amounts	Change the local tax office where your return is filed and the asset return type.
National Tax	RUN_AMNT1000	Asset Management, Reports, Taxes, National Tax	Run a report of the depreciation calculation details to be reported to the Japanese Tax Office. The report includes all required information for the National Depreciable Asset Tax Return called Beppyo 16(1), (2) in Japan.

Depreciation Methods

PeopleSoft Asset Management supports depreciation methods used in Japan for both fixed assets and leased assets.

Fixed Assets

The following table shows depreciation methods, the calculations used by the methods, and the types of assets to which these methods are applied.

Asset Depreciation Methods	Depreciation Calculation Method
Intangible /Straight Line	Acquisition Cost * Straight Line Depreciation Rate based on Useful Life(Years)
Tangible/ Straight Line	(Acquisition Cost – 10% of Acquisition Cost) * Straight Line Depreciation Rate based on Useful Life(Years)
Tangible / Declining Balance	Beginning Net Book Value * Declining Balance Depreciation Rate based on Useful Life(Years)

Asset Depreciation Methods	Depreciation Calculation Method
Change Declining Balance to Straight Line	(Beginning Net Book Value at method change- 10% of Acquisition Cost) * Straight Line Depreciation Rate based on Useful Life(Years) The only method to adapt the depreciation rate based on Useful Life (Years), determined by regulations instead of the rate based on Useful Life for salvage year.

Depreciation Rate

PeopleSoft Asset Management also provides a Depreciation Rate table and supports Useful Life in Years as specified for Japan.

For the depreciation rate, you can choose one depreciation method from among the methods above and use the useful life (in years) as determined by regulations issued by the Ministry of Finance. Specify the appropriate depreciation rate referring to the Depreciation rate table.

Leased Assets

PeopleSoft Asset Management supports the Declining Balance Depreciation Method – Finance Lease excluding transfer of ownership 10/9 method. This is calculated as follows:

Declining balance depreciation calculation result * 10/9

Example

Acquisition Cost	1,000,000
Useful Life	5 years
Depreciation Rate	0.369

Calculation Results for Example

Year	Depr. Amount by Declining Balance Method	Depr. Amount by 10/9 Method
1	369,000	410,000
2	232,839	258,710
3	146,921	163,245
4	92,707	103,007
5	58,588	65,038
Total	900,000	1,000,000

Select the example depreciation methods on the Book-Tax page of the Asset Book Definition component, the Depreciation page of the Asset Profiles component, or the Depreciation Information page of the Asset ExpressAdd component.

Special Depreciation (Initial, Accelerated) and Increased Depreciation

PeopleSoft Asset Management supports special depreciation (Initial and Accelerated) and Increased Depreciation used in Japan. The following table shows the types of Special depreciation, associated calculation methods and accounting methods and additional notes as appropriate.

<i>Depreciation Method</i>	<i>Type</i>	<i>Accounting Method</i>	<i>Depreciation Calculation</i>	<i>Notes</i>
Special	Initial	Expense	Acquisition Cost * Special Depreciation Rate	Initial Special Depreciation amount should be booked as depreciation amount adding to standard depreciation amount.
Special	Initial	Reserve / Allowance	Acquisition Cost * Special Depreciation Rate	Initial Special Depreciation should NOT be added to standard depreciation amount.
Special	Accelerated	Expense	Standard Depreciation Amount * Accelerated Depreciation Rate	Accelerated Depreciation amount should be booked as depreciation amount adding to standard depreciation.
Special	Accelerated	Reserve / Allowance	Standard Depreciation Amount * Accelerated Depreciation Rate	Accelerated Depreciation amount should NOT be added to standard depreciation amount.
Increased			Standard Depreciation Amount * Increased Depreciation Rate	

For the Initial Special Depreciation and Accelerated Depreciation rate, you can specify the useful life in years and depreciation rate on the Depreciation Terms Definition page

For the Increased Depreciation rate, you can enter the specific rate on the Depreciation Details page.

See Also

“Establishing Asset Processing,” Defining Depreciation Terms

“Adding and Maintaining Assets ”

Advanced Depreciation

You can also use Advanced Depreciation for Japan. The table below shows the accounting methods you can use with Advanced Depreciation.

Accounting Method	Action
Expense	Adds a cost line to the Corporate and Tax book for the Advanced depreciation amount and enters a negative (-) cost as a compressed amount on the Asset/Cost Adjust Transfer page.
Allowance	Adds a cost line to the Tax book for the Advanced depreciation amount and enters negative (-) cost as a compressed amount on the Asset Cost/Adjust Transfer page. Cost type must specify ‘A’ as Allowance method.
Reserve	Adds a cost line to the Tax book for the Advanced depreciation amount and enters a negative (-) cost as a compressed amount on the Asset Cost Adjust/Transfer page. Cost type must specify ‘R’ as Reserve method.

Advanced Depreciation Reports

When you adopt the Advanced Depreciation method using the Allowance or Reserve method, you can verify the allowance or reserve amount for the compressed amount using the Advanced Depreciation Amount of Advanced Depreciation Reversal Schedule report.

Composite Depreciation

Composite depreciation, as practiced in Japan, is supported by automatically calculating the useful life in years or using the 5% retirement method.

Note. To use the Composite Depreciation Method for Japan, you must specify the corporate and tax book for Japan and select Japan Composite when you establish Asset Management Business Units.

You can add composite depreciable assets and individual assets by using the Asset Basic Information page. When you add composite depreciable assets, you must enter a Profile ID, Transaction Date, Accounting Date and click the Capitalize button on the Asset Acquisition

Details page. When you add individual assets, you must enter Useful Life in Period on the Asset Information page.

After adding composite depreciable assets and individual assets for composite assets you must capitalize by using Mass Change template of **CC-JPN Capitalize composite**.

See Also

“Establishing Asset Management Business Units”

Calculating the Automatic Useful Life in Years for Composite Depreciable Assets

The total acquisition cost includes the acquisition cost of each composite member asset divided by their respective useful life calculating the depreciation amount for each composite member asset.

The acquisition costs of each composite member asset are then summed, and the total is divided by the summed depreciation amounts for each composite member asset.

Composite Example

Assets	Acquisition Cost (A)	Useful life (B)	Depreciation Amount (A)/((B)
Asset1	1,000,000	4 years	250,000
Asset2	3,000,000	5 years	600,000
Asset3	4,000,000	4 years	1,000,000
Asset4	7,000,000	10 years	700,000
Asset5	5,000,000	8 years	625,000
Totals	20,000,000		3,175,000

$20,000,000 / 3,175,000 = 6.29$ or 6 years (Composite depreciation useful life)

5% Retirement Method

By this method, when depreciable composite member assets are retired, the book value is 5% of the acquisition cost of each member asset retired.

Composite member assets can be retired by using the mass change ‘CR-JPN Composite Retirement’. Specify a **Y** in the Retire as Fully Depreciated SW **Mass Change Field Value** field.

Identifying Collateral Assets

Japanese accounting principles require that assets offered as collateral be treated according to financial reporting regulations under commercial law. Collateral assets are identified on the Cost/Asset Information page of the Asset ExpressAdd component as one of the following types in compliance with Japanese reporting requirements:

Factory Foundation Mortgage**Fixed Mortgage****Mortgage*****Other*****See Also**

“Adding and Maintaining Assets,” Cost/Asset Information Page

Using Currency Rounding Options

You can select rounding options to be used for depreciation calculations on the Business Unit/Book Definition page of the Establish Business Units – Asset Management Definition component, and for salvage value calculations on the Depreciation page of the Asset Profiles component.

Select a **Rounding Rule**, which determines the type of rounding that will be performed:

<i>Up</i>	Rounds amounts up.
<i>Nat Rnd</i>	Conventional arithmetic rounding using the midpoint to determine whether an amount should be rounded up or down.
<i>Down</i>	Rounds amounts down.

Select a **Rounding Type**:

<i>Currency</i>	Uses the decimal conventions of a specific currency to round amounts.
<i>Generic</i>	Uses the Round Precision value you specify.

Round Precision is the number of places to the right or left of the decimal point to which the amount or number will be rounded. If you select *Currency* as the **Round Type**, the system will automatically determine Round Precision from the Currency Code.

Rounding Factor is the number to which the amount will be rounded. For example, if you select *Nat Rnd* as the **Rounding Rule**, and enter a **Rounding Factor** of 25, amounts will be rounded to the nearest multiple of 25, so that an amount of 130 will be rounded to 125, and an amount of 140 will be rounded to 150. If you select *Currency* as the **Round Type**, the system will automatically determine the Rounding Factor from the Currency Code.

The **Truncation Precision Flag** works with the **Round Precision** value. When you select it, amounts that contain many decimal places will be truncated to one decimal place to the right of the rounding precision position before rounding is performed. If you do not select it, the entire amount will be rounded. This example illustrates truncation precision:

- Amount to be rounded: 10.03439
- Round Precision: 3

With the Truncation Precision Flag selected, the system truncates the fifth decimal place and rounds 10.0343. Without the flag selected, the system rounds the entire amount. Actual rounding results would depend on the selected Rounding Rule and Round Type.

Local Tax Reporting

This enables you to calculate and run reports as required by Japanese local tax laws.

PeopleSoft Asset Management provides the following reports including all required information for the local depreciable asset tax return.

AMLT1000	Depreciable Asset Tax Return (Tax Roll or Depreciable Assets)
AMLT1100	Asset Detail report (Increased Assets/All Assets)
AMLT1200	Asset Detail report (Decreased Assets)

To run these reports, you must:

- Specify the corporate and tax book for Japan when you establish asset management business units and select the **Use JPN Local Tax** check box.

Business Unit info for Japan

Japanese Information

Corporate Book for Japan: LOCAL_JPY Local Book - JPY
Tax Book for Japan: TAX_JPY Tax Book - JPY
☒ Advanced Depreciation
☒ Japan Composite
☒ Use JPN Local Tax

OK Cancel

Business Unit Info for Japan page

See Also

“Establishing Asset Management Business Units,” Creating Asset Management Business Units

- Specify owner information on the Owner Information page. This appears in the Establish Business Units component when the localization country set in Overall preferences in Japan.

- Specify Local Tax Information in the Asset Basic Information component.
- Run the Theoretical Net Book Value and Assessment Value Calculation (see below).
- Run the reports (see below).

Specifying the Local Tax Return Information

Access the Return Information page.

Select an **Owner ID**. Enter an **Owner Code**, **Capital Amount** (in million Yen), **Recipient Name** of the taxation office where your return is filed, **Business Category** and the **Year of Date** the company commenced business.

Enter **Address** information for up to three branch offices within the same city district-town (place of tax payment).

Note. If you have a branch office located at the same address defined on the Owner Information page, you may leave these fields blank.

General Tax Information

Tax Exception	Select Tax Exception if you have assets to apply to the special treatment of the taxation standard.
Special/Advanced Depreciation	Select Special/Advanced Depreciation if you have assets to be applied to special depreciation under the Special Taxation Measures Law, or to be applied to advanced depreciation under Articles 42 to 50 and Article 142 of the Corporation Tax Law, or from Article 42 to 44 and Article 165, or Article 58 of the Tax on Income Law.
Tax Free Asset	Select Tax Free Asset if you have assets without taxation.
Life Reduction	Select Life Reduction when you have assets which have been applied a shorter useful life approved by the Director or the District Tax Office under the Corporate Tax Law – Govt. Order 57-1 and Tax on Income – Govt. Order 130-1.
Increase Depreciation Notice	Select Increase Depreciation Notice when you have assets which have been submitted on a detailed statement for Increased Depreciation to the tax office under the Corporation Tax Law – Govt. Order 60 and Tax on Income Law – Govt. Order 133.
Blue Returns	Select Blue Returns when you file a blue return under the Corporation Tax Law, Article 122.
Tax Acct (Account) Depr (Depreciation)	Select a depreciation method in tax accounting.

Building Category

Select the possession classification of the building for the business place.

Contact

Enter the name of the **Reply Person** and a **Telephone Number**. The Reply Person is the accounting representative. Enter the name of the **Licensed Tax Accountant** and **Telephone Number**.

Select **Rental Asset** when you have rental assets.

Enter the **Lesser Name** and **Telephone Number**.

Use the **Notes** section to add any relevant descriptions; such as appendices, remarks or to identify any attachments.

Entering Local Tax Return Information

Access the Local Tax Return Information page.

Select one of the following **Asset Return Types**:

Structure

Machinery

Ship

Airplane

Vehicle

Tool

Specify a Numerator and **Denominator** for the **Exception Rate**.

Specify a **Theoretical Net Book Value** and an **Assessment Value**.

Note. Theoretical Net Book Value and the Assessment Value fields are not required when you add a newly acquired asset in the current year, but you must enter its Theoretical Net Book Value and Assessment Value reported in the *previous* year if you acquired assets in the previous year but added it to PeopleSoft Asset Management for the first time.

Calculating Theoretical NBV and Assessment Value

Access the Theoretical NBV and Assessment Value page.

Note. Enter the same Local Tax Office code in both fields when you are reporting to a single tax office.

The results of this process populate the LTAX_INFO1_TBL.

Running Local Tax Reports

Select a range of **Local Tax Office** codes to be declared for the theoretical NBV and assessment value.

Note. Enter the same Local Tax Office code in both fields when you are reporting to a single tax office.

Specify a **Return Year**.

Select a **Request Local Tax Return** option:

<i>All</i>	All assets are included.
<i>Increase</i>	Assets added and received by transfer in this fiscal year are included.

Changing the Local Tax Office and Asset Return Type

Enter the **Transaction Date** when the local tax office and asset return type are to be changed. Enter the new **Local Tax Office** code for filing your return.

Select a one of the following new **Asset Return Types**:

Structure

Machinery

Ship

Airplane

Vehicle

Tool

Changing the Local Tax Office and Asset Return Type While Transferring Assets

When you transfer assets, the operation process varies according to the transfer scenario. The following table displays the various operation processes:

Transfer Scenario	Operation Process
Asset is partially transferred to another local tax office and/or the asset return type is changed.	Use InterUnit Transfer to change the local tax office and/or asset return type.
Asset is fully transferred to another department ID and the local tax office where your return is filed and the asset return type has changed.	Use Transfer to change the local tax office and or asset return type.
Asset is partially transferred to another department ID and the local tax office where your return is filed and the asset return type has changed.	Use InterUnit Transfer to change the local tax office and asset return type.

Entering Consumption Tax

PeopleSoft Asset Management supports Japanese consumption tax on Asset sales using VAT functionality on the Asset Retirement page. In addition to entering VAT information, you can enter customer information for Asset sales.

“Establishing Asset Management Business Units”

”Retiring Assets,” VAT Options Page

CHAPTER 25

Archiving Costs and Depreciation

This chapter provides an overview of archiving costs and depreciation, and describes how to:

- Archive costs and depreciation.
- Restore costs and depreciation.
- View archived cost information.

Understanding Archiving Costs and Depreciation

PeopleSoft Asset Management provides you with the ability to archive and restore data from the depreciation and cost tables. Archiving the cost and depreciation tables will not only improve the performance of your various reports and processes but also reduce the space required to store your asset information.

- When archiving cost and depreciation information, keep the following general guidelines in mind:
- You can only archive active assets.
- You can archive an individual asset or a range of asset IDs.
- You cannot archive retired assets.
- You cannot archive group assets.
- You cannot archive assets with depreciation based on schedules.
- The fiscal year specified for the archive to be processed must be closed.
- The archive period will automatically default to the last period of the specified fiscal year.

Once you have archived an asset, you cannot perform a transaction or a transfer involving that asset before the archival date. You would have to restore the archived asset before performing a transaction prior to the archival date. For example, if the asset has been archived till 12/31/2001, you will not be able to do any transactions in 2001.

Archiving Costs and Depreciation

You can run a process that archives asset cost and depreciation information.

Page Used to Archive Costs and Depreciation

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Run Archive	RUN_ARCHIVE	Asset Management, Archive Asset Information, Archive Cost/Depreciation	Run a process that archives asset cost and depreciation information.

Using the Run Archive Page

Access the Run Archive page.

Note. You must archive an asset in each book with which it is associated.

When you save the page, the system assigns an Archive ID. Make a note of this system generated Archive ID in case you later want to restore this cost data.

PeopleSoft Asset Management will consolidate multiple cost rows of data into one row. All the depreciation rows prior to the Thru Fiscal Year are summed up to create one "ADD" row for accumulated depreciation. The ARCHIVE_NO_ field on the depreciation table keeps track of archived assets. The archived records are contained in the depreciation history table.

You can archive assets multiple times, if required. For example, in 1999 you archived some assets. A couple of years later you may want to archive them again.

If you want to restore an asset which has been archived twice, you have to do this in a two-step process. For example, let's say an asset archived in 1993 with an Asset ID of 0000001. In 1998, the asset is archived again. But you want to restore the depreciation and cost numbers back to 1993. First, you have to restore the second archive before you can restore the first archive.

Restoring Costs and Depreciation

Restore archived cost and depreciation information from the archive tables using the Cost/Depreciation Restore page.

Page Used to Restore Costs and Depreciation

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Cost/Depreciation Restore	RUN_RESTORE	Asset Management, Archive Asset Information, Restore Cost/Depreciation	Restore archived cost and depreciation information from the archive tables.

Using the Cost/Depreciation Restore Page

Access the Cost/Depreciation Restore page.

Select a business **Unit** and **Book Name**.

Note that you must restore an asset in each book with which it is associated.

Enter the **Archive ID** that the system generated when you first archived the asset(s). The system will default the **Archive ID** to the **Archive ID** generated when you last archived assets with this Run Control ID.

PeopleSoft Asset Management will unconsolidate the one row of cost data back into the multiple cost rows as it existed before you performed the archive process. The summed row in the cost and depreciation tables will be deleted. The summed row is replaced by the original cost and depreciation rows from the archive table.

Viewing Archived Cost Information

You can view cost information for assets that have been archived on the Cost History page.

The Cost History List and Detail pages display an asset that has been archived as an ADD transaction. The Total Cost will show the sum of the costs consolidated into one cost row for this asset.

There are also two queries you can use to view archived data:

- COST_ARCHIVE
- DEPR_ARCHIVE

See Also

“Adjusting and Transferring Assets,” Viewing Cost History

Appendix A: Understanding Depreciation Calculations

PeopleSoft Asset Management can determine depreciation amounts using either tables or formulas. If you have a large number of assets, you will probably want to use formula-based depreciation, since this is considerably faster and uses less storage space. For those of you who would like to delve deeper into the workings of your Asset Management system, we've included in this topic an explanation of how PeopleSoft Asset Management calculates depreciation amounts when using formulas.

Calculating the Depreciable Basis

When you add an asset to PeopleSoft Asset Management, you decide the cost basis you want to depreciate—you can include the basic cost of the asset as well as any freight and taxes paid. If you don't want to include freight and tax charges in the depreciable cost basis, you can still track these charges in the Acquisition Detail page.

If allowed by the depreciation method, the cost basis will be reduced by either salvage value or tax credits.

Salvage Value

You can enter the salvage value as a percentage of the cost or the actual amount. Typically, salvage value is specified when the asset is added in PeopleSoft Asset Management. If allowed, salvage value will be deducted from the cost basis for depreciation calculations. When the salvage value changes after depreciation begins, PeopleSoft Asset Management will automatically adjust the cost basis and depreciation from that point to reflect the change.

Tax Credits

Tax systems such as ACRS and MACRS determine which tax credits are available in PeopleSoft Asset Management. When you specify a Qualified Investment Code, PeopleSoft Asset Management uses this code to determine which tax credits apply to your assets. If you fail to specify a Qualified Investment Code for any reason, PeopleSoft Asset Management can still deduce the applicable code from the tax system you elect.

If you don't specify a tax system, PeopleSoft Asset Management will look at the date the assets were placed in service to determine which system applies. Based on the tax system selected and

the recovery life, PeopleSoft Asset Management will then derive the corresponding qualified investment code and the tax credits available under that code, and will elect the applicable tax credits for you.

If a Basis Reduction Percentage applies, the depreciable basis of the asset will be reduced. The calculation is based on the Qualified Investment Code, the Tax Credit, and the Basis Reduction Percentage.

Calculating Tax Credits

PeopleSoft Asset Management uses the Qualified Investment Code, together with the Recovery Life and in-service date, to determine the Qualified Investment Percentage—the rate that is applied to the book cost to determine the amount that qualifies for tax credits.

The Tax Credit Percentage is derived from the Tax Credit Type, Tax Credit Code, Recovery Life, and in-service date.

The amount of the tax credit is based on the following calculations:

$$\text{book cost} * \text{Qualified Investment Percentage} = \text{amount qualifying for the tax credit}$$

$$\text{amount qualifying} * \text{Tax Credit Percentage} = \text{amount of tax credit}$$

Cost Basis Reduction

Once the amount of the tax credit is calculated, a corresponding reduction in the basis will be calculated if required:

$$\text{amount of tax credit} * \text{Basis Reduction Percentage} = \text{amount the basis will be reduced}$$

If you dispose of the asset before it has completely depreciated, PeopleSoft Asset Management will calculate the recapture of the credit and add it to the depreciable cost basis.

Section 179 Expense

If you elect to expense all or a portion of the cost, the **Section 179 Expense Taken** check box on the Asset Book Definition - Tax page should be turned on. You can expense assets up to an aggregate maximum of \$200,000 per year, provided your company's gross income does not exceed the limitation specified by Federal tax law. Investment credits are automatically calculated based on the criteria entered in the Asset Book Definition - Tax Credit page.

Listed Property Assets

If an asset is considered a listed property asset for tax purposes, then the allowable depreciable basis is reduced by the percentage of business use. For example:

$$\text{Business Use \%} = 75\%$$

$$\text{Cost} = \$10,000$$

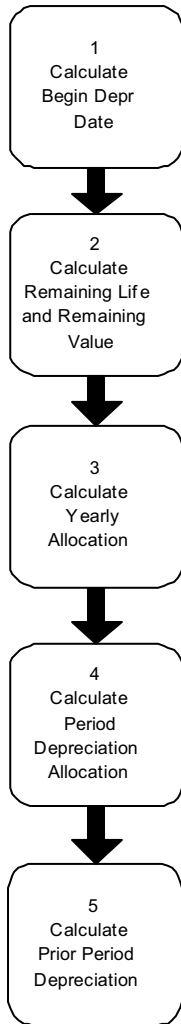
$$\text{Depreciable basis} = \$7500$$

Listed property are certain kinds of assets that are conducive to mixed business/personal use such as:

- Passenger automobiles under a certain weight.
- Any other property used for transportation such as trucks, buses, boats, airplanes, motorcycles, and any other vehicles for transporting persons or goods.
- Any property of a type generally used for entertainment or recreation or amusement such as photographic equipment, phonographic, communication, video recording equipment.
- Any computer and related peripheral equipment unless it is used only at a regular business establishment and owned or leased by the person operating the establishment.
- Any cellular telephone (or similar telecommunications equipment) placed in service or leased in a tax year beginning after 1989.

Understanding the Depreciation Calculation Process

There are five main steps Asset Management performs in order to calculate depreciation for an asset. First, it calculates the begin depreciation date. Second, it calculates Remaining Life and Remaining Value. Third, it calculates yearly depreciation. Fourth it calculates the period depreciation allocation. And finally, it calculates prior period depreciation. The following sections provide illustrative examples of how all these calculations are performed in a variety of different scenarios.



How Asset Management Calculates Depreciation

Note! PeopleSoft Asset Management calculates depreciation **yearly**, not by month or by period. Yearly depreciation is then allocated among the year's periods. The exception is if you select the Declining Balance depreciation method or the Declining Balance with a switch to Straight Line method with the **monthly** depreciation option specified.

Calculating Begin Depreciation Date

PeopleSoft Asset Management uses two pieces of information to decide when to begin calculating depreciation:

- In-service date
- Convention

It's the combination of the in-service date and the prorate convention that actually determines when depreciation begins.

Overriding the Begin Depreciation Field

When you use the Depreciate When in Service date option, depreciation is allocated based on the date the asset was placed in service. This option is valid only in the year the asset is acquired.

See Also

“Adding and Maintaining Assets ”

Calculating Remaining Value and Remaining Life

PeopleSoft Asset Management calculates remaining value and remaining life using five different pieces of base information

- Begin Depr Date
- Transaction Date
- Life
- Cost
- Accumulated Depreciation

Calculations differ depending on which calculation type is used and the relationship between Begin Depr Date and Transaction Date. The following examples show how the calculation is performed for each method.

Remaining Value Calculation for Add Transactions

The following table shows data that is used in the calculation examples that follow it.

Attributes	Data
Transaction Date	10/1/1999
Accounting Date	10/1/1999
In-Service Date	3/1/1999
Life	60 periods
Cost	\$6,000
Accumulated Depreciation	\$500

Attributes	Data
Calculation Type	Remaining Value
Convention	Half-Year
Method	Straight-Line
Depreciate When In Service Switch	N
Begin Depr Date	7/1/1999
Remaining Value	\$5,500
Remaining Life	57 periods

Remaining Life

When Begin Depr Date is earlier than Transaction Date:

$$\text{Remaining Life} = \text{Life} - (\text{Transaction Date} - \text{Begin Depreciation Date})$$

$$60 \text{ periods} - (10/1/1999 - 7/1/1999) = 57 \text{ periods}$$

When Begin Depr Date is equal to or later than Transaction Date:

$$\text{Remaining Life} = \text{Life}$$

Remaining Value

$$\text{Remaining Value} = \text{Cost} - \text{Accumulated Depreciation}$$

$$\$6000 \text{ cost} - \$500 \text{ accumulated depreciation} = \$5500 \text{ remaining value}$$

Life to Date Calculation for Add Transactions

The following table shows data that is used in the calculation example that follows it.

Attributes	Data
Transaction Date	10/1/1999
Accounting Date	10/1/1999
In-Service Date	3/1/1999
Life	60 periods
Cost	\$6,000
Accumulated Depreciation	\$500
Calculation Type	Life to Date
Convention	Half-Year
Method	Straight-Line
Depreciate When In Service Switch	N

Attributes	Data
Begin Depr Date	7/1/1999
Remaining Value	\$6,000
Remaining Life	60 periods

Remaining Life

Remaining Life = Life

60 periods

Remaining Value

Remaining Value = Cost

\$6000

Calculating Yearly Depreciation

Asset Management calculates yearly depreciation using two items of base information. These are:

- Begin Depr Date
- Depreciation Method

Other information used in this calculation includes the following, derived from previous calculations:

- Adj Trans Date
- Remaining Life
- Remaining Value

Calculation differs depending on which calculation type is used: Remaining Value or Life to Date. The following examples show how this calculation is performed for each method. The base information is the same in both cases.

Remaining Value Calculation for Add Transactions

The following table shows data that is used in the calculation example that follows it.

Attributes	Data
Transaction Date	10/1/1999
Accounting Date	10/1/1999
In-Service Date	3/1/1999

Attributes	Data
Life	60 periods
Cost	\$6,000
Accumulated Depreciation	\$500
Calculation Type	Remaining Value
Convention	Half-Year
Method	Straight-Line
Depreciate When In Service Switch	N
Begin Depr Date	7/1/1999
Remaining Value	\$5,500
Remaining Life	57 periods
Yearly Depreciation	\$289.47

Yearly Depreciation for 1999

Number of Periods in Year = Year End - Transaction Date
 $3 = 12/31/97 - 10/01/97$

Percentage Depreciation for Year = Number of Periods in Year / Remaining Life
 $5.26\% = 3 / 57$

Yearly Depreciation = Percentage Depreciation for Year * Remaining Value
 $\$289.47 = 5.26\% * \$5500$

Life to Date Calculation for Add Transactions

The following table shows data that is used in the calculation example that follows it.

Attributes	Data
Transaction Date	10/1/1999
Accounting Date	10/1/1999
In-Service Date	3/1/1999
Life	60 periods
Cost	\$6,000
Accumulated Depreciation	\$500
Calculation Type	Life to Date
Convention	Half-Year
Method	Straight-Line
Depreciate When In Service Switch	N

Attributes	Data
Begin Depr Date	7/1/1999
Remaining Value	\$6,000
Remaining Life	60 periods
Yearly Depreciation	\$600.00

Yearly Depreciation for 1999

Number of Periods in Year = Year End - Begin Depr Date
 6 = 12/31/97 - 7/01/97

Percentage Depreciation for Year = Number of Periods in Year / Remaining Life
 10% = 6 / 60

Yearly Depreciation = Percentage Depreciation for Year * Remaining Value
 \$600 = 10% * \$6000

Calculating Period Allocation

PeopleSoft Asset Management calculates period allocation using 3 items of base information:

- In-Service Date
- Begin Depr Date
- Transaction Date

Other information used in this calculation includes the following, derived from previous calculations:

- Calculation Type
- Adjusted Transaction Date
- Yearly Depreciation
- Number of Periods in Year

Life to Date calculations differ depending on whether the Depreciate When in Service Switch is set to *N* or *Y*. The following examples illustrate how Asset Management calculates Period Allocation using the Remaining Value and Life to Date calculations. All examples use the same base information.

When there is a remaining balance due to rounding in the year, we allocate that amount to the last period of the fiscal year. For example, we have USD 2000 to be allocated over 12 periods, Periods 1 through 11 will have 166.67 each and period 12 will have USD166.63(2000-(166.67*11)).

1	2	3	4	5	6	7	8	9	10	11	12	Periods

16 6.6 7	16 6.6 7	16 6.6 7	16 6.6 7	16 6.6 7	16 6.6 7	166 .67	166 .67	166 .67	166 .67	166.67	166.6 3	Amounts

Remaining Value Calculation for Add Transactions: Depreciate When In Service Off

The following table shows data that is used in the calculation example that follows it.

Attributes	Data
Transaction Date	10/1/1999
Accounting Date	10/1/1999
In-Service Date	3/1/1999
Life	60 periods
Cost	\$6,000
Accumulated Depreciation	\$500
Calculation Type	Remaining Value
Convention	Half-Year
Method	Straight-Line
Depreciate When In Service Switch	N
Begin Depr Date	7/1/1999
Remaining Value	\$5,500
Remaining Life	60 periods
Yearly Depreciation	\$550
Period Allocation	\$91.66

Period Depreciation Allocation

Period Depreciation Allocation = Yearly Depreciation / Number of Periods Remaining in Year

\$600 Yearly Depreciation / 6 periods = \$100 per period

Remaining Value Calculation for Add Transactions: Depreciate When In Service On

The following table shows data that is used in the calculation example that follows it.

Attributes	Data
Transaction Date	10/1/1999

Attributes	Data
Accounting Date	10/1/1999
In-Service Date	3/1/1999
Life	60 periods
Cost	\$6,000
Accumulated Depreciation	\$0
Calculation Type	Remaining Value
Convention	Half-Year
Method	Straight-Line
Depreciate When In Service Switch	Y
Begin Depr Date	7/1/1999
Remaining Value	\$6,000
Remaining Life	60 periods
Yearly Depreciation	\$600
Period Allocation	\$60

Period Depreciation Allocation

Period Depreciation Allocation = Yearly Depreciation / Periods from In-Service Date

Periods from In-Service Date = Year End - In-Service Date

\$600 Yearly Depreciation / 10 periods from In-Service Date = \$60 per period

Life to Date Calculations for Add Transactions: Depreciate When in Service Off

The following table shows data that is used in the calculation example that follows it.

Attributes	Data
Transaction Date	5/1/1999
Accounting Date	5/1/1999
In-Service Date	3/1/1999
Life	60 periods
Cost	\$6,000
Accumulated Depreciation	\$500
Calculation Type	Life to Date
Convention	Half-Year

Attributes	Data
Method	Straight-Line
Depreciate When In Service Switch	N
Begin Depr Date	7/1/1999
Remaining Value	\$6,000
Remaining Life	60 periods
Yearly Depreciation	\$600.00
Period Allocation	\$100

Period Depreciation Allocation

Period Depreciation Allocation = Yearly Depreciation / Number of Periods in Year

\$600 Yearly Depreciation / 6 periods = \$100 per period

Life to Date Calculation for Add Transactions: Calculate When in Service On

The following table shows data that is used in the calculation example that follows it.

Attributes	Data
Transaction Date	3/1/1999
Accounting Date	3/1/1999
In-Service Date	3/1/1999
Life	60 periods
Cost	\$6,000
Accumulated Depreciation	\$500
Calculation Type	Life to Date
Convention	Half-Year
Method	Straight-Line
Depreciate When In Service Switch	Y
Begin Depr Date	7/1/1999
Remaining Value	\$6,000
Remaining Life	60 periods
Yearly Depreciation	\$600.00
Period Allocation	\$60

Depreciation Results

The following table shows yearly depreciation by period for 1999.

1	2	3	4	5	6	7	8	9	10	11	12	Periods
		60	60	60	60	60	60	60	60	60	60	Amount

Remaining life is sixty periods; remaining value is USD 6000; yearly depreciation for 1999 is USD 600.

Calculating Prior Period Depreciation

Prior period depreciation is generally calculated only for Life to Date calculations. In Remaining Value calculations, prior period depreciation is calculated if and only if Accounting Date occurs after Transaction Date.

Prior Period depreciation is keyed by a derived Begin Calc Date. For Remaining Value calculations in which Accounting Date occurs after Transaction Date, the Begin Calc Date equals the Transaction Date. For Life to Date calculations, Begin Calc Date depends on a combination of the following items:

- Transaction Date
- Begin Depr Date

Note. One overriding factor used to derive the Begin Calc Date is that it can never occur before the Begin Depr Date. If according to all calculations it should, it is automatically made to equal the Begin Depr Date.

Asset Management calculates prior period depreciation using the derived Begin Calc Date as well as the following items:

- Period Depreciation Allocation
- Accumulated Depreciation

The following examples illustrate how Asset Management calculates prior period depreciation.

Case 1: For Add Transactions

The following table shows data that is used in the calculation example that follows it.

<i>Attributes</i>	<i>Data</i>
Transaction Date	10/1/1999
Accounting Date	10/1/1999
In-Service Date	3/1/1999

Attributes	Data
Life	60 periods
Cost	\$6,000
Accumulated Depreciation	
Calculation Type	Life to Date
Convention	Half-Year
Method	Straight-Line
Depreciate When In Service Switch	N
Begin Depr Date	7/1/1999
Begin Calc Date	7/1/1999
Remaining Value	\$6,000
Remaining Life	60 periods
Yearly Depreciation	\$600.00
Period Allocation	\$100
Prior Period Depreciation	\$300

Depreciation Results

The following table shows yearly depreciation by period for 1999. Prior period depreciation occurred in periods 7 through 9.

1	2	3	4	5	6	7	8	9	10	11	12	Periods
						100	100	100				Allowed
									100	100	100	Taken
						100	100	100				Difference

Prior Period Depreciation

Difference Per Period = Period Depreciation Allocation (allowed) - Depreciation Taken

Example Period 7: \$100 - 0 = \$100

Begin Calc Date = Begin Depr Date

Periods from Begin Calc Date to Accounting Date = 7, 8, 9 = Periods within 7/1/1999 to 10/1/1999

Prior Period Depreciation = Sum of Difference Per Period for all periods within Begin Calc Date to Accounting Date

\$300 = \$100 + \$100 + \$100

Case 2: For Add Transactions

The following table shows data that is used in the calculation example that follows it.

Attributes	Data
Transaction Date	10/1/1999
Accounting Date	10/1/1999
In-Service Date	3/1/1999
Life	60 periods
Cost	\$6,000
Accumulated Depreciation	\$500
Calculation Type	Life to Date
Convention	Half-Year
Method	Straight-Line
Depreciate When In Service Switch	N
Begin Depr Date	7/1/1999
Begin Calc Date	7/1/1999
Remaining Value	\$6,000
Remaining Life	60 periods
Yearly Depreciation	\$600.00
Period Allocation	\$100
Prior Period Depreciation	(\$200)

Depreciation Results

The following table shows yearly depreciation by period for 1999. Prior period depreciation occurred in periods 7 through 9.

1	2	3	4	5	6	7	8	9	10	11	12	Periods
						100	100	100	100	100	100	Allowed
					500				100	100	100	Taken
						100	100	100				Difference

Prior Period Depreciation

Difference Per Period = Period Depreciation Allocation (allowed) - Depreciation Taken
 Example Period 7: \$100 - 0 = \$100

Begin Calc Date = Begin Depr Date

Periods from Begin Calc Date to Accounting Date =
 7, 8, 9 = Periods within 7/1/1999 to 10/1/1999

Prior Period Depreciation = Sum of Difference Per Period for all periods within Begin
 Calc Date to Accounting Date - Accumulated Depreciation
 (\$200) = (\$500) + \$100 + \$100 + \$100

Case 3: For Add Transactions

The following table shows data that is used in the calculation example that follows it.

Attributes	Data
Accounting Date	10/1/1999
In-Service Date	3/1/1999
Life	60 periods
Cost	\$6,000
Accumulated Depreciation	
Calculation Type	Life to Date
Convention	Half-Year
Method	Straight-Line
Depreciate When In Service Switch	Y
Begin Depr Date	7/1/1999
Begin Calc Date	7/1/1999
Remaining Value	\$6,000
Remaining Life	60 periods
Yearly Depreciation	\$600.00
Period Allocation	\$60
Prior Period Depreciation	\$420

Depreciation Results

The following table shows yearly depreciation by period for 1999. Prior period depreciation occurred in periods 3 through 9.

1	2	3	4	5	6	7	8	9	10	11	12	Periods
		60	60	60	60	60	60	60	60	60	60	Allowed
									60	60	60	Taken
		60	60	60	60	60	60	60				Difference

Prior Period Depreciation

Difference Per Period = Period Depreciation Allocation (allowed) - Depreciation Taken
 Example Period 7: \$60 - 0 = \$60

Begin Calc Date = Begin Depr Date

Periods from In Service Date to Accounting Date =
 7, 8, 9, 10= Periods within 3/1/1999 to 10/1/1999

Prior Period Depreciation = Sum of Difference Per Period for all periods within In Service Date to Accounting Date

$$\$420 = \$60 + \$60 + \$60 + \$60 + \$60 + \$60$$

Case 4: For Add Transactions

The following table shows data that is used in the calculation example that follows it.

Attributes	Data
Transaction Date	10/1/1999
Accounting Date	10/1/1999
In-Service Date	3/1/1999
Life	60 periods
Cost	\$6,000
Accumulated Depreciation	\$500
Calculation Type	Life to Date
Convention	Half-Year
Method	Straight-Line
Depreciate When In Service Switch	Y
Begin Depr Date	7/1/1999
Begin Calc Date	7/1/1999
Remaining Value	\$6,000
Remaining Life	60 periods
Yearly Depreciation	\$600.00
Period Allocation	\$60
Prior Period Depreciation	(\$80)

Depreciation Results

The following table shows yearly depreciation by period for 1999. Prior period depreciation occurred in periods 3 through 9.

1	2	3	4	5	6	7	8	9	10	11	12	Periods
		60	60	60	60	60	60	60	60	60	60	Allowed
					500				60	60	60	Taken
		60	60	60	440	60	60	60				Difference

Prior Period Depreciation

Difference Per Period = Period Depreciation Allocation (allowed) - Depreciation Taken

Example Period 7: \$60 - 0 = \$60

Begin Calc Date = Begin Depr Date

Periods from In Service to Accounting Date =

3, 4, 5, 6, 7, 8, 9 = Periods within 3/1/1999 to 10/1/1999

Prior Period Depreciation = Sum of Difference Per Period for all periods within In Service Date to Accounting Date

(\$80) = \$60 + \$60 + \$60 + (\$440) + \$60 + \$60 + \$60

Case 5: For Add Transactions

The following table shows data that is used in the calculation example that follows it.

Attributes	Data
Transaction Date	3/1/1999
Accounting Date	10/1/1999
In-Service Date	3/1/1999
Life	60 periods
Cost	\$6,000
Accumulated Depreciation	
Calculation Type	Remaining Value
Convention	Half-Year
Method	Straight-Line
Depreciate When In Service Switch	N
Begin Depr Date	7/1/1999
Begin Calc Date	7/1/1999
Remaining Value	\$6,000
Remaining Life	60 periods
Yearly Depreciation	\$600.00
Period Allocation	\$100
Prior Period Depreciation	\$300

Depreciation Results:

Depreciation Results

The following table shows yearly depreciation by period for 1999. Prior period depreciation occurred in periods 7 through 9.

1	2	3	4	5	6	7	8	9	10	11	12	Periods
						100	100	100	100	100	100	Allowed
									100	100	100	Taken
						100	100	100				Difference

Prior Period Depreciation

Difference Per Period = Period Depreciation Allocation (allowed) - Depreciation Taken

Example Period 7: \$100 - 0 = \$100

Begin Calc Date = Begin Depr Date

Periods from Begin Calc Date to Accounting Date =

7, 8, 9 = Periods within 7/1/1999 to 10/1/1999

Prior Period Depreciation = Sum of Difference Per Period for all periods within Begin Calc Date to Accounting Date

\$300 = \$100 + \$100 + \$100

Formula-Based Depreciation Methods

PeopleSoft Asset Management is equipped with the following different formula-based depreciation methods.

Depreciation can be calculated for each of the first six methods using either a schedule or a formula. The formulas used to calculate yearly depreciation for each of these methods are explained in the following pages.

Straight Line

Yearly Straight Line depreciation is calculated using the following formula:

$$\text{NBV} * \frac{\text{Number of Periods to Depreciate}}{\text{Remaining Life}}$$

Straight Line Depreciation Example

The following table shows data that is used in the depreciation example that follows.

Attributes	Data
Asset Cost	11,000.00

Attributes	Data
Salvage Value	1000.00
Asset Basis	10,000.00 (Cost - Salvage Value)
Life	60 periods (5 years)
Begin Depr Dt.	07/01/94

Depreciation Results

The following table shows yearly depreciation and the calculation used to produce the result.

Year	Depreciation Calculation	Depreciation Expense
1994	10,000 * (6/60)	= 1000.00
1995	9000 * (12/54)	= 2000.00
1996	7000 * (12/42)	= 2000.00
1997	5000 * (12/30)	= 2000.00
1998	3000 * (12/18)	= 2000.00
1999	1000 * (12/12)	= 1000.00

Declining Balance with a Switch to Straight Line

Declining Balance with a Straight Line Switch performs two simultaneous equations to calculate yearly depreciation. One equation calculates declining balance depreciation and the other calculates straight line depreciation. PeopleSoft Asset Management then compares the two yearly depreciation amounts and applies whichever is greater.

It is important to note that in this type of calculation the asset's net book value is multiplied by the Declining Balance Percentage times the Straight Line Depreciation percentage.

$$NBV * \left(\frac{\text{Number of Periods to Depreciate}}{\text{Life}} \right) * DB\%$$

Declining Balance with a Switch to Straight Line Example

The following table shows data that is used in the depreciation example that follows.

Attributes	Data
Asset Cost	10,000.00
Life	60 periods (5 years)
Begin Depr Dt.	07/01/94
Declining Balance %	200%

Depreciation Results

The following table shows yearly depreciation and the calculation used to produce the result.

<i>Year</i>	<i>Depreciation Calculation</i>	<i>Depreciation Expense</i>
1994	$10,000 * ((6/60) * (200/100))$	= 2000.00
1995	$8000 * ((12/60) * (200/100))$	= 3200.00
1996	$4800 * ((12/60) * (200/100))$	= 1920.00
1997	$2880 * ((12/60) * (200/100))$	= 1152.00
1998* (SL)	$1728 * (12/18)$	= 1152.00
1999* (SL)	$576 * (12/12)$	= 576.00

In this example, in 1998, the straight line depreciation is greater than the declining balance depreciation. Therefore, we switch to straight line depreciation. The declining balance calculation for 1998 is $1728 * ((12/60) * (200/100)) = 691.20$. In 1999, the straight line depreciation is equal to the declining balance depreciation.

Declining Balance with Depreciation Limit

This calculation type enables you to specify annual depreciation limits based on a percentage of an asset's cost. This method supports asset management practices commonly used in some European countries. In environments where this is legally acceptable, the advantage to this method is that it provides greater decreases in value in the first years of an asset's service. In some environments, a company may use this depreciation method initially and then switch to straight-line when that method provides a greater write-off.

This method will run three calculations and perform comparisons between the results.

First, it will calculate using the formula already documented for Declining Balance with a Switch to Straight Line:

$$NBV * ((\text{Number of Periods to Depreciate}/\text{Life}) * DB\%)$$

(See DB column in table provided with example, below.)

It will then calculate using the specified limit percentage of original cost or Net Book Value:

$$NBV * \text{Limit}\%$$

(See MAX column in table provided with example, below.)

The results of these two calculations will be compared and the system will determine which amount is **lessor**. (See Comparison 1 column in table provided with example, below.)

Finally, it will calculate using the Straight Line formula:

$$NBV * (\text{Number of Periods to Depreciate}/\text{Remaining Life})$$

(See SL column in table provided with example, below.)

Results of the Straight Line calculation will be compared with the lesser amount from the first comparison. (Column SL compared with column Comparison 1 in table below. Comparison 2 column shows when the Straight Line method produces the greater result.)

The **greater** amount between this final comparison will be annual depreciation amount. (See Depr column in the second table below.)

Declining Balance with Depreciation Limit Example

The following table shows data that is used in the depreciation example that follows.

Attributes	Data
Asset Cost	10,000.00
Life	96 periods (8 years)
Begin Depr Dt.	01/01/98
Declining Balance %	300%
Limit %	30%

Depreciation Results

The following table shows yearly depreciation and the calculation used to produce the result.

Year	NBV	DB	Max (Limit%)	Comparison 1	SL	Comparison 2	Depr.
Year 1	100000	37500	30000	30000	12500		30000
Year 2	70000	26250	21000	21000	10000		21000
Year 3	49000	18375	14700	14700	8167		14700
Year 4	34300	12862	10290	10290	6860		10290
Year 5	24010	9004	7203	7203	6003		7203
Year 6	16807	6303	5042	5042	5602	SW	5602
Year 7	11205	4201	3361	3361	5602	SW	5602
Year 8	5602	2101	1681	1681	5602	SW	5602

Declining Balance

For this type of calculation, the Declining Balance Percentage represents a percentage of Net Book Value.

$$\text{NBV} * \text{DB\%}$$

When depreciating an asset with a declining balance method, the life of the asset is irrelevant. Note that using this method alone an asset would never be fully depreciated. To fully depreciate an asset using the Declining Balance method you must enter either a **Book Low Limit** or an

End Depr Date. Once an asset's NBV reaches its book low limit or end depreciation date, the remaining value is taken in depreciation for that year.

Declining Balance Example

The following table shows data that is used in the depreciation example that follows.

<i>Attributes</i>	<i>Data</i>
Asset Cost	10,000.00
Salvage Vale	1000.00 (not used for calculating asset basis)
Asset Basis	10,000.00
Life	60 periods (5 years)
Begin Depr Dt.	01/01/94
Declining Balance %	20%

Depreciation Results

The following table shows yearly depreciation and the calculation used to produce the result.

<i>Year</i>	<i>Depreciation Calculation</i>	<i>Depreciation Expense</i>
1994	$10,000 * (20/100)$	= 2000.00
1995	$8000 * (20/100)$	= 1600.00
1996	$6400 * (20/100)$	= 1280.00
1997	$5120 * (20/100)$	= 1024.00
1998	$4096 * (20/100)$	= 819.20
1999	$3276.80 * (20/100)$	= 655.54
2000	$2621.21 * (20/100)$	= 524.24

Calculations continue in this manner until the Book Low Limit or End Depr Date is reached. If no Book Low Limit or End Depr Date is specified the asset will never fully depreciate.

Flat Rate

The formula for calculating Flat Rate depreciation is quite simple.

Basis * Flat %

Flat Rate with an Averaging Option

The Flat Rate depreciation method can be combined with either a monthly or yearly averaging option. These options are typically used by utility companies to depreciate composite assets.

When these options are used, PeopleSoft Asset Management uses up to three separate formulas to calculate depreciation for adjustments—one for calculating current period depreciation, one for calculating following period depreciation, and one for calculating depreciation for all subsequent periods.

These formulas are only used for calculating additional depreciation resulting from adjustments to the average balance. And these adjustments are applied only to the current year. For all subsequent years, as well as the first time it is done, depreciation is calculated simply by applying the flat rate percentage to the average balance and allocating this amount among the periods.

Because of the averaging option, all adjustment transactions must take effect from the beginning of the year to its end. Therefore, current period depreciation is calculated after each transaction on a year-to-date basis.

As adjustments are made, additional depreciation is posted for each period that's affected.

Using the flat rate depreciation method will cause any depreciation to be posted to the end of the calendar. If this is not your intention, you must enter a Low Limit of **.01** when you first selected the **Depreciation Method** on the Asset Book Definition page group for this asset. If you have not already done this, update the **Depreciation Method** field on the General 2 page by selecting **Flat Rate** and entering **.01** in the **Low Limit** additional field that displays.

Monthly Averaging Option

Lets look at some examples of monthly averaging calculations resulting from a \$2000 adjustment made in Period 3. The asset is depreciated at 12%.

$$\left(\frac{\text{Adjustment Amount}}{2} \right) * \text{Flat Rate \%} * \text{Period Allocation}$$

$$\left(\frac{\$2000}{2} \right) * 12\% * \frac{3}{12} = \$30$$

Calculation for the Current Period (YTD)

Current Period Depr +

((Adjustment Amount * Flat Rate %) * Period Allocation)

$$\$30 + \left(\$2000 * 12\% \right) * \frac{1}{12} = \$50$$

Calculation for the Following Period

(Adjustment Amount * Flat Rate %) * Period Allocation

$$(\$2000 * 12\%) * \frac{1}{12} = \$20$$

Calculation for Subsequent Periods

The only exception to this rule occurs when the following period crosses into another fiscal year. When this is the case, all periods but the current one are calculated using the full value of the transaction. Current Period depreciation is not added to the following period depreciation.

Yearly Averaging Option

When using the yearly averaging option, you'll want to estimate financial activity for the year. The original estimate should be posted as an add transaction in the first period of the year and subsequently adjusted as the actual figures become available.

Let's look at an example of the yearly averaging option using the same \$2000 adjustment in Period 3. The asset is depreciated at 12%.

$$\frac{\text{Adjustment Amount}}{2} * \text{Flat Rate \%} * \text{Period Allocation}$$

$$\frac{\$2000}{2} * 12\% * \frac{3}{12} = \$30$$

Calculation for the Current Period (YTD)

$$\frac{\text{Adjustment Amount}}{2} * \text{Flat Rate \%} * \text{Period Allocation}$$

$$\frac{\$2000}{2} * 12\% * \frac{1}{12} = \$10$$

Calculation for All Subsequent Periods

Sum of the Years' Digits

Yearly Sum of the Years' Digits depreciation is calculated using the following formula:

$$\frac{\text{Remaining Years of Life}}{\text{Sum of Years Remaining}} * \text{NBV} * \% \text{ of Year to Depreciate}$$

Sum of the Years Digits Example

The following table shows data that is used in the depreciation example that follows.

Attributes	Data
Asset Cost	3700.00
Salvage Vale	100.00
Asset Basis	3600.00
Life	36 periods (3 years)
Begin Depr Dt.	07/01/94

Depreciation Results

The following table shows yearly depreciation and the calculation used to produce the result.

Year	Depreciation Calculation	Depreciation Expense
1994	$3600 * (3/(1+2+3)) * (6/12)$	= 900.00
1995	$2700 * (2.5/(1+2+3/2)) * (12/12)$	= 1500.00
1996	$1200 * (1.5/(1+ 2/2)) * (12/12)$	= 900.00
1997	$300 * (0.5/(1/2)) * (12/12)$	= 300.00

Calculation for the First Year $\text{SYR} = \frac{1}{2}$

$$1 * \$1,000 = \$1,000$$

Units of Production

Units of production depreciation differs from other methods in that it does not depreciate an asset based on its periods of life, but rather, on its production detail. In this method, an asset is assumed to have a fixed lifetime production capacity—a maximum number of units it can produce. Thus, a fixed amount of depreciation is allotted to each unit of production. The net book value of the asset is then multiplied by the number of units produced in a period over the remaining units to be produced to determine how much depreciation to take for that period.

$$\text{NBV} * \frac{\text{Units Produced}}{\text{Units Remaining}}$$

Production detail for the asset is entered into the Units of Production table located in the Establish Asset Processing window, Use menu. Each time new detail is added to this table, open transactions are created for each asset associated with it. You should recalculate depreciation each time you add to or change the detail in the Units of Production table.

Units of Production Example

The following table shows data that is used in the depreciation example that follows.

Attributes	Data
Asset Cost	10,000.00
Total Estimated Production Units	40,000
Production Units for each month	10,000

Depreciation Results

The following table shows yearly/monthly depreciation and the calculation used to produce the result.

Year, Month	Depreciation Calculation	Depreciation Expense
Year 1, Month 1	$10,000 * (10,000/40,000)$	= 2500.00
Year 1, Month 2	$7500 * (10,000/30,000)$	= 2500.00
Year 1, Month 3	$5000 * (10,000/20,000)$	= 2500.00
Year 1, Month 4	$2500 * (10,000/10,000)$	= 2500.00

Note. Units remaining is calculated by summing the production units for all remaining periods set up on the Units of Production page in the Establishing Asset Processing component.

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Appendix B: PeopleSoft Asset Management Reports

This chapter lists all the reports provided with PeopleSoft Deduction Management and includes general information and links to additional information about specific reports.

Note. For samples of these reports, see the Portable Document Format (PDF) fields that are published on CD-ROM with your documentation.

See Also

PeopleSoft PeopleTools PeopleBook: PeopleSoft Process Scheduler

PeopleSoft Asset Management Reports: General Description

These tables list all of the reports provided with PeopleSoft Asset Management. Use this table to find general information about any PeopleSoft Asset Management report. For more information about a report, click the link to navigate to information about the process where the report is used.

Transaction Reports

This table lists PeopleSoft Asset Management Transaction Reports.

Report ID and Name	Description	Navigation	Run Control Page
AMAS1100 Asset Categories	List of Asset Categories (Crystal)	Set Up Financials/Supply Chain, Product Related, Assets, Reports, Asset Categories	RUN_AMAS1100
AMAS1600 Asset Warranties	The Asset Warranties report lists all of the warranties that are in place for a specified business unit as of a date that you select. (Crystal)	Asset Management, Reports, Asset Maintenance, Warranties Report	RUN_AMAS1600

Report ID and Name	Description	Navigation	Run Control Page
AMAS1700 Asset Licenses	This report generates a list of asset licenses. (Crystal)	Asset Management, Reports, Asset Maintenance, License Information	RUN_AMAS1700
AMAS2000 Cost Activity by ChartField	Run the Cost Activity by ChartField report to sort cost activity by ChartField. (SQR)	Asset Management, Reports, Cost and Depreciation, Cost Activity Report	RUN_AMAS2000
AMAS2010 Cost Activity by Category, ChartField	Run the Cost Activity by Category report to sort cost activity by Category. (SQR)	Asset Management, Reports, Cost and Depreciation, Cost Activity Report	RUN_AMAS2000
AMAS2020 Cost Activity by Account	Run the Cost Activity by Account report to gather cost activity information based on the specified account. (SQR)	Asset Management, Reports, Cost and Depreciation, Cost Activity Report	RUN_AMAS2000
AMAS2021 Cost Activity by Alt Account	Run the Cost Activity by Alternate Account report to sort cost activity by Alternate Account. (SQR)	Asset Management, Reports, Cost and Depreciation, Cost Activity Report	RUN_AMAS2000
AMAS2100 Asset Acquisitions by ChartField	The Asset Acquisitions by ChartField report lists asset information and also includes Cost, LTD and YTD Depreciation and Net Book Value with ChartField, Book and Report totals. (SQR)	Asset Management, Reports, Owned Assets, Asset Acquisitions	RUN_AMAS2100
AMAS2110 Asset Acquisitions by In Service Date	The Asset Acquisitions by In Service report lists asset information and also includes Cost, LTD and YTD Depreciation and Net Book Value with ChartField, In-service Period/Year, Book and Report totals. (SQR)	Asset Management, Reports, Owned Assets, Asset Acquisitions	RUN_AMAS2100
AMAS2200 Assets by Location	Run the Asset List by Location report for information on assets by location. (SQR)	Asset Management, Reports, Owned Assets, Assets by Location	RUN_AMAS2200
AMAS2210 Assets by Asset ID	Run the Asset List by Asset ID report to sort your assets by Asset ID. (SQR)	Asset Management, Reports, Owned Assets, Assets by Location	RUN_AMAS2200

Report ID and Name	Description	Navigation	Run Control Page
AMAS2300 Asset Transfers by ChartField	The Asset Transfers by ChartField report lists asset transfers transactions and is ordered by ChartField. (SQR)	Asset Management, Reports, Cost and Depreciation, Asset Transfers Report	RUN_AMAS2300
AMAS2400 Asset Reclassifications	The Asset Reclassifications by ChartField report lists asset Recategorizations and is ordered by ChartField. (SQR)	Asset Management, Reports, Cost and Depreciation, Asset Reclassifications Report	RUN_AMAS2400
AMBU1000 Asset Management Units/Books	Run the Asset Management Units/Books report to list all valid Business Units and Asset Books. (SQR)	Set Up Financials/Supply Chain, Business Unit Related, Reports, Asset Management Units/Books	RUN_AMBU1000
AMRET001 Auto-Retired Assets	Run the Auto-Retired Assets by category report to list all Auto-retired assets. (SQR)	Asset Management, Reports, Retirement, Auto-Retired Assets Report	RUN_AMRET001

Capital Acquisition Planning Reports

This tables lists PeopleSoft Asset Management Capital Acquisition Planning reports.

Report ID and Name	Description	Navigation	Run Control Page
AMCP2000 Capital Acquisition Plans	Run this report to gather capital acquisition planning information. (SQR)	Asset Management, Capital Acquisition Planning, Run Report	RUN_AMCP2000
AMCP2010 Capital Acquisition Plans by Department	Run this report to gather capital acquisition planning by department. (SQR)	Asset Management, Capital Acquisition Planning, Run Report	RUN_AMCP2000
AMCP2100 Capital Acquisition Planning Assets	Run this report to gather capital acquisitions planning by asset ID. (SQR)	Asset Management, Capital Acquisition Planning, Run Report	RUN_AMCP2000

Depreciation Reports

This table lists PeopleSoft Asset Management Depreciation reports.

Report ID and Name	Description	Navigation	Run Control Page
AMDP2000 Depreciation Activity by ChartField	Run the Deprecation Activity by ChartField report to sort depreciation activity information by ChartField. (SQR)	Asset Management, Reports, Cost and Depreciation, Depreciation Activity	RUN_AMDP2000
AMDP2010 Depreciation Activity by Category	Run the Deprecation Activity by ChartField report to sort depreciation activity information by ChartField. (SQR)	Asset Management, Reports, Cost and Depreciation, Depreciation Activity	RUN_AMDP2000
AMDP2020 Depreciation Activity by Account	Run the Depreciation Activity by Account report to sort depreciation activity by account. (Depreciation Expense and Accumulated Depreciation Accounts) (SQR)	Asset Management, Reports, Cost and Depreciation, Depreciation Activity	RUN_AMDP2000
AMDP2021 Depreciation Activity by Alternate Account	Run the Depreciation Activity by Alternate Account report to sort depreciation activity by alternate account. (SQR)	Asset Management, Reports, Cost and Depreciation, Depreciation Activity	RUN_AMDP2000
AMDP2100 Net Book Value by ChartField	Run the Asset Net Book Value by ChartField report to sort asset net book value information by ChartField. (SQR)	Asset Management, Cost and Depreciation, Asset Net Book Value	RUN_AMDP2100
AMDP2110 Asset Net Book Value by Category	Run the Asset Net Book Value by Category report to sort asset net book value information by Category. (SQR)	Asset Management, Cost and Depreciation, Asset Net Book Value	RUN_AMDP2100
AMDP2120 Asset Net Book Value by Account	Run the Asset Net Book Value by Account report to sort asset net book value information by account. (SQR)	Asset Management, Cost and Depreciation, Asset Net Book Value	RUN_AMDP2100
AMDP2121 Asset Net Book Value by Alternate Account	Run the Asset Net Book Value by Alternate Account report to sort asset net book value information by alternate account. (SQR)	Asset Management, Cost and Depreciation, Asset Net Book Value	RUN_AMDP2100

Report ID and Name	Description	Navigation	Run Control Page
AMDP2140 Asset Net Book Value by Location	Run the Asset Net Book Value by Location report to sort the asset net book value by location. (SQR)	Asset Management, Cost and Depreciation, Asset Net Book Value	RUN_AMDP2100
AMDP2150 Group Member Estimated NBV	The Estimated Net Book Value report lists the estimated depreciation accumulation of the member. (SQR)	Asset Management, Cost and Depreciation, Group Member Estimated NBV	RUN_AMDP2150_RQST
AMDP2200 Depreciation by Period - Asset Level	Run the Depreciation by Period – Asset Level report to sort assets by period depreciation. (SQR)	Asset Management, Reports, Cost and Depreciation, Depreciation by Period	RUN_AMDP2200
AMDP2201 Depreciation by Period - Category Level	Run the Depreciation by Period – Category Level report to list categories by period depreciation.(SQR)	Asset Management, Reports, Cost and Depreciation, Depreciation by Period	RUN_AMDP2200
AMDP2202 Depreciation by Period - Project Level	Run the Depreciation by Period – Project Level report to list projects by period depreciation. (SQR)	Asset Management, Reports, Cost and Depreciation, Depreciation by Period	RUN_AMDP2200
AMDP2204 Depreciation by Period - Department Level	Run the Depreciation by Period – Department Level report to list departments by period depreciation. (SQR)	Asset Management, Reports, Cost and Depreciation, Depreciation by Period	RUN_AMDP2200
AMDP2205 Depreciation by Period - Book Level	Run the Depreciation by Period – Book Level report to list books by period depreciation. (SQR)	Asset Management, Reports, Cost and Depreciation, Depreciation by Period	RUN_AMDP2200
AMDP2300 Depreciation by Fiscal Year - Asset Level	Run the Depreciation by Fiscal Year – Asset Level report to sort assets by fiscal year depreciation. (SQR)	Asset Management, Reports, Cost and Depreciation, Depreciation by Fiscal Year	RUN_AMDP2300
AMDP2301 Depreciation by Fiscal Year - Category Level	Run the Depreciation by Fiscal Year – Category Level report to list categories by fiscal year depreciation. (SQR)	Asset Management, Reports, Cost and Depreciation, Depreciation by Fiscal Year	RUN_AMDP2300

Report ID and Name	Description	Navigation	Run Control Page
AMDP2302 Depreciation by Fiscal Year - Project Level	Run the Depreciation by Fiscal Year – Project Level report to list projects by fiscal year depreciation. (SQR)	Asset Management, Reports, Cost and Depreciation, Depreciation by Fiscal Year	RUN_AMDP2300
AMDP2304 Depreciation by Fiscal Year - Department Level	Run the Depreciation by Fiscal Year – Department Level report to list departments by fiscal year depreciation. (SQR)	Asset Management, Reports, Cost and Depreciation, Depreciation by Fiscal Year	RUN_AMDP2300
AMDP2305 Depreciation by Fiscal Year - Book Level	Run the Depreciation by Fiscal Year – Book Level report to list books by fiscal year depreciation. (SQR)	Asset Management, Reports, Cost and Depreciation, Depreciation by Fiscal Year	RUN_AMDP2300
AMGL1000 Crystal - AM to GL Reconciliation by ChartField	Run the AM to GL Reconciliation by ChartField report to reconcile AM to GL by ChartField. (Crystal)	Asset Management, Cost and Depreciation, AM/GL and NBV Reports	RUN_RPT_TBLS_R EPS
AMGL1010 Crystal - AM to GL Reconciliation by Category	Run the AM to GL Reconciliation by Category report to reconcile AM to GL by category. (Crystal)	Asset Management, Cost and Depreciation, AM/GL and NBV Reports	RUN_RPT_TBLS_R EPS
AMNB1000 Crystal - Asset NBV by ChartField	Run the Net Book Value by ChartField report to sort net book value by ChartField. (Crystal)	Asset Management, Cost and Depreciation, AM/GL and NBV Reports	RUN_RPT_TBLS_R EPS
AMNB1010 Crystal - Asset NBV by Category	Run the Net Book Value by Category report to list Net Book Value related amounts sorted by category. (Crystal)	Asset Management, Cost and Depreciation, AM/GL and NBV Reports	RUN_RPT_TBLS_R EPS
AMNB1030 Crystal - Asset NBV by Location	Run the Net Book Value by Category report to list Net Book Value related amounts sorted by Location. (Crystal)	Asset Management, Cost and Depreciation, AM/GL and NBV Reports	RUN_RPT_TBLS_R EPS

Account Activity Reports

This tables lists PeopleSoft Asset Management Account Activity reports.

Report ID and Name	Description	Navigation	Run Control Page
AMAS2030 Account Activity Summary - Cost	Run the Account Activity Summary report to list cost and related transaction amounts per account with ChartFields, book and report totals. (SQR)	Asset Management, Reports, Accounting Entries, Account Activity Summary	RUN_AMAE2000
AMDP2030 Account Activity Summary - Depreciation	Run the Account Entry Detail report to list depreciation and related transaction amounts per account with Chart-fields, book and report totals. (SQR)	Asset Management, Reports, Accounting Entries, Account Activity Summary	RUN_AMAE2000
AMDP2130 Account Activity Summary - Net Book Value	The Account Activity Summary - Net report lists cost balance, YTD and LTD Depreciation and NBV amount per account. (SQR)	Asset Management, Reports, Accounting Entries, Account Activity Summary	RUN_AMAE2000
AMAS2031 AltAccount Activity Summary - Cost	Run the Account Activity Summary report to list cost and related transaction amounts per account with ChartFields, book and report totals. (SQR)	Asset Management, Reports, Accounting Entries, Alt Accounting Entry Detail	RUN_AMAE2001
AMDP2031 AltAccount Activity Summary - Depreciation	Run the account activity summary report to list depreciation and related transaction amounts per account with ChartFields, book and report totals.(SQR)	Asset Management, Reports, Accounting Entries, Alt Accounting Entry Detail	RUN_AMAE2001
AMDP2131 AltAccount Activity Summary - Net Book Value	Run the Account Activity summary report to list Cost, Depreciation and Net Book Value amounts per account with ChartFields, book and report totals. This report is similar to the Account Activity Summary Report. (SQR)	Asset Management, Reports, Accounting Entries, Alt Accounting Entry Detail	RUN_AMAE2001

Accounting Entry Reports

This tables lists PeopleSoft Asset Management Accounting Entry reports.

Report ID and Name	Description	Navigation	Run Control Page
AMAE1000 List of	Run the AMAE1000 report to list all Accounting Entry Templates by	Set Up Financials/Supply	RUN_AMAE1000

Report ID and Name	Description	Navigation	Run Control Page
Accounting Entry Templates	category. (Crystal)	Chain, Product Related, Asset Management, Reports, Accounting Entry Templates	
AMAE2100 Accounting Entry Detail	Run the Accounting Entry Detail report to list accounting entry details. (SQR)	Asset Management, Reports, Accounting Entries, Account Entry	RUN_AMAE2100
AMAE2101 Alternate Account Entry Detail	Run the Account Entry Detail report to retrieve alternate account entry information with ChartField, Alternate Account and report Totals. (SQR)	Asset Management, Reports, Accounting Entries, Alt Account Entry	RUN_AMAE2101
AMAE2110 Accounting Entry Detail - Cost	The Account Entry Detail By Cost Report lists cost and related transaction amounts per asset, with ChartFields, book and report totals. (SQR)	Asset Management, Reports, Accounting Entries, Account Activity Summary	RUN_AMAE2000
AMAE2120 Accounting Entry Detail - Depreciation	Run the Account Entry Detail By Depreciation report to list depreciation and related transaction amounts per asset, with Chart-fields, book and report totals. (SQR)	Asset Management, Reports, Accounting Entries, Account Activity Summary	RUN_AMAE2000
AMAE2130 Accounting Entry Detail - Net Book Value	Run the Account entry Detail Net Book Value report to list cost balance, YTD and LTD Depreciation and NBV amounts per asset. (SQR)	Asset Management, Reports, Accounting Entries, Account Activity Summary	RUN_AMAE2000
AMAE2111 Alt Acct Entry Detail – All	Run this report to gather alternate account entry detail information. This report lists cost beginning and ending balance with related transaction amounts. (SQR)	Asset Management, Reports, Accounting Entries, Alt Account Entry Detail	RUN_AMAE2001
AMAE2121 Alt Acct Entry Detail – Depr	Run this report to gather alternate account entry detail information. This report lists cost beginning and ending balance with related transaction amounts. (SQR)	Asset Management, Reports, Accounting Entries, Alt Account Entry Detail	RUN_AMAE2001
AMAE2131 Alt Acct Entry Detail – NBV	Run the net book value report to list Cost Balance, YTD and LTD Depreciation and NBV amount per asset. (SQR)	Asset Management, Reports, Accounting Entries, Alt Account Entry Detail	RUN_AMAE2001

Physical Inventory Reports

This table lists PeopleSoft Asset Management Physical Inventory reports.

Report ID and Name	Description	Navigation	Run Control Page
AMPI2000 Physical Inventory Extract	Run this report to gather PI extract data. (SQR)	Asset Management, Physical Inventory, Run Physical Inventory Reports	RUN_AMPI2000
AMPI2100 Physical Inventory Scan Data	Run this report to gather PI scan data. (SQR)	Asset Management, Physical Inventory, Run Physical Inventory Reports	RUN_AMPI2000
AMPI2200 Physical Inventory Results - INVENTORIED	Run this report to gather PI inventoried results. (SQR)	Asset Management, Physical Inventory, Run Physical Inventory Reports	RUN_AMPI2000
AMPI2210 Physical Inventory Results - UNDER	Run this report to gather PI unders results. (SQR)	Asset Management, Physical Inventory, Run Physical Inventory Reports	RUN_AMPI2000
AMPI2220 Physical Inventory Results - OVER	Run this report to gather PI overs results. (SQR)	Asset Management, Physical Inventory, Run Physical Inventory Reports	RUN_AMPI2000

Lease Reports

This table lists PeopleSoft Asset Management Lease reports.

Report ID and Name	Description	Navigation	Run Control Page
AMLE2000 Lease Summary Information	This report provides lease summary information. (SQR)	Asset Management, Reports, Leased Assets, Summary or Detail	RUN_AMLE2000
AMLE2100 Lease Detail	This report provides lease detail information. (SQR)	Asset Management, Reports, Leased Assets, Summary or	RUN_AMLE2000

Report ID and Name	Description	Navigation	Run Control Page
Information		Detail	
AMLE2200 Lease Amortization Schedule	This report provides lease detail information. (SQR)	Asset Management, Reports, Leased Assets, Summary or Detail	RUN_AMLE2200
AMLE2310 Lease Footnote Disclosure Summary	The Lease Footnote Disclosure Summary Report lists all outstanding lease commitments for five years and provides the monthly lease payment and yearly totals. (SQR)	Asset Management, Reports, Leased Assets, Lease Footnote Disclosure	RUN_AMLE2300
AMLE2300 Lease Footnote Disclosure Detail	The Lease Footnote Disclosure Detail Report lists all outstanding lease commitments for five years and provides the monthly lease payment and yearly totals. (SQR)	Asset Management, Reports, Leased Assets, Lease Footnote Disclosure	RUN_AMLE2300
AMLE2400 Lease Expiration	This report lists all leases expiring in a certain number of days from a specified date, or leases expiring within a date range that you select. (SQR)	Asset Management, Reports, Leased Assets, Lease Expiration	RUN_AMLE2400

Retirement Reports

This table lists PeopleSoft Asset Management Retirement reports.

Report ID and Name	Description	Navigation	Run Control Page
AMRT2000 Retirement by ChartField	Run the Retirement by ChartField report to sort retirement information by ChartField. (SQR)	Asset Management, Reports, Retirement, Retirement Information Report	RUN_AMRT2000
AMRT2010 Retirement by In Service Date	This report lists retirement information with totals per In Service Year/Period. (SQR)	Asset Management, Reports, Retirement, Retirement Information Report	RUN_AMRT2000
AMRT2100 Retirement Activity	This report lists retirement related information. (SQR)	Asset Management, Reports, Retirement, Retirement Activity Report	RUN_AMRT2100
AMRT10AU Retirement Activity (Australia)	This report lists retirement related information relevant to Australian Retirements. (SQR)	Asset Management, Reports, Retirement, AUS – Retirement Activity Report	RUN_AMRT10AU

Report ID and Name	Description	Navigation	Run Control Page
AMRT20AU Retirement Detail by ChartField (Australia)	This report lists retirement related information relevant to Australian Retirements sorted by ChartField. (SQR)	Asset Management, Reports, Retirement, AUS – Retirement Information Report	RUN_AMRT20AU

U.S. Tax Reports

This table lists PeopleSoft Asset Management Tax reports.

Report ID and Name	Description	Navigation	Run Control Page
AMTX3000 Tax Acquisitions	Run this report to list acquisition information for tax purposes. Note. This report can be run in detail <i>or</i> summary mode. (SQR)	Asset Management, Reports, Taxes, Gain/Loss Report	RUN_AMTX3000
AMTX3100 Tax Adjustments	Run this report to list adjustment information for tax purposes. (SQR)	Asset Management, Reports, Taxes, Gain/Loss Report	RUN_AMTX3000
AMTX3200 Tax Retirements	Run this report to list adjustment information for tax purposes. Note. This report can be run in detail <i>or</i> summary mode. (SQR)	Asset Management, Reports, Taxes, Gain/Loss Report	RUN_AMTX3000
AMTX3210 Tax Retirements - Capital Gains	Run this report to list retirement capital gains information for tax purposes. (SQR)	Asset Management, Reports, Taxes, Gain/Loss Report	RUN_AMTX3000
AMTX3500 Tax Depreciation	Run this report to gather depreciation information for tax purposes. (SQR)	Asset Management, Reports, Taxes, Gain/Loss Report	RUN_AMTX3000
AMTX3610 Tax Depreciation for Current Year Assets	Similar to Tax depreciation report, ordered by Fiscal Year/Period or Date Range. (SQR)	Asset Management, Reports, Taxes, Gain/Loss Report	RUN_AMTX3000

Report ID and Name	Description	Navigation	Run Control Page
AMTX3620 Tax Depreciation for Prior Year Assets	Similar to Tax depreciation report, ordered by Fiscal Year/Period or Date Range. (SQR)	Asset Management, Reports, Taxes, Gain/Loss Report	RUN_AMTX3000
AMTX3630 Tax Depreciation for Listed Property	Run this report to gather depreciation information relevant to listed property. (SQR)	Asset Management, Reports, Taxes, Gain/Loss Report	RUN_AMTX3000
AMTX4000 Alternative Minimum Tax (AMT)	Run this report to gather alternative minimum tax information. Note. This report can be run in detail <i>or</i> summary mode. (SQR)	Asset Management, Reports, Taxes, USA-Tax AMT/ACE	RUN_AMTX4000
AMTX4100 Adjusted Current Earnings Worksheet (ACE)	Run this report to have a list of adjusted current earnings information. (SQR)	Asset Management, Reports, Taxes, USA-Tax AMT/ACE	RUN_AMTX4000
AMTX4200 40% Rule Analysis Report	Run the 40% Rule Analysis Report to comply with the US Tax 40% Rule. Note. If you add over 40% of your assets in the 4 th quarter, you must update the convention from mid-year to mid-quarter under certain US requirements. This report can be run in detail <i>or</i> summary mode. (SQR)	Asset Management, Reports, Taxes, 40% Rule Analysis	RUN_AMTX4200
AMTX4300 AMT Retirements	Run this report to gather alternative minimum tax information from retirements. (SQR)	Asset Management, Reports, Taxes, USA-Tax AMT/ACE	RUN_AMTX4000
AMTX4400 ACE Retirements	Run this report to gather Adjusted Current Earnings information from retirements. (SQR)	Asset Management, Reports, Taxes, USA-Tax AMT/ACE	RUN_AMTX4000

Global Reports

This table lists PeopleSoft Asset Management reports that satisfy global asset management requirements.

Report ID and Name	Description	Navigation	Run Control Page
AMTX10AU R&D Tax Deductions by Fiscal Year (Australia)	Run the R&D Tax report to view the amount of research and development concessions that can be claimed. (SQR)	Asset Management, Reports, Taxes, AUS-RD Deductions	RUN_AMTX10AU
AMTX20AU Tax Credits by Category (Australia)	Run the Tax Credits by Category report to list total tax credits by business unit. (SQR)	Asset Management, Reports, Taxes, AUS-Tax Credits	RUN_AMTX20AU
AMRT10AU AUS Retirement Activity(Australia)	Run the AUS Retirement Activity report to list retirement entries for a business unit and book. (SQR)	Asset Management, Reports, Retirement, AUS-Retirement Activity Report	RUN_AMRT10AU
AMRT20AU Retirement Information AUS (Australia)	Run the AUS Retirement Information report to list assets that have been partially or fully retired in the periods specified for Australia. (SQR)	Asset Management, Reports, Retirement, AUS-Retirement Information Report	RUN_AMRT10AU
AMTX10CA CCA Year End Updates (Canada)	Run the CCA Year End Updates report to create and print columns of information required by Revenue Canada and CCA year end results. (Crystal)	Asset Management, Reports, Accounting Entries, CAN-CCA Year End	RUN_AMTX10CA
AMTX11CA CCA Report	Run the CCA Year End Updates report to create and print columns of information required by Revenue Canada and CCA year end results. (Crystal)	Asset Management, Reports, Accounting Entries, CAN-CCA Year End	RUN_AMTX10CA
AMTX30AU Tax CCP – AUS	Run the Tax CCP – AUS report to monitor CCP adjustments and the review process. (SQR)	Asset Management, Reports, Taxes, Tax CCP	RUN_AMTX30AU
AMFR2121 French Net Book Value by Alternate Account	This report is similar to Asset Net Book Value by Alternate Account, listing French depreciation related information. (SQR)	Asset Management, Reports, Cost and Depreciation, Asset Net Book Value	RUN_AMDP2100

Report ID and Name	Description	Navigation	Run Control Page
AMFR2100 French Retirement Activity	This report lists retirement related information relevant to French Retirements. (SQR)	Asset Management, Reports, Cost and Depreciation, Asset Net Book Value	RUN_AMDP2100
AMDE1000 Asset History Sheet by Category (Germany)	The Asset History Sheet reports show the original Asset Cost beginning in year 2 of the asset's life.(Crystal)	Asset Management, Reports, Owned Assets, Asset History Reports	RUN_AMDE1000
AMDE1001 Asset History Sheet by Account (Germany)	The Asset History Sheet reports show the original Asset Cost beginning in year 2 of the asset's life. (Crystal)	Asset Management, Reports, Owned Assets, Asset History Reports	RUN_AMDE1000
AMDE1002 Asset History Sheet Summary (Germany)	The Asset History Sheet reports show the original Asset Cost beginning in year 2 of the asset's life. (Crystal)	Asset Management, Reports, Owned Assets, Asset History Reports	RUN_AMDE1000
AMDE1101 Depreciation History (Germany)	This report provides a chronological history of asset depreciation including any extraordinary depreciation. (Crystal)	Asset Management, Reports, Owned Assets, Asset History Reports	RUN_AMDE1000
AMDE1102 Extraordinary Depreciation History (Germany)	This report provides a chronological detailed history of extraordinary asset depreciation. (Crystal)	Asset Management, Reports, Owned Assets, Asset History Reports	RUN_AMDE1000
AMDE4001 Inventory Report (Detail Version)	This report provides detailed information about assets within inventory. (Crystal)	Asset Management, Reports, Taxes, Local Tax Returns	RUN_AMDE4001
AMDE5000 Reconciliation AP/AM (Germany)	Use the Reconciliation AP/AM page to run a report that will help you reconcile AP Asset Vouchers with AM asset transaction information. (Crystal)	Asset Management, Reports, Cost and Depreciation, Reconciliation AP/AM	RUN_AMDE5000

Report ID and Name	Description	Navigation	Run Control Page
AMBT1000 Business Tax	Run the Business Tax report to gather business tax information on a specific account and location. (SQR)	Asset Management, Reports, Taxes, Business Tax	RUN_AMBT1000
AMBT1010 Business Tax by Alternate Account	Run the Business Tax by Alternate Account report to gather business tax information on a specific alternate account and location. (SQR)	Asset Management, Reports, Taxes, Business Tax	RUN_AMBT1000
AMAD1000 Advanced Depreciation Amount	Run the Adv Depr Amount Report Request to obtain the advanced depreciation amount for the specified Asset ID range. (Crystal)	Asset Management, Reports, Cost and Depreciation, Advanced Depreciation	RUN_AMAD1000
AMAD1010 Advanced Depreciation Reverse Amount	Run the Adv Depr Reverse Amount Report to obtain reversal amounts for the specified Asset ID range. (Crystal)	Asset Management, Reports, Cost and Depreciation, Advanced Depreciation	RUN_AMAD1000
AMSP1000 Reserve Detail by Asset ID	Run the Adv Depr Reverse Amount Report to obtain reversal amounts for the specified Asset ID range. (Crystal)	Asset Management, Reports, Accounting Entries, Reserve and Reverse Amounts	RUN_AMSP1000
AMSP1010 Reserve Summary by Category	Run the Reserve Detail by Asset ID report to list reserve amounts and details for fiscal years by asset ID. (Crystal)	Asset Management, Reports, Accounting Entries, Reserve and Reverse Amounts	RUN_AMSP1000
AMSP1020 Reverse Detail by Asset ID	Run the Reverse Detail by Asset ID report to list reverse amounts and details for fiscal years by Asset ID. (Crystal)	Asset Management, Reports, Accounting Entries, Reserve and Reverse Amounts	RUN_AMSP1000
AMSP1030 Reverse Summary by Category	Run the Reverse Summary by Category report to list summarized reverse information by category. (Crystal)	Asset Management, Reports, Accounting Entries, Reserve and Reverse Amounts	RUN_AMSP1000
EU_2054 Statutory French report Depreciations 2054A & 2054B by Account	Run these reports to obtain information on the asset, its cost and net book value, information on all transactions that occurred in the specified reporting year, including depreciation and yearly depreciation. (Crystal)	Asset Management, Reports, Cost and Depreciation, Statutory Report 2054/2055	EU_AM_RUNCNT RL

Report ID and Name	Description	Navigation	Run Control Page
EU_205x1 Statutory French report Depreciations 2054A & 2054B by Alternate Account	Run the EU_2054 and EU_205x1 reports to obtain information on the asset, its cost and net book value, information on all transactions that occurred in the specified reporting year, including depreciation and yearly depreciation. (Crystal)	Asset Management, Reports, Cost and Depreciation, Statutory Report 2054/2055	EU_AM_RUNCNT RL
EU_2055A Statutory French report Depreciation 2055A & 2055B by Account	Run the DGI2055 report to obtain information on the asset, its cost and net book value, information on all transactions that occurred in the specified reporting year, including depreciation and yearly depreciation. (Crystal)	Asset Management, Reports, Cost and Depreciation, Statutory Report 2054/2055	EU_AM_RUNCNT RL
EU_205x2 Statutory French report Depreciation 2055A by Alternate Account	Run the EU_205x2 report to obtain information on the asset, its cost and net book value, information on all transactions that occurred in the specified reporting year, including depreciation and yearly depreciation. (Crystal)	Asset Management, Reports, Cost and Depreciation, Statutory Report 2054/2055	EU_AM_RUNCNT RL
EU_205x3 Statutory French report Depreciation 2055B by Alternate Account	Run the EU_205x3 report to obtain information on the asset, its cost and net book value, information on all transactions that occurred in the specified reporting year, including depreciation and yearly depreciation. (Crystal)	Asset Management, Reports, Cost and Depreciation, Statutory Report 2054/2055	EU_AM_RUNCNT RL
AMLT1000 Japanese Local Tax Roll	(SQR)	Asset Management, Reports, Taxes, Local Tax Returns	RUN_AMLT1000
AMLT1100 Japanese Local Tax Increase All Asset List	(SQR)	Asset Management, Reports, Taxes, Local Tax Returns	RUN_AMLT1100
AMLT1200 Japanese Local Tax Decrease All Asset List	(SQR)	Asset Management, Reports, Taxes, Local Tax Returns	RUN_AMLT1100

Report ID and Name	Description	Navigation	Run Control Page
AMNT1000 Japanese National Tax	Use National Tax- Japan page to run a report of the depreciation calculation details to be reported to the Japanese Tax Office. The report includes all required information for the National Depreciable Asset Tax Return called Beppyo 16(1),(2) in Japan. (SQR)	Asset Management, Reports, Taxes, National Tax	RUN_AMNT1000
AMDP2500 Fixed Asset Register (Italy)	Run the Fixed Asset Register report to comply with Italian article 16, D.P.R. 600/73. The fixed asset book lists information relevant to fixed assets. (SQR)	Asset Management, Reports, Cost and Depreciation, Fixed Asset Register	RUN_AMDP2500

Glossary

The terms in this glossary are used among multiple Financials and Supply Chain Management applications.

Numbers

401(a)(17) Limits

The limitations on the earnings that may be included in the calculation of benefits under qualified U.S. pension plans.

1st Year Amount

In PeopleSoft Workforce Analytics, 1st Year Amount is an employee-level compensation amount, totaling the calculations for the first calendar year's worth of accounting periods, in a compensation scenario.

A

Abend

Abnormal End (to a process).

ABM (Activity-Based Management)

See PeopleSoft Activity-Based Management.

ABPS (Activity-Based Planning and Simulation)

See Activity-Based Planning and Simulation.

Absence

An absence occurs when an employee is not at work (absent) during a normally scheduled work period. Absences may be scheduled or non-scheduled, compensated or uncompensated, excused or unexcused. An absence may occur for a variety of reasons like illness, family emergency, civic obligations (e.g. Military duty or jury duty), or vacation.

Absence Entitlement

Element which defines the rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.

Absence Take

Element which defines the conditions that must be met before a payee is entitled to take paid time off.

Accepted Exception

An exception that has been reviewed and validated (see Time Management).

Accommodations

Accommodations are efforts your organization is able to make for employees or applicants with disabilities, such as purchasing special equipment or making structural changes to a work environment.

Account Management

In PeopleSoft Demand Planning, a feature that enables you to divide a centrally held corporate forecast into multiple subsections for easier maintenance and management. These subsections are separate databases that can be distributed to account managers for use and updates, then rejoined with the main database at a later date.

Account

A code for recording and summarizing financial transactions as expenditures, revenues, assets, or liabilities balances. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by the organization during implementation of PeopleSoft General Ledger.

Account Type

A name for one of the different kinds of accounts used in a PeopleSoft General Ledger, such as Asset, Liability, Equity, Revenue, and Expense.

Accounting Class

In PeopleSoft Enterprise Performance Management, an attribute that defines how the particular resource would be treated for generally accepted accounting practices. Inventory denotes whether a Resource will become part of a balance sheet account such as inventory or fixed assets, while Non-inventory denotes that the Resource will be treated as an expense of the period during which it occurs.

Accounting Date

The date that a transaction is recognized as opposed to the date the transaction actually occurred—the **Transaction Date** (although the two dates can be the same). The accounting date determines the period in the general ledger to which the transaction is to be posted. You

can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date. In PeopleSoft Asset Management, the difference between accounting date and transaction date determines whether prior period depreciation must be calculated, and how much. Accounting Date must be later than or equal to Transaction Date.

Accounting Entry

A set of related debits and credits. An Accounting Entry is made up of multiple ***Accounting Lines***. In most PeopleSoft applications, accounting entries are always balanced (debits = credits). Accounting entries are created to record accruals, payments, payment cancellations, manual closures, project activities in general ledger, and so forth (depending on the application).

Accounting Entry Template

A user-defined table that controls the use of system-generated accounting lines in the posting processes.

Accounting Split

Method indicating how expenses are allocated or divided among one or more sets of accounting ChartFields.

Accredited Education

Education above the high school level completed in a U.S. college, university, or other educational institution that has been credited by one of the accrediting agencies or associations recognized by the Secretary, U.S. Department of Education.

Accrual

Any hours that employees accumulate for use at another time in the form of earned vacation time or sick leave, for example.

Accrual Basis Accounting

Accounting that records the impact of a business event as it occurs, regardless of whether the transaction affected cash.

Accrual Class Codes

Classes or categories of accruals.

Accrual Type

Defines an accrual such as annual leave or sick leave.

Accumulate Demand

In PeopleSoft Demand Planning, a transfer process function that adds demand quantities for an item to any quantities that already exist for the period.

Accumulator

Element which allows you to combine several elements. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated. See also Time Administration.

Accumulator [Global Payroll]

Element which provides a means for storing the cumulative values of defined items as they are processed. As you make payments, take deductions, and perform calculations, you'll use accumulators to track accumulated amounts, or balances. You can accumulate a single value over time or multiple values over time, as your requirements specify. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.

Action

In PeopleSoft Deduction Management, a task that you perform to obtain information required to resolve a deduction.

Action and Conditions

A process that defines actions and conditions independently of one another and then combines them to create a complete rule (see Rule Creation).

Action Code

In PeopleSoft Engineering, a user-defined code associated with an event/action triggered by the implementation of an engineering change order (ECO). Actions could include analyzing an item's existing quantity on hand, scrapping existing inventory, or modifying current documentation.

In PeopleSoft Product Configurator, a 2-character code that identifies rule types. For example, **FP** is the action code for the Finalize Price rule, and **CN** is the action code for the Condition rule. The rules control the processing path for configured items.

Action List

An online list of customers who meet predefined credit management criteria. The list also includes appropriate procedures for each action and contact information for the customer.

Action Owner

In PeopleSoft Deduction Management, the individual assigned a task to obtain information to resolve a deduction.

Action Reason

The reason an employee's job or employment information is updated. The action reason is entered in two parts: a *personnel action*, such as a promotion, termination, or change from one paygroup to another—and a *reason* for that action. Action Reason is used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

Active Control

A target control requiring that the user validate the budget against the planning targets before submitting it. If the budget totals are not within the tolerance levels, the system indicates that the status is invalid and the user cannot submit their budget until the budget is modified and the amount is within the tolerance range of the planning target.

Activity

In PeopleSoft Receivables and Deduction Management, an action taken on an item, such as creating an item, unposting an item, or writing off an item.

In PeopleSoft Projects, the unit of work that provides a further breakdown of projects—usually into specific tasks. Resources are assigned directly to activities within a project, not directly to projects.

A self-contained task that is part of one or more business processes. Business process maps display the activities that make up the process. An activity consists of steps representing the pages the user needs to complete and events representing the workflow routings triggered by the user's actions.

In PeopleSoft Enterprise Warehouse, the work of an organization and the aggregation of actions used for Activity-Based Costing.

Activity Attributes

Activity Attributes provide pieces of activity information. For example: capacity and performance, cost drivers, cycle time and performance measures.

Activity-Based Costing (ABC)

A methodology that measures the cost and performance of activities, resources and cost objects, assigns resources to activities and activities to cost objects based on their use and recognizes the causal relationships of cost drivers to activities.

Activity-Based Management (ABM)

See PeopleSoft Activity-Based Management (ABM).

Activity-Based Planning and Simulation (ABPS)

ABPS, a feature of PeopleSoft Activity-Based Management, calculates resource demands, new rates, costs, and activity volumes based on demand forecasts. It converts the new

resource demands into new cost requirements at the General Ledger item level to feed as input for budgeting.

Activity Driver

An Activity Driver indicates the amount of demand there is for a particular activity and it is used to assign cost to cost objects. In some instances, an activity driver may represent the yield of an activity.

Activity Fragmentation

The part of the Employee Profile feature that provides information about the number of employees that is involved in completing a particular activity on a full or part-time basis.

Activity ID

A unique 15-character alphanumeric identifier given to each activity within a project. Activity IDs need only be unique within a single project.

Activity List

In PeopleSoft Pension Administration, a checklist used to monitor pension-related activities.

Activity Type

A user-definable identifier for grouping activities.

Activity Type

Also known as Activity Code. A categorization of work effort. Typically work effort is categorized as productive or non-productive; Repair, Maintenance, Enhancement, or Improvement; or Development or Construction. Activity type is usually required to support cost accounting or financial accounting (recording) functions. It may also be required to support some organizational administration requirements such as organizational productivity goals, or employee performance measurement. In some companies, activity type is inferred from job function, work group affiliation, or organization.

Activity Use

An attribute used to describe the behavior of an Activity as defined within PeopleSoft Enterprise Performance Management. A Primary Activity is an activity that is performed for the purpose of directly generating revenue within the course of business. A Secondary Activity is generally performed in direct support of a Primary Activity such as activities related to human resources or MIS.

Actual Base Hours

This defines the number of hours that an employee is expected to work within a given period under analysis within PeopleSoft Enterprise Performance Management. Hours worked in excess of Actual Base Hours are generally considered overtime, while hours worked less than Actual Base Hours would illustrate that the employee is working part-time.

Actual Contribution Percentage (ACP)

The amount of an employee's after-tax or employer matching contributions made in a Section 401(m) plan on behalf of highly compensated plan participants, divided by the employee's annual compensation, or an amount determined in the same manner with respect to non-highly compensated employees. The Base Benefits business process is set up to perform ACP nondiscrimination tests for Section 401(m) plans. See Nondiscrimination Tests and Highly Compensated Employee.

Actual Date

Calendar date in which a punch occurred (see Time Reporting).

Actual Deferral Percentage (ADP)

The amount of salary reduction contributions made by an employee to a Section 401(k) plan for a year, divided by the employee's total compensation for that year. The Base Benefits business process is set up to perform ADP nondiscrimination tests for Section 401(k) plans. See Nondiscrimination Tests and Highly Compensated Employee.

Actual Demand

In PeopleSoft Demand Planning, an **Array** of demand by historical period imported from an external system. The demand figures are determined by imported values and typically include shipments, orders booked, orders booked by requested ship date, or shipments.

Actual Rates

An Actual Rate is the rate that your business currently uses for its business practice.

Actuarial Assumptions

Any assumptions used to calculate an equivalent benefit for an optional form of payment or an alternative retirement date.

Actuarial Valuation

A comparison of a pension plan's assets and liabilities.

Actuarial Valuation Extract

A PeopleSoft Pension Administration data extract containing data that a plan actuary needs in order to determine the plan's assets and liabilities.

Address Type

A high-level address classification that identifies addresses associated with a **Material Issue**. Examples include Ship To Address, Bill To Address, and Ship Notification Address.

Adjusted

In the Enterprise Planning and Simulation forecasting process, in addition to versions of the statistical forecast, there is an adjusted version of the forecast. Managers create this version by reviewing the forecasts and entering adjustments that cannot be inferred statistically. For example, there may be a promotional campaign next quarter that is expected to boost volume for certain products over several weeks.

Adjusted Demand

In PeopleSoft Demand Planning, an **Array** of demand after adjustments have been made to the actual demand values. The adjusted figures may include both manual and system-generated changes, such as demand filtering and depromotion. The system uses adjusted demand rather than actual demand in the Forecasting Reset process and in the recalculation of model components during period-end processing.

Adjusted Forecast

In PeopleSoft Demand Planning, a **Statistical Forecast** that has been adjusted using management overrides, proration, or summarization.

Adjustment

See **Bill Adjustment** or **Inventory Adjustment**.

Adjustment Voucher

A PeopleSoft Payables voucher that enables you to apply an adjustment to an existing voucher or to relate one voucher to another.

Advice

The Form that employees who choose direct payroll deposit receive in lieu of a check.

Affiliate

A control person of a corporation. Generally, an officer, director, or major shareholder that has the ability to influence the corporate management decisions.

After-tax Deductions

Deductions that reduce net pay. These deductions are subtracted from gross pay after taxes have been taken out. Also called “post-tax” deductions.

Agency

Any Department or independent establishment of the Federal Government, including a government-owned or -controlled corporation, that has the authority to hire employees in the competitive, excepted, and senior executive services.

Aggregated

In Enterprise Planning and Simulation, each period the statistical forecast is calculated automatically by the system. A forecast for each individual product can be computed using history for that product. Then these forecasts can be aggregated (that is, summarized) into forecasts for the product family.

Aggregate Reporting

The ability to report time as a collection or mass. In Time and Labor aggregate time reporting features include the ability to report time in a lump sum, as a pattern, in a range of dates, or for an entire crew.

Aging Data

Updating data from separate sources, and separate dates, to a common date using an annualized factor.

Aging ID

A code representing rules for aging open items.

Alias

Any of several PeopleSoft Pension Administration utilities that look up or calculate employee information.

Allocated

In Enterprise Planning and Simulation, the computed forecast and the summarized forecast are two different versions of the statistical forecast. In addition, the forecast at the product family level can be allocated down to the individual products. Usually this allocation is done in proportion to the calculated product forecasts at that level. This version of the (statistical) forecast is called the allocated or prorated statistical forecast.

Allocated Inventory

The inventory assigned to a specific stock request.

Allocation Manager

Perform allocations using the Allocation Manager. Allocations enable you to distribute revenue, expense, and statistical quantities across business units, departments, and so on. You can allocate budget planning to detail levels so that you may perform detailed budgeting. The type of allocation you select determines the output.

Allocation Manager Rules

In the PeopleSoft Enterprise Warehouse, Allocation Manager rules allow you to specify the basis as well as the target tables for moving, aggregating, or multidimensionalizing your output. Rules use Allocation Manager methods to enrich the PeopleSoft Enterprise Warehouse data. *See* Allocation Manager Methods.

Allocation Manager Methods

There are several methods: Arithmetic Operation, Prorata, and Spread Even. Each method enables you to move and/or enrich output.

Allocations

A process of distributing budget amounts to and from other Budget Centers. Budget amounts are allocated to cover, or offset, the costs in one Budget Center by charging them to another Budget Center. An allocation is also the budget amount that is distributed to or from a Budget Center. A budget amount that is charged to another Budget Center appears as a negative amount. This same budget amount appears as a positive amount in the other Budget Center receiving the allocation. PeopleSoft Budgeting-specific.

Allotment

This is a voluntary deduction from pay. Employees may elect up to two allotments from pay, transmitted to a financial institution to the employee's checking or savings account.

ALM (Asset Liability Management)

See PeopleSoft Asset Liability Management.

Allowances

The amount owed to an employee in addition to base salary and which is not defined as part of gross salary. For example, vacation can be considered an allowance. PeopleSoft Budgeting-specific.

Alternate Account

A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level as required for recording and reporting by some national governments.

Alternate BOM

Identifies the multiple ways in which an item can be produced. The primary production BOM is designated as BOM code 1. By using BOM codes, you can associate up to 98 other alternate BOMs with the item.

Alternate Routing

A routing, usually less preferred than the primary routing, but resulting in an identical item. You can specify up to 98 alternate routings for production routing types by entering additional Routing Codes (greater than 1) for the same routing type.

Alternative Minimum Tax (AMT)

AMT is calculated by adjusting the taxpayer's regular taxable income with a number of tax preference items and adjustments. Tax preference items are positive items increasing

Alternative Minimum Taxable Income (AMTI) and are excluded from regular taxable income. Tax preference items include gain from the exercise of incentive stock options.

Amount Type

In PeopleSoft Workforce Analytics, the Amount Type specifies whether a benefits compensation amount is a value or expense, to the employee or the employer.

Analysis Base

Defined static, historical data used both to seed and compare against proposed budgets.

Analysis Group

A grouping of analysis types. Analysis groups can be used for project analysis and grouping or for mapping analysis types.

Analysis Template

A set of pre-defined reports that you can view and publish online. These templates access data in the Enterprise Warehouse tables, and organize it by function, role and industry. The templates allow you to pivot, sort, rank, drill and chart the data, for your analysis needs.

Analysis Type

A 3-character, user-definable identifier that enables you to label the different types of costs. For example, you might want to track budgeted costs (BUD), committed costs (COM), and actual costs (ACT).

Analytical Applications

See PeopleSoft Analytic Applications.

Analytic Forecasting

Analytic Forecasting is the part of the Planning and Simulation feature that creates forecasts for your business requirements.

Annual Amount

In PeopleSoft Workforce Analytics, Annual Amount is an employee-level compensation amount, totaling the calculations for a full fiscal year's worth of accounting periods, in a compensation scenario.

Annual Declaration Report

The French Annual Declaration report is a payroll report which checks establishment profiles to see whether an establishment has to produce the report, and then calculates the amount of all the social security contributions for this establishment.

Annual Leave

Annual leave is absence from work with pay and must be approved by the employee's supervisor in advance. This type of leave (Plan Type 51) is accrued based on years of service: Full-time Permanent/Full-time Seasonal employees ...0-3 years - 4 hours per biweekly pay period; 3-15 years - 6 hours per biweekly pay period (plus an additional 4 hours in the final pay period of the leave year); and 15+ years - 8 hours per biweekly pay period. Part-time Permanent/Part-time Seasonal employees...0-3 years - 1 hour for every 20 hours worked; 3-15 years - 1 hour for every 13 hours worked; 15+ years - 1 hour for every 10 hours worked. Generally, there is a leave year ceiling of 240 hours on accrual; amounts accrued in excess of the ceiling and not used prior to leave year-end are forfeited.

Annual Shareholders Meeting

A meeting of corporation's directors, officers, and shareholders held for the purpose of communicating the operating and financial results for the prior year, the prospects for the future and major decisions of management.

Annual Workforce Survey by Nationality and Professional Category (Enquête sur l'activité et les conditions d'emploi de la main d'oeuvre)

In France, companies are required to submit the Annual Workforce Survey by Nationality and Professional Category to the Ministry of Labor. This report provides an analysis of the company's foreign workforce, which includes any employee who does not have French citizenship.

Annualized Tax Method

A payroll tax calculation method that divides the tax on an annualized amount by the number of pay periods in the year to find withholding for a given pay period, based on the number of withholding allowances. Annualized is the most common tax method.

Annuitant Amount

The gross monthly annuity a federally retired employee receives.

Annuitant CSA Number

A unique number assigned by OPM for a retired employee.

Annuitant Indicator

A code used to indicate the status of an annuitant appointed to a position in the Federal civilian service. Text for the codes is as follows:

1. Reemployed annuitant - Civil Service/FERS
2. Retired military officer receiving pay
3. Retired military non-officer (enlisted) receiving pay
4. Retired military officer receiving pay and a reemployed annuitant - Civil Service

5. Retired military non-officer (enlisted) receiving pay and a reemployed annuitant - Civil Service
6. Not applicable (none of the above)

Annuitant Indicator (cont)

- A. Reemployed Annuitant – FERS
- B. Former Annuitant - FERS
- C. Retired Officer/Reemployed Annuitant - FERS
- D. Retired Officer/Former Annuitant - FERS
- E. Retired Enlisted/Reemployed Annuitant - FERS
- F. Retired Enlisted/Former Annuitant - FERS

Annuity

A series of periodic payments made to an individual. Under a pension plan, these payments are generally made monthly.

Anti-Dilutive

Typically, options or shares where the price is greater than the current fair market value of the security.

APE (Activité Principale Exercée) Codes

APE codes classify the type of industry or activity your French company is in, such as software, banking or insurance. The APE codes are a normalized set of codes that are required by law and are used in regulatory reporting.

API

An Application Programming Interface (API) is the technology that a software product supplies so you can control it or communicate with it from another application. PeopleSoft APIs enable the user to perform desired actions upon PeopleSoft data without having to know the internal logic or rules of the program.

Applicant Hire Process

The procedure of hiring an applicant who has been tracked and administered in the Recruitment pages. Once you assign an Employee ID, the system uses recruitment data to populate the fields in the Personal Data pages.

Application agent

An application agent is an online agent that is loaded into memory with a PeopleSoft page. It detects when a business rule has been triggered and determines the appropriate action.

Application Designer

The integrated development environment used to develop PeopleSoft applications.

Application Engine

PeopleTools batch processes consisting of a set of defined SQL statements. Application Engine processes is more efficient than COBOL or SQR, since they operate within the database system, and don't rely on external processing.

Application Journal Template

A set of rules and default values to control the creation of journals from accounting entries.

Application Processor

The Application Processor is the PeopleTools runtime engine that controls processing of the application from the time the user requests a panel group from an application menu through the time that the database is updated and processing of the panel group is complete.

Application Server

The application server is the centerpiece of PeopleSoft's three-tier architecture. It utilizes Tuxedo, BEA Systems' transaction monitor, to manage client transactions and provide the business rules and workflow capabilities of PeopleSoft's enterprise applications.

Application Server Domain

The collection of server processes and associated resource managers defined by a single PSTUXCFG configuration file. Each application server domain is configured to connect to a single database. Multiple application server domains can exist on the same server machine.

Appointing Authority

The basis that authorized the appointing officer to effect personnel actions on an employee.

Appointing Officer

Denotes if the employee has appointment authority based on laws and regulations.

Approve Time

The Time and Labor feature that approves all employee daily time before it can be sent to payroll for processing. You can approve time by group or by individual employee. You can also unapprove previously approved time.

Approving Official

Individual with the delegated authority responsible for signing the action(s) taken on an employee.

Array

An ordered grouping of data by period and year. PeopleSoft Demand Planning uses arrays in forecasting demand.

Array

Element which enables you to extract information based on a column value. One way of thinking of an array is that it is a SQL statement that retrieves data from an existing table.

Array Dimension

Determines which inventory-stocking possibilities are included in a **Cube View**. This standard one-level dimension consists of the key fields that include, for example, order quantity, safety stock, and turn rate.

Arrears Balance

An amount owed to either the employer or employee, usually the result of a deduction not fully taken.

Ask Price

The price at which someone who owns a security offers to sell it; also known as the asked price.

As-of-Dated

Refers to a snapshot of the data at a given point in time.

Asset Assignment

A streamlined means of associating project costs to assets or asset profiles within PeopleSoft Projects.

Asset Budgeting

Budget for planned asset acquisitions and the associated depreciation expense that can be associated with a Capital Acquisition Plan (CAP).

Asset Catalog

A list of asset profiles which includes information about that asset type, including Cost, Life, Salvage Value, Depreciation Method, Currency Code, and Asset and Depreciation Account.

Asset Category

A standard group of assets. Typical asset categories include Furniture and Fixtures, Machinery and Equipment, Land, Buildings, Leasehold Improvements, and the like. These generally correspond to General Ledger asset accounts. Assets in one category usually share some depreciation characteristics, such as estimated service life and depreciation limits.

Asset Class

An asset group used for reporting purposes. It can be used in conjunction with Category to refine asset classification.

Asset Liability Management

See PeopleSoft Asset Liability Management.

Asset Life

The number of years an asset will depreciate, after which time it might be kept or sold for its Salvage Value. Also *see* Useful Life.

Asset Profile

A template that contains standard depreciation criteria for an asset type and its corresponding asset books. You can use the information in asset profiles as default values when adding assets.

Assignment of Life Insurance

Effective 10/3/94, Federal employees can assign their Basic, Option A and Option B insurance to another person(s), firm(s), or trust(s); Option C is excluded. The assignment of benefits transfers ownership of the FEGLI coverage to the assignee(s). The insured no longer has control over his/her insurance coverage and can no longer designate beneficiaries.

Assignment is irrevocable. Either all or none of the insurance can be assigned. Assignment does not have to be to the same person or firm. Assignments must be made in percentages of total insurance versus an assignment of Basic Insurance to one person and Option A to another. Additionally, terminally ill employees can assign their insurance to a Viatical Settlement Firm in exchange for cash (approx. 60% - 85% of the face value of the coverage). Life Expectancy is usually 24 months or less for a Viatical Settlement Agreement.

Assignment Type

This defines the behavior of the object, (resource, activity, or cost object) within PeopleSoft Activity-Based Management. If the object is identified as a source then costs may be allocated from that object to another object, which must be identified as a target. If an object ID is identified as a target it may be allocated costs from another object ID but may not allocate costs. An object ID can be both a source and a target, thereby having the functionality of each.

Associated Primary BOM

With multiple outputs, it's possible that a given co-product can be created in more than one way – in other words, an item is a co-product on more than one items' primary BOM. By assigning an associated primary BOM to a co-product, you are telling the system which BOM to use in exploding the co-product to the next level.

AT Section

In France, this stands for Section Accident du Travail, or Work Accident Section. It is information needed to identify the establishment risk code for insurance purposes.

ATP Reserved Order

An order that has been promised against future supply. The user has an obligation to the customer to fulfill the order quantity by a certain date. ATP-reserved orders are also referred to as *promised orders*.

Attendance

A component of time reporting application whose purpose is to apply business rules related to Benefit Entitlement and Administration and Organizational Administration to time reported as worked or not worked, and to satisfy a variety of reporting needs.

Attendance Reporting

A Time and Labor report that indicates an employee's attendance record. It includes sick leave, vacation time, and other leaves taken.

Attribute

An attribute is an element within a dimension. For example, the element "Store" is an attribute of the dimension "Geography" for the retail industry. An attribute is also a column heading on an analysis and reporting template.

Audit Trail

See Drill-Back Calculation.

Auditor

Person designated to review expense sheets and cash advances before payment.

Automatic Revision Incrementing (Auto Rev)

The ability to automatically set up revision control and generate revisions for revision-controlled items at the business unit level. This includes setting up a revision scheme or a predetermined, ordered list of revision names.

Automatic Spouse Benefit

A joint and survivor pension benefit provided without any actuarial reduction to a pension benefit. The automatic benefit is a n% joint and survivor; the employee is still entitled to choose any optional form of payment and any beneficiary for the remainder of the benefit.

Availability Date

The date a lot becomes acceptable for fulfillment in PeopleSoft Inventory or for consumption in PeopleSoft Production Management. (Availability Date = Creation Date + Availability Lead Time)

Available to Promise (ATP)

The projected supply of a product less the actual demand, which informs the sales and marketing department of the products that can still be sold without modifying the master schedule. ATP isn't cumulative – it's calculated for each period.

Average Daily Balancing

A feature in PeopleSoft General Ledger that enables you to target the ChartFields on which you base average balance calculations, summarize amounts for selected ChartField values according to your reporting requirements, and define the periods for these calculations.

Used by the financial analytic applications in Enterprise Performance Management. For a reporting period (usually monthly) this refers to the average daily balance of an account as opposed to the month-end-balance, which is the balance as of the last day of the month.

Average Daily Balance Ledger (ADB_Ledger)

In the PeopleSoft Enterprise Warehouse, the Average Daily Balance Ledger table (PF_ADB_LEDGER_F00) is similar to the functionality of the PF Ledger table (PF_LEDGER_F00), in that it too supports reporting. However, the Average Daily Balance Ledger is used for average daily balances. It is a table that is used mostly for processes associated with the financial services industry.

Average Inventory

In PeopleSoft Inventory Planning, one half of the average lot size plus the safety stock when demand and lot sizes are expected to be relatively uniform over time. When demand and lot sizes are not uniform, the stock level versus time can be charted to determine the average.

Average Price

The average price derived from either the bid and ask prices (for bid/ask/average) or from the high and low prices (for high/low/average).

Average Static Calc Flag

In PeopleSoft Inventory Planning, a method used with static policies. The average method sets the static policy equal to the weighted-average, time-phased policy over the next argument periods.

Award

A special payment to an employee for certain prescribed kinds of activities or accomplishments.

B

Back Pay Interest

Under certain circumstances, an employee can be eligible to receive additional pay relative to a delayed receipt in salary caused by administrative error in processing a personnel action. The U.S. Office of Personnel Management has established guidelines for Federal agencies on when and how to make these calculations.

Background Process

Any task or process that is grouped with another and runs in the background. Background processes are usually scheduled to run on a regular basis. All background processes are executed through process-specific COBOL programs run outside the Windows environment.

Backlog Reason Code

An identifier indicating the reason an item could not be shipped. Example codes might include out of stock, discontinued, or seasonal.

BAD Forecast Ratio

In PeopleSoft Demand Planning, the maximum acceptable value of the ratio of the and the base component (Standard Deviation/Base Component). When this value is exceeded, the system automatically resets forecast model parameters. The higher the value, the less likely it is that the system will reset the parameters. In most organizations, a BAD ratio of 1.00 or lower is appropriate for most items.

Balance Segmentation

Balance Segmentation is used in Funds Transfer Pricing to divide balances in deposit accounts between core (stable) and non-core (volatile) segments. Core funds represent the minimum balances that are retained on a long-term basis, building a relatively reliable source of funding to the bank. Non-core funds are temporary in nature due to their volatility caused by customer preferences for liquidity, and cannot be utilized on a long-term basis.

Balance Type

Balance Type is a lookup code used to define the type of instrument balances that will be stored in the PeopleSoft Enterprise Warehouse and processed by the analytic applications. Examples of different Balance are Current Balance, Average Daily Balance, Period Ending Balance, or Commitment Balance.

Balanced Scorecard

See PeopleSoft Balanced Scorecard.

BAM

Business Analysis Model. XXX I think this term is incorrect because we use BAM to refer to the application. If we were referring to the business analysis model, we would say BAM model (that is, Business Analysis Modeler model.)

BAM Model

The BAM database published from the template. The model contains both the data and analytic structure used in the application. The BAM database is physically separate from the Enterprise Warehouse database. Data is sent to the model through migration processes.

BAM Template

A file created using BAM design tools, representing the model prior to its creation as a database. This file has an extension of .MDL. This file is published to a BAM database once the model design process is complete. Each application using BAM will deliver templates which the customer will review and publish to a database in their environment.

Bank Identification Number (BIN)

In PeopleSoft Payables, a part of the bank information that identifies business unit banks.

Base Budget

The initial budget defined by the Budget Coordinator. The base budget is distributed as a starting point for Budget to review and edit. The base budget can be zero-based or incremental.

Base Compensation

In PeopleSoft Workforce Analytics, Cash Compensation that is typically categorized as fixed. It includes base pay and shift differentials as well as associated merit, equity, and step increases.

Base Currency

Base Currency is used to consolidate and report financial results of a multinational company. When a company transacts its business operations in different transaction currencies, those currencies are translated to the base currency for reporting purposes.

Base Currency Equivalent (BCE) Amount

If the monetary amount is in a currency other than the base currency, either the Extract-Transform-Load (ETL) process or the Multi Currency Engine can be used to convert the monetary amount to the Base Currency Equivalent (BCE) Amount.

Base Factor

In PeopleSoft Demand Planning, an element of a smoothing constant simulation set that controls base component smoothing in the Model Reset Simulation process.

Base Metric

Metric found on a fact table. A base metric usually contains an aggregate operator, for example “sum” or “count”.

Base Pay

A pay component included in the job comp (job compensation rate) calculation. It is pay for a regularly assigned workweek. For example, you can set up a regular hourly rate plus a shift rate, a union-negotiated rate for hazardous work, and so on.

Base Pay Structure

A PeopleSoft Workforce Rewards module you use to create or revise pay structures, and to assess the cost and impact of implementing new structures.

Base Time Zone

Customer defined time zone used for converting reported time to a common time zone for ease of applying rules (see Time Administration).

Batch

Batch systems are used when realtime updates are not needed. Batch-oriented data collection applications, developed in-house or by a third-party vendor, produce transactions that are collected in an ASCII text file. The text file is fed to a PeopleSoft SQR program that loads the transactions into the database.

Batch Processes

Any of the background programs in the client/server environment of PeopleSoft applications. Batch processes perform operations—such as pay confirmation, deduction calculation, and so forth—on groups of records, and are usually scheduled to run on a regular basis. You run these processes from the Process Scheduler, and they are executed through process-specific COBOL programs.

Before-Tax Deduction

Deduction that reduces net pay and FWT taxable gross, applied prior to the calculation of federal and state/provincial withholding taxes. Also called “pre-tax” deductions.

Begin Calc Date

The date on which PeopleSoft Asset Management begins to deduct from an asset's life.

Begin Depr Date

The date on which PeopleSoft Asset Management begins to calculate depreciation for an asset. Begin Depr Date is calculated using In-Service Date and Prorate convention.

Benchmark Job

In PeopleSoft Workforce Analytics, this refers to a Job Code for which there is corresponding salary survey data from published, third party sources. Jobs for which there is no corresponding salary survey data are referred to as non-benchmark jobs.

Benefit Commencement Date (BCD)

The date on which a pension payee elects to begin receiving payments.

Benefit Deduction

Any amount taken from an employee's pay check to offset all or part of the cost of the employee's benefits.

Benefit Eligibility

The PeopleSoft Pension Administration function that determines if an employee is eligible for retirement or ancillary benefits. A plan may have several retirement types—normal, early, late, death, and disability—each with its own eligibility criteria.

Benefit Entitlement

Any rules governing the circumstances under which employees are entitled to receive certain benefits. Typically, entitlement to benefits is based on type of employee (for example, full time, part time, occasional), length of employment, and specific rules which apply thereto, i. e., work group affiliation, and compensation base. Other criteria may also apply, such as reasons-for-claiming or job performance.

Benefit Formula

The formula that determines a participant's pension benefit in a defined benefit plan, as well as the PeopleSoft Pension Administration function that calculates the benefit.

Benefit Group

Part of a group of defaults assigned to job codes. Benefit group may include medical, dental, and health benefits dependent on individual company parameters.

Benefit Plan

A specific benefit within a plan type. For example, your company's life plan type might include benefit plans of one times salary, two times salary, and three times salary.

Benefit Plan Type

Any category of benefit, such as health, life, or savings.

Benefit Program

A set of benefits and deductions valid for an employee or group of employees. A single company may have any number of programs. An individual employee may belong to only

one program; the deductions and benefits contained in that program are the only valid deductions and benefits for that employee.

Benefit Tables

Any of the tables that contain employee benefits information. These are often relevant to payroll processing.

Benefits Base

The salary used for benefit calculations. The benefits base will be either the employee Annual Rate or Annual Benefits Base Rate.

Benefits Compensation

In PeopleSoft Workforce Analytics, Benefits Compensation is value associated with employment benefits. It can include benefits types for Health and Welfare (Medical, Life Insurance), Retirement (annuities, savings plans, pensions), and Paid Time Off (Vacation Leave, Sick Leave). Benefits compensation is sometimes fixed, and sometimes variable, depending upon the benefit type.

Betriebszählung (Company Statistics Report)

Also called the OFIAMT report. This report provides statistics required by the Swiss Federal Department of Statistics (BFS).

Bias Signal Limit

In PeopleSoft Demand Planning, a number between one and six that indicates how many **Forecast Period** to test for bias. If the bias test is violated, the system records a **Tracking Signals** error in the period up to the number of periods determined by the bias signal limit.

Bias Test

In PeopleSoft Demand Planning, a forecasting test that sets the limit for tripping a **Tracking Signals**. The lower the value, the more likely it is that a tracking signal is set.

Bid Price

The price a prospective buyer is prepared to pay at a particular time for trading a unit of a given security.

BIF file

This is the bulk insert file (input.bif) used with the Verity search engine to specify the documents to be submitted to a collection (search index). It contains a unique key, document size (in bytes), field names and values, and document location in the file system.

Bilan Social Report

See Employee Survey Report.

Bill

In PeopleSoft Billing, any group of bill lines.

Bill Adjustment

The process of making credit or credit and rebill adjustments to an invoiced billing activity.

Bill By Identifier

The Bill By Identifier is used to define how billing activity is grouped when added to a bill through the billing interface or the Populate Billing process.

Bill Header

The record containing information that pertains to the bill as a whole. Each bill has a unique bill header that identifies it within the system.

Bill Inquiry Phone

Bill Inquiry Phone is the number printed on your invoices for your customers to call if they have any questions about their bill.

Bill Line

The basic unit of billing activity representing a billable charge, including the charge identifier, quantity, price, and any other information regarding an individual transaction. Every bill line is related to a bill header that may have one or more bill lines related to it.

Bill Search

A method of finding a bill or bill line when you don't have enough information to call up the bill directly. **Customer Bill Search** enables you to locate a bill by Customer Name. You can also choose other parameters to limit your search. With **Bill Line Search** you first search for a particular bill and then a line on that bill. Parameters for bill line search include Reference, Date, and Amount.

Bill Source

The point where billing activity originates. Bill sources may be external to the system (imported through the billing interface) or entered directly online. Examples of bill sources include order management, project costing, and contract administration.

Bill To Customer

A customer who receives an invoice.

Bill Type

A category of billing activity variety. Examples of Bill Types include standard and custom order activities.

Bill Update

The process that adjusts bills that have either been entered manually or generated within the system.

Billable Indicator

A status flag that identifies an item as eligible for billing to a customer.

Billback Discount (BB)

A per unit discount which typically requires a customer to perform one or more merchandising activities to receive the discount. A BB discount is not deducted from the customer invoice, but once the customer performs the merchandising activity, a sales representative or broker can approve payment for the discount amount. Billback discounts can originate from a National Allowance or Customer Promotion, and are passed to PeopleSoft Order Management for informational purposes only. Billback discounts are recognized as a liability when the product is shipped.

Billing Location

A number identifying a customer address. Each customer may have multiple locations, but must have one *Primary Location* at which you contact them.

Blackout Period

The period of time, determined by the company, which prohibits certain activity in the company stock. Blackout Periods can affect the trading of some key individuals or can be placed on the entire company.

Bonus Tax Method

Annualizes your year-to-date earnings by multiplying them by the number of pay periods in the year. This method is used for Canadian tax processing.

Book

In PeopleSoft Asset Management, a data location storing financial information—like cost, depreciation attributes, and retirement information—on assets.

Borrow/Loan

The temporary reassignment of an employee to other task reporting or compensation requirements to allow the business to meet unexpected, short-term, fluctuations in staffing or work load. Typically, this kind of reassignment is done informally at a local level, where HR isn't involved and a new job record isn't created. Companies may have specific rules about how long an employee may be borrowed/loaned, how and where productive, non-productive, and compensated absence time will be charged, and what business rules to apply to the borrowed employee's time for the purpose of compensation and benefit entitlement and administration. See also Casual work Assignment.

Bracket

Brackets are a way to look up and retrieve database table values. After you've defined a table, the system finds a corresponding row on that table and returns the value of the bracket. The result is then available for use in other items such as formulas.

Branch

A tree node that rolls up to nodes above it in the hierarchy, as defined in the Tree Manager.

Branch Of Military Service

Identifies, if any, military service in which the employee served.

Breadcrumbs

Breadcrumbs show the navigation path to the current web page location. As you drill down through the different levels of the registry, a “breadcrumb trail” appears that shows the path you’ve selected. Each registry level is separated by an angled brace (>), and you can select any level to navigate directly back to that level.

A typical Breadcrumb would look like this:

Home > HR > Administer Workforce > Benefits

Break Funding

Charges assessed for mortgages that are paid off before maturity. In the Funds Transfer Pricing (FTP) application, Break Funding charges are factored into the transfer price for a loan that may be prepaid.

Break in Service

A period of time for which an employee does not meet stated service requirements.

Break Price

The price used to determine which options are eligible for repricing. For example, if the break price is \$36, then all outstanding option with a grant price of \$36 and greater are eligible for repricing.

Break Punch

An in/out punch of when a time reporter takes a break.

Brokers

Individuals or organizations who buy and sell securities. Often they are account executives who work for firms registered with the Stock Exchanges and the SEC. Unlike Transfer Agents, (who are not responsible for sales) Brokers do not maintain records on all your company’s certificates. They maintain only sales records and stocks for their clients.

BSC (Balanced Scorecard)

See PeopleSoft Balanced Scorecard.

Budget Activity

A type of activity performed using PeopleSoft Budget Planning. Budget activities include Line Item Budgeting, Line Item Mass Adjustments, Budget Allocations, and Position Budgeting. PeopleSoft Budget Planning-specific.

Budget Amount Ledger

Stores budget amounts and is updated by posting budget entries, transfers, and adjustments.

Budget Analyst

A role within PeopleSoft Budgeting. Budget Analysts are typically people within an organization responsible for reviewing and analyzing a prepared budget before submitting it to the Budget Coordinator. PeopleSoft Budgeting-specific.

Budgetary Account Only

An account used by the system only and not by users; this type of account will not accept transactions. You can only budget with this account. Formerly called “system-maintained account.”

Budget Category

A set of related expenses that are accumulated for proposal budgets and reporting to a sponsor. The estimated cost for a set or class of accounts.

Budget Category

Numeric/alpha identification given to each category of positions.

Budget Center

In PeopleSoft Budgets, any entity responsible for producing or reviewing budget data. For example, a Budget Center might be the individual departments responsible for producing budgets.

Budget Center Dimension

In PeopleSoft Budgets, the dimension by which you distribute budget data. If you budget by department, your department dimension will be your Budget Center Dimension. You'll assign Budgets Users to the nodes and detail values on the tree you use to build your Budgets Center Dimension.

Budget Check

In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

Budget Check Override

Selective suspension of Budget Processing. With this feature you can override the controlled budget for a transaction that failed budget checking due to insufficient funds; or override the tolerance limits for a transaction rejected due to exceeded tolerance limits. When you push the Override button, the system flags the transaction to allow the Budget Processor to process successfully regardless of available funding. You can cancel the override any time before the Budget Processor is run by clicking the Cancel Override button.

Budget Control

In commitment control, it ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and abort a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

Budget Coordinator

A role within PeopleSoft Budgeting. Budget coordinators are responsible for monitoring the budget process. The Budget Coordinator is typically located within an organization's central budget office and builds the budgeting model. PeopleSoft Budgeting-specific.

Budget Detail

A level of itemization that when combined makes up a major budget category.

Budgeted Rates

In PeopleSoft Activity-Based Management, the rate your organization uses based on the budget.

Budget Error Exception

A transaction that fails budget checking, causing an Error or Warning to be issued. See **Error Exception** and **Warning Exception**.

Budgeting Functions

PeopleSoft Budgeting's six main action categories, including: system administration, budgeting setup, budgeting preparation, budgeting analysis, data integration and my profile. Your user role determines how many of these functions display and are available.

Budgeting Model

The framework for an organization's budget development process. Business unit defines a Budgeting Model. The Budget Coordinator typically defines the model and includes the time period of a budget cycle, time period for phases within a budget cycle, the sources of data that will be available to budget users, the methods that will apply to line-item budgets, and other budget options and control parameters. PeopleSoft Budgeting-specific.

Budgeting Type

Associated with the budget ledger type set definition, a budget type is an indication of whether the organization uses a standard budget ledger, project budget ledger, or controlled budget ledger for budgeting.

Budget Justification

Written explanation further defining the what and why of a budget category.

Budget Period

The period in which you define plans to meet your organizations training requirements.

The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary, and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.

Budget Phase

In PeopleSoft Budgets, a span of time during which a budget or portion of a budget is to be completed. You'll filter dimensions, assign alternate Budgets Users, enable Position and Asset budgeting, and specify Budgets User notification options at the Phase level.

Budget Plan

In PeopleSoft Workforce Rewards, when working with a Compensation Planning BAM model. A budget plan is a rollup of like compensation rules. For example, for base pay rules budget plans are a rollup of values for like Action Reasons. For variable pay rules budget plans are a rollup of the values for like Variable Compensation Plan IDs.

Budget Preparer

A role within PeopleSoft Budgeting. Budget preparers are typically people within an organization responsible for developing the detailed budget for a Budget Center and submitting it to a Budget Reviewer or Analyst for review and approval. PeopleSoft Budgeting-specific.

Budget Reviewer

A role within PeopleSoft Budgeting. Budget reviewers are typically people within an organization responsible for reviewing and approving a prepared budget submitted by a Budget Preparer. PeopleSoft Budgeting-specific.

Budget Seeding

Represents a new budget or forecast, such as historical data that is manipulated to develop a more current representation for a proposed budget. Uses detail data as the budget seed or basis to create the base budget that represent the level of detail in which budget numbers are prepared.

Budget Translation Trees

Trees translate (summarize) source transactions into the appropriate levels for processing against control budgets. This is because you usually budget above the level of your source transaction ChartFields on a tree.

Budget Type

Indicates whether a budget is for expenditures or revenues.

Budget Warning

See **Warning Exception**.

Budgets User

In PeopleSoft Budgets, any user who needs to gain access to the Budgets. You'll designate Budgets Users on the Budgets Users page through the Coordinate Budgets window. You'll also assign these users to the tree representing your Budget Center Dimension.

Budget View

A user-defined view where selected dimensions, columns and rows of data determine the layout of line-item budgets affecting the view or entry of data.

Budget Year

The institutionally defined, consecutive, 12-month period to which a financial transaction or summary applies.

Build Option

A detailed PeopleSoft Planning model that specifies a method of building an assembly item. This model specifies the routing, resources, and materials that are necessary to produce the item.

Built-in function

Prior to PeopleTools 8.0, there were only built-in functions, like FetchValue, ScrollSelect, etc. A built-in function, in your code, is on a line by itself, and doesn't (generally) have any dependencies. You don't have to instantiate anything before you can use a built-in.

Business Interlink Definition

A definition encapsulating an external Transaction or Query and providing a set of generically typed input/outputs that can be assigned to PeopleCode variable or Record Fields at runtime. A Business Interlink Definition is added to the Application Designer's objects at the same level as Fields, Records, Panels, etc.

Business Interlink Design-Time Plug-in

An XML file that, when coded for an external system, encapsulate that external system and provide a catalog of Transactions, Classes and Criteria specific and meaningful to that external system.

Business Interlink Framework

The framework for integrating any external system with PeopleTools application objects. It is composed of the following components:

1) An External System, 2) Generic definitions for a Transaction/Query command interfaces, 4) Business Interlink Definitions, 4) Business Interlink Plug-in.

Business Interlink Object

An instantiation based on a Business Interlink Definition. Actual data can be added to the inputs of the Business Interlink Objects once the appropriate bindings are provided. The Business Interlink Object can be executed to perform the external service. Once a Business Interlink Object is executed, the user of that object can retrieve the outputs of the external service. The Business Interlink Objects use buffers to receive input and send output. When a Business Interlink Object is executed, the transaction/query/class associated to the Business Interlink Object will be executed once per each row of the input buffers corresponding to the input Records. If there is only one row, after appropriate substitution by the driver, it is executed only once.

Business Interlink Runtime Plug-in

A set of C++, Visual Basic, or other high-level language methods that, when coded for an external system, encapsulate that external system and provide the execution methods to match the Business Interlink Design-Time Plug-in. (The catalog of Transactions, Classes and Criteria provided by the Design-Time Plug-in can also be provided by the Runtime Plug-in.)

Business Objects

A way of identifying those mass changes that have been designed to be referenced by a flexible formula and provide them with a shorter name to simplify the creation of flexible formulas.

Business Planning

The type of planning that focuses on elimination activities that are not needed by changing the drivers.

Business Rules

Rules that can process information differently depending on the values of data in the PeopleSoft Enterprise Warehouse.

Business Unit

A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions. PeopleSoft General Ledger business units typically comprise individual entities for accounting purposes.

Business units in PeopleSoft Projects represent operational structures but not necessarily independent financial units.

PeopleSoft Payables business units are either *Vouching* (have payables accrued to them) or *Charge to* (have voucher expense distributions charged to them), and pass journals to general ledger units.

PeopleSoft Purchasing business units share vendor, purchase order, and receiving information with PeopleSoft Payables units in the same SetID.

A PeopleSoft Inventory business unit is a storage facility that maintains its own replenishment and costing methods, as well as its own definitions and guidelines.

The Manufacturing business unit must be identical to the Inventory business unit in order to link the manufacturing and inventory processes.

The Order Management business unit controls certain order processing parameters (tax and freight calculation methods, base currency, credit card hold options, and so on) for its associated PeopleSoft eStore and Mobile Order Management merchant variants.

Business Unit Audit List

One or more business units specifically targeted for expense report and cash advance audits.

Buying Agreement

You can structure flexible and easy-to-use buying agreements for customers or groups of customers. You can set up maximum amounts and specify the minimum dollar value per order placed against it. You can automatically generate sales orders or create sales orders online from buying agreements. Rebate and penalty calculations can be implemented for buying agreements.

C**Cafeteria-Style Benefits**

Any programs offering several benefit plans from which participants make elections. Cafeteria-style benefits may or may not include flexible credits.

Calculation

In PeopleSoft Pension Administration, the determination of a participant's pension benefit.

Calculation Rule

Criteria for calculating benefits, including as-of dates for age, service, premium, and coverage calculations; rounding rules; and minimum and maximum coverage amounts. Any number of program and plan combinations can use a single set of calculation rules.

Calculation Rule [Global Payroll]

Any rule you develop using combinations of elements to command the system to perform a type of calculation.

Calendar

In PeopleSoft Manufacturing, a list defining the days your enterprise is available and the hours of operation for each day. The system first looks to see whether you are using a work center specific calendar. If none is defined, it looks at the production calendar. If no production calendar is defined, planning and scheduling functions base start and due dates on a five-day workweek.

In PeopleSoft Demand Planning and Inventory Planning, a list defining the start and end dates for each time-phased period. It also contains daily weights for distributing raw data into different period buckets.

In PeopleSoft General Ledger, your accounting calendar defines the time periods to which you post transactions for different ledger group and business unit combinations. You can have multiple calendars, so you can keep a calendar for actuals, another for budget and forecast activity, and still others for special reporting or transitional needs.

Calendar Group ID

Allows you to group together multiple Calendars that you want to run together at the same time. It also controls the order in which the Calendars are processed. You can only group calendars together that are for the same country (based on pay entity country).

Calendar Scope

A time period type (Day-Factored, Month-Factored, or Week-Factored) for use in building your time period calendar.

Canada Academic Teaching Surveys

Statistics Canada requires that all Canadian universities (all degree granting institutions) produce full-time and part-time *Canada Academic Teaching Surveys*. These reports are a legislative requirement. PeopleSoft HRMS 8 provides you with the functionality to code HRMS information using Statistics Canada codes and create both the full-time and part-time Academic Teaching Surveys.

Canadian Industrial Sector

The Canadian industrial classification code with which employees are associated for Canadian employment equity reporting purposes.

Canadian National Occupational Classification (NOC) Codes

NOC codes are occupational classification codes for Canadian companies provided by the government.

Canadian Standard Occupational Classification (SOC) Codes

SOC codes are occupational classification codes for Canadian companies provided by the government.

Cancellation

A process that terminates stock fulfillment requests, allowing reserved and allocated items to be returned to inventory.

Cancellation

In the context of an employee stock plan, a transaction (usually triggered by a specific event, such as a termination of employment) in which outstanding securities are declared void and inactive and returned to the pool of securities reserved for issuance under the plan or retired.

Candidate Keys

In PeopleSoft Demand Planning, elements of data that can be used to construct the **Forecast Item** key field at different levels of the forecast.

Capacity Rate

A rate you assign to a capacity cost object. This enables you to track and report on excess capacity.

Capacity Fence

A time fence that indicates that date and time after which PeopleSoft Enterprise Planning or Production Planning solvers ignore capacity violations. The solvers do not use this date in processing capacity violations.

Capacity Multipliers

A multiple used in PeopleSoft Enterprise Planning and Production Planning to determine the available capacity on a resource. Since a capacity multiplier is effective-dated, you can use it to vary the resource's available capacity over time.

Capital Acquisition Plan (CAP)

A method of projecting and tracking capital expenditures for a project. Budgeted assets and actual expenditures can be associated with a CAP Plan so the owner can track planned against actual costs.

Capital Gain

The difference between an asset's purchase price and selling price, when the difference is positive. Capital gains can be either short-term (where the capital asset was held for 12 months or less) or long-term (where the capital asset was held for 12 months or more).

Capital Gains Tax

A tax on profits from appreciation in owned real property, recognized at the time the property is sold; real property includes owned company shares.

Capitalization

The total types and amount of the outstanding securities that have been issued by a corporation. Generally includes both equity and debt securities.

Capital Markets Instrument

In the financial services industry, Capital Market Instruments are assorted financial instruments issued by organizations to raise capital for funding operations. Participants are made up of interested parties that choose to supply or acquire the capital funding through such vehicles. Derivatives, debt instruments, equities and foreign exchange instruments that are traded in highly liquid markets represent the instruments. In the PeopleSoft financial analytic applications, Capital Market securities refer to instruments that are bought/sold by the institution for its own investment account. The capital markets set the product prices and interest rates.

CAP Sequence Number

The number that distinguishes a small project belonging to a CAP plan. Budgeted assets can be associated with an overall CAP Plan and a CAP Sequence, if that level of detailed tracking is desired.

Carry-Forward

Residual contributions that remain in a stock purchase participant's account after the purchase of shares that are used toward future purchases.

Carrying Cost

In PeopleSoft Inventory Planning, a value that shows the cost associated with holding a dollar of inventory for one year. The value is presented as a percentage.

Case Officer

In Germany employees in your company are designated as Case Officers, and have responsibilities for handling health and safety incidents.

Cash Balance Accounts

The PeopleSoft Pension Administration function that tracks the activity in an employee's hypothetical account under a cash balance plan.

Cash Balance Plan

A defined benefit plan designed to look like a defined contributory plan. The plan periodically credits a percentage of pay to each employee's hypothetical account.

Cash Compensation

In PeopleSoft Workforce Analytics, Cash Compensation is a component of direct compensation. Cash Compensation consists of direct cash payments made to an employee for base compensation and short-term variable compensation.

Cash Exercise

At the time of exercise, the optionee is required to pay in cash the total option price plus any withholding taxes due to the company.

Cash Flow Generator

This is a support module for the PeopleSoft financial services analytic applications. It generates actual and projected cash flows for financial instruments by using output from the other support modules, such as loan prepayment rates, deposit runoff rates, product pricing indices, discount rates, and product definitions (such as start and end dates, balance amount, interest rate, term, payment dates, repricing and compounding frequency, and accrual basis) to generate the cash flows. The Financial Performance Measures module accesses the cash flow results to calculate the required financial measures.

Casual Preparer

An additional user role at the lowest level of budget preparation for a budget center. This user performs the same activities as the Budget Preparer role when access is granted. The system does not, however, enable the Casual Preparer role to define their own private views for line-item budgeting.

Casual Work Assignment

The temporary assignment of an employee to a work position or location to meet the needs of the business. Typically, there is no Human Resource activity to support the work assignment (that is, a new Job record is NOT created). Often compensation rules that accrue to the temporary assignment override the compensation rules that apply to the employee's normal work assignment. See also Borrow/Loan.

Catalog

The list of transactions, classes, and queries used to interface to the external system. Integration users are presented with this list when they pick the type of Business Interlink Plug-in they are going to use. There are four types of catalogs: transaction, class, operator, and configuration parameter.

Catalog

A way of organizing your training courses into classifications for increased flexibility. Catalogs consist of categories and subcategories.

Category

Categories are the primary level of a two-tier structure of training courses. Categories can consist of subcategories that provide further course definition.

Category Tree

A hierarchical structure that groups products by category to control how they are displayed in PeopleSoft eStore web pages. Used also by Mobile Order Management to enable product information to be accessed by a wireless device.

CBM

See PeopleSoft Customer Behavior Modeling.

Census Metropolitan Area (CMA) Code

In Canada this code is prescribed by the government and refers to the area of an urbanized core with a population of at least 100,000.

Central Personnel Data File (CPDF)

Two types of reporting made by agencies to the OPM include the Dynamic and Status files (quarterly and monthly, respectively) covering a range of employee personnel/payroll data.

Certain and Continuous Payment Option

A form of pension payment where the benefit is paid out for the lifetime of the participant with a specified number of payments guaranteed so that a beneficiary will receive payments until the end of the guarantee period if the employee dies before the guaranteed payments are complete. For example, under a ten-year certain and continuous payment option, a retiree who lives less than ten years receives payments until death, then the retiree's beneficiary continues to receive payments for the remainder of the ten year period. A retiree who lives longer than ten years continues receiving payments after the ten year period until death. Also known as a "Term Certain and Continuous" payment option.

Certain Only Payment Option

A form of pension payment where the benefit is paid out entirely over a specified period of time—usually five, ten, or fifteen years—with no ongoing payments after the specified period. If the retiree dies before payment period is over, the remaining payments are made to a beneficiary. Also known as a "Term Certain" payment option.

Change To Lower Grade

- For positions under the General Schedule or under the same wage grade schedule, a change-to-lower grade changes the employee to a lower grade; and
- When both the old and new positions are under the same type ungraded wage schedule, or in different pay-method categories, a change-to-lower grade changes the employee to a position with a lower rate of basic pay.

Charge Out

A **Material Issue** used when the item is scheduled for future return.

ChartField

A field storing a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.

ChartField Balancing

PeopleSoft enables you to set up ChartFields and indicate that you want specific ChartFields to match (balance) on the debit and the credit side of a transaction. When you work with Controlled Budgets, the Fund and Budget Period are already set up in the system to balance (match). For example, suppose you want to balance by Class and Program. You indicate that these on a panel that these ChartFields are required, along with Fund and Budget Period which should already be selected. When you enter a transaction, you must enter the same Class, Program, Fund, and Budget Period ChartFields on both sides of the accounting entry. but you can modify any ChartFields, other than these four, on the user-defined line. The system always requires that total debits equal credits.

ChartField Combination Edit

Also called *Combo Edit*. The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey

One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

ChartViews

Charts of data in the model, presented through the Worksheet which retains the ability to drag dimensions on the chart as desired.

Check In/ Check Out

The process of retrieving planning activities from the BAM database (check out) and posting changes and results back into the database (check in).

Child

A node or detail on a tree linked to another, higher-level node (referred to as the parent). Child nodes—projects, customers, and so on—can be rolled up into the parent. A node can be a child and a parent at the same time depending on its location within the tree.

Child

A node or detail of a tree linked to another, higher-level node referred to as the parent. Child nodes can be rolled up into their parent. A node can be a child and a parent at the same time depending on its location within the tree.

Chunking

Chunking is a PeopleSoft Enterprise Warehouse mechanism that makes voluminous processing easier through the use of multiple small parallel processes. By enabling chunking, multiple jobs are spawned from one Jobstream. These jobs run in parallel (behind the scenes) to process data efficiently.

Citizenship Code

Numeric indicator as to whether the employee is a U.S. citizen or a foreign national serving in the U.S. The codes are:

- citizen
- other

Civil Service Retirement System (CSRS)

A retirement plan available to employees of the federal government. CSRS covers all employees appointed to a position in the federal government before January 1, 1984. Coverage includes a basic annuity plan with employee contributions and the Medicare Hospital Insurance component (1.45%) of the Social Security tax.

Class catalog

Lists classes used to interface to an external system. A class contains data members of basic types and/or objects that are typed after another class. A Class can also contain lists of basic types or objects.

Class ChartField

A ChartField value that identifies a unique appropriation budget key when you combine it with a Fund, DeptID, and Program Code as well as a Budget Period. Formerly called “sub-classification.”

Classification Code

Need App A code that categorizes an engineering change. Example classification codes include the following: Mandatory, Optional, Upgrade, Quality, and Safety.

Clock Hour Reporting

Method of reporting time by recording actual times in and out (start and stop) (see Time Reporting).

Clone

To create a unique copy of an object. When used in PeopleCode, clone will always mean to make a unique copy. Copy, on the other hand, may or may not mean making a unique copy. Copy may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

Cloning

The process that enables you to copy run controls to create employee schedules from existing Run Control ID's that have already been executed and saved.

Close Date

The date in which time entry is no longer allowed for a given pay period. Defined as an offset number of days to the pay period end date.

Close Price

The price of the final trade for a security at the end of the trading day.

Closure Calendar

A calendar that establishes closure dates for shipping, receiving, and materials management operations for a specific **Business Unit**. Typically, application processes account for these closure dates when determining Lead Time and dates for anticipated fulfillment processing dates (scheduled shipment dates, scheduled arrival dates, and lot retest dates, for example).

CMA (Census Metropolitan Area) Code

In PeopleSoft Workforce Analytics, the CMA code is prescribed by Statistics Canada, and refers to the main labor market area of an urbanized core with a population of at least 100,000.

COBRA (Consolidated Omnibus Budget Reconciliation Act)

In PeopleSoft Workforce Analytics, this refers to legislation that requires employers to offer continued health care coverage to employees, and their dependents, who lose benefits coverage under certain defined conditions such as voluntary termination, divorce, becoming an overage dependent, or retirement. Any individual, whether employee or dependent, that is covered under a health plan at the time of a qualifying event, has the option to elect COBRA coverage.

Codepage

One character set.

Collection

To make a set of documents available for searching in Verity, you must first create one or more collections. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents matching various search criteria. A collection is a set of statistics and pointers to the source documents, stored

in a proprietary format on a file server. Since a collection can only store information for a single locale, PeopleSoft maintains a set of collocations (one per language code) for each search index object.

Combined Federal Campaign (CFC)

A vehicle used by federal employees to contribute to a charity or charities of their choice.

Commercial-Off-The-Shelf (COTS)

Equipment or software that is currently sold commercially to at least one customer.

Commission Tax Method

A payroll tax calculation method that adds year-to-date earnings to earnings for this pay period and finds the annualized gross by multiplying by the number of pay periods in the year; the gross is then divided by the number of tax periods specified on the paysheet. This method is used for Canadian processing only.

Commitment Control

Commitment control includes budget control and commitment accounting functionality.

Common Shares Issued and Outstanding

Represents the residual ownership interests in the corporation. This is the composite number of shares available and tradable on the open market.

Community Background

In the United Kingdom Community Background refers to the religious category, such as Catholic or Protestant, of employees, job applicants or appointees. See the Northern Ireland Report for more information.

Compa-Ratio

In PeopleSoft Workforce Analytics, Compa-Ratio is most commonly defined as the relationship between current pay and the midpoint calculated as: $(\text{Incumbent Pay} / \text{Midpoint}) * 100$. Usually expressed in whole numbers, or in percentage form by dropping the multiplication operation. Much less common is the use of a compa-ratio calculation as: $\text{range midpoint} / \text{market rate}$.

Compensation Frequency

In PeopleSoft Workforce Analytics, this is the frequency at which a job is paid. This is the value you use for reporting or quoting pay. Examples include Annually, Monthly and Weekly.

Compensation Planning

In PeopleSoft Workforce Analytics, this is the process through which employee compensation plans are defined, and compensation budgets are allocated throughout an organization. Major components of compensation planning include designing pay structures, setting individual pay levels, and budgeting and forecasting compensation spending.

Compensation Rate

In PeopleSoft Workforce Analytics, this is the compensation rate for a job. This is the rate the company uses for quoting and reporting pay.

Comp time (compensatory time)

A PeopleSoft Time and Labor-managed employee benefit where time off is granted in exchange for time worked based on customer-defined criteria; is associated with an expiration and is used as reported time (see Attendance).

Compensation

The process by which a worker is remunerated for services rendered to, or work performed on behalf of a business entity.

Compensation Package

All of the base and non-base components on a job row.

Compensation Rules

Business methodology or logical process that is applied to reported time in order to determine payable time (see Time Administration).Competency

In PeopleSoft Workforce Analytics, Competency is a knowledge, ability, skill, accomplishment, or National Vocational Qualification (NVQ).

Competency Inventory

All of the roles, tasks, competencies and accomplishments possessed by the workers in the current workforce. This data is migrated from internal source systems into the data warehouse tables of the PeopleSoft Enterprise Warehouse.

Competency Strategy

The type and number of roles, tasks, competencies and accomplishments essential to accomplishing a business scenario based on your strategic business goals.

Competitive Appointment

An appointment to a position in the competitive service following open competitive examination or under direct-hire authority. The competitive examination, that is open to all applicants, may consist of a written test, an evaluation of an applicant's education and

experience, and/or an evaluation of other attributes necessary for successful performance in the position to be filled.

Competitive Service

All positions as defined by 5 USC 2102 in the executive branch of the Federal Government are in the competitive service unless they are specifically excluded from it. Positions in the legislative and judicial branches are outside of the competitive service unless they are specifically included.

Compress

The act of placing a Planning task as early as possible in the schedule without violating any constraints.

Compressed Split

In PeopleSoft Demand Planning, an optional function that allows a split database to be compressed so it can be transferred to an account manager's computer.

Concurrent Offerings

Multiple stock purchase offerings that are active and outstanding at the same time. The end date is measured from the employee's grant date.

Concurrent Processing

The situation in which you run multiple batch processes at a time. In PeopleSoft Benefits Administration, for example, simultaneous open enrollment and event maintenance qualifies as concurrent processing.

Configuration Code

A unique 50-character identification code that accurately tracks and costs inventory with the PeopleSoft Product Configurator. It corresponds to a lot number for a non-configured item.

Configuration Costing

The overall process of reviewing and evaluating anticipated cost data for a configured item.

Configuration parameter catalog

Used to configure an external system with PeopleSoft. For example, it might set up configuration and communication parameters for an external server.

Consolidate Assets

In PeopleSoft Asset Management, the process of consolidating multiple load lines, usually coming from a separate application, into one asset.

Consolidate Depreciation

In PeopleSoft Asset Management, the process of summing all open Add and Adj transactions by transaction type, **Transaction Date**, and accounting date for all composite members reporting to one composite asset.

Consolidated Bill

A grouping of bills gathered together for invoice presentation. The bills belonging to a consolidated bill are invoiced and printed together, with a page summarizing the bills as a group.

Consolidations

The PeopleSoft Pension Administration functions that accumulate hours, earnings, and pension contributions based on payroll data.

Consolidations-Elimination Set

A related group of intercompany accounts that is processed during consolidations. Once eliminated, this group of accounts should normally net to zero.

Constraint

A limit to a schedule, that, when violated, must be repaired to produce a valid schedule. User-configurable Planning constraints include Missed Request Dates, Missed Promise Dates, BI Shortages, RM Shortages, Capacity Overloads, Missed Inventory Targets, Changeovers, and Excess Inventory. See also **Temporal Constraint**.

Constraints

In the PeopleSoft Enterprise Warehouse, a constraint can consist of one or more filters and is used to define complex business logic. Constraints are based on DataMaps.

Consumption Pattern

In PeopleSoft Activity-Based Management, an attribute used to describe how an activity interacts with the cost objects to which it has been assigned. A unit type activity can expect to be performed on a regular basis so that each time a product is produced. A batch type activity may only be performed periodically for a given range of transactions. For example, each time a machine is setup to produce another product type. Sustaining type activities generally occur to support the overall operation of a company unrelated to products produced or customers served.

Contact

A person associated with a Customer ID. Contacts can be internal contacts or external contacts. Internal contacts are your employees who manage the relationship with your customers, from handling billing inquiries to product/warranty questions, to basic product/service questions. Interactions with customers can be recorded via PeopleSoft Conversations. Self service interactions can be recorded through PeopleSoft Contact Us. External contacts are your customer's representatives who can access self-service transactions

and receive documents such as sales order acknowledgements. Contacts must have a User ID to access self-service transactions.

Contact Us

A method by which customers and unregistered guest users send email messages to specific addresses or members of the merchant's organization. Merchants can also define automatic response messages.

Container

An Inventory stock unit for receiving, putaway, bin to bin transfers, picking, shipping, adjustments, and physical accounting. Each container is associated with a unique container ID.

Content Reference

Content references are pointers to some kind of content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three broad categories: target content, templates, and template pagelets.

Contextual reference

PeopleCode refers to a row or buffer field determined by the current context; that is, the context in which the PeopleCode program is currently executing.

Contingent Beneficiary

In PeopleSoft Pension Administration, any non-spouse pension beneficiary, including a child, other relative, or a trust. Spousal consent is required in order for an employee to name a contingent beneficiary.

Contracting Officer (CO)

Individual who has the authority and the official responsibility to produce a sound acquisition document.

Contracting Officer's Technical Representative (COTR)

Individual responsible for monitoring a contract and its associated tasks and deliverables.

Contractor

Any individual or non-employee reporting time that will not be paid through the payroll system.

Contribution

Represents money a stock purchase participant elects to contribute to the plan. Contributions are deducted from the participant's paycheck and used to purchase stock pursuant to the offering and purchase period they are enrolled.

Contributory Plan

A Pension plan to which employees contribute. Contributions are typically a percentage of pay deducted from the employees' paychecks.

Control Budget

Commitment control enables you to establish budgets that provide extensive, active budgetary controls over transactions, rather than just passively recording transactions.

Control ChartField

A control ChartField is a key ChartField that you designate to be the control field. Designating a ChartField as the control allows you to set attributes for a specific value of the ChartField that are different from the attributes specified for the budget type in general. For example, if the tolerance for a Projects budget type is set to 10% in general, you can override this value, making it higher or lower for specific projects.

Control Group

A mechanism to relate vouchers together for the purpose of controlling voucher input into PeopleSoft Payables. Generally used for assigning vouchers to data entry personnel and for reviewing input.

A set of parameters that determines the major forecast process options. The Control Group code is assigned to a group of **Forecast Item** and controls the forecast development and tracking for each item in the group.

Control groups are used by the Analytic Forecast Component to govern particular properties of the forecast rule, such as what accuracy to expect and what statistical method to apply. Forecast elements are assigned to exactly one control group. They manage differences among forecasts within a set.

Control Hierarchy

The relationship between business units, origins, vendors, and control groups in PeopleSoft Payables that defines which processing data will be automatically entered on each voucher.

Control Number

A sequential identifying number used to identify an exercise.

Control Plan

In PeopleSoft Quality, a plan that brings together application, measurement, and control and response criteria for a specific product and process.

Conversation

Any notes, transcript, or detail of a telephone call between an employee and a customer. Conversations may be tied to items, payments, purchase orders, document references, or bills of lading.

Conversion data profile

A conversion data profile takes the values from a particular PeopleSoft database table (such as the table holding bank transaction codes) and specifies how that value appears in PeopleSoft Business Documents.

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A conversion data profile takes the values from a particular PeopleSoft database table (such as the table holding bank transaction codes) and specifies how that value appears in PeopleSoft Business Documents.

Conversion Loader

A sample SQR delivered with PeopleSoft Asset Management that transfers data from multiple fixed-length ASCII files into sample, relational conversion tables.

Copy Bill

In PeopleSoft Billing, the online environment providing for the replication of a single bill, generating a new bill with its own unique invoice number.

Core Functionality

Core functionality is the set of information in PeopleSoft HRMS that is common to your entire global workforce tracking needs—and is always displayed on the primary page.

Core hours

The hours a workday, workweek or pay period in which a time reporter must be present for work in a flexible work schedule (see Scheduling).

Corporate Account

In PeopleSoft applications, this is equivalent to the Account (ACCOUNT) ChartField. The term is used to make a distinction between the chart of accounts typically used to record and report financial information for management, stockholders, and the general public, as opposed to a chart of statutory (Alternate) accounts required by a regulatory authority for recording and reporting financial information.

Corporate Reporting

Companies with more than \$10 million in assets whose securities are held by more than 500 owners must file annual and other periodic reports. Publicly held companies are required to file documents with the SEC which include:

- Registration statements for newly-offered securities
- Annual and quarterly filings (Forms 10-K and 10-Q)
- Proxy materials sent to shareholders before an annual meeting

- Annual reports to shareholders
- Documents concerning tender offers (a tender offer is an offer to buy a large number of shares of a corporation, usually at a premium above the current market price)
- Filings related to mergers and acquisitions

Corporate Repurchase

When a corporation elects to repurchase some of its own securities. This reduces the Common Shares Issued and Outstanding. Typically, used to improve the valuation of the company's common securities outstanding as well as the Earnings Per Share (EPS).

Correction to IRR

An IRR type used when corrections need to be made to an original IRR that has already been submitted to the Office of Personnel Management (OPM). Federal employees covered by the CSRS retirement plan require SF-2806-1. Federal employees covered by the FERS retirement plan require SF-3101. A Correction IRR is also used if original retirement deductions were over-reported. See also Individual Retirement Record (IRR).

Correspondence Customer

A customer to whom all correspondence (statements) is addressed, often a corporate customer receiving correspondence for associated child customers.

Cost Accounting

A method where business costs are accumulated and distributed to products, processes, or discrete undertakings on an equitable basis. There are a variety of cost accounting methods, but they all share the same basic functions: classifying costs, recording costs, allocating costs to products or activities, summarizing and reporting costs to management. Cost accounting requirements and financial accounting requirements are not necessarily synonymous.

Cost Assignment

Resources assigned to cost objects or activities.

Cost Basis

Typically, this refers to the original price of an asset used in determining capital gains. However, in the case of death of an optionee, the appraised value of the asset at the time of death is the cost basis.

Cost Center

A Time and Labor Business Unit, in which all related costs attributable to some center within a business (such as an activity, an organization, or a program), are segregated for accounting or reimbursement purposes.

Cost Element

See **Inventory Cost Element** and **Manufacturing Cost Element**.

Cost Flow

Determines how depletions will occur for purposes of costing a transaction. Cost flows available include Specific Lot ID, Specific Serial ID, FIFO, and LIFO.

Cost Objects

Cost objects represent cost information about products, customers, and channels. They are the final results of the activities performed by your business, representing the focal point of costing and profitability analysis. Examples are products, customers and channels. They are the final results of the activities performed by your business. Your model's resources and activities are linked to the cost objects. They are often the focal point of profitability analysis.

Cost of Capital

An attribute used to describe the behavior of a particular cost object. A primary cost object is typically the main focus of the activity-based management analysis. This may be a product, customer or channel that you wish to calculate cost for. A support cost object may be used in a similar manner but may be further allocated to other support cost objects or primary cost objects.

Cost Of Living Allowance (COLA), Non-Foreign

A cost-of-living allowance payable to an employee at a location in a non-foreign area where living costs are substantially higher than those in the Washington, DC area.

Cost Profile

A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.

Cost Profile Group

A grouping of items for the purpose of costing transactions and valuing inventory for a given book. Assigning an item to a cost profile group determines the books used by the item when accounting for that item.

Cost Roll-up

A process for calculating item costs. Cost roll-up provides a summation of all of the costs associated with the bill of material structure and the routing used in producing the item.

Cost Row

A cost transaction and amount for a set of ChartFields.

Cost Template

A collection of cost components that you can apply to a group of purchased items.

Cost Type

A user-defined method of categorizing item costs in Manufacturing for simulations and what-if analysis. Examples of cost types include current costs (which reflect the item's current bill of material or routing), proposed costs (which could be used in preparation for the next standard cost period), or activity-based costs (which include costs for items that consume a given activity).

Cost Version Type

A combination of cost types and cost versions used in cost rollups. Valid values include production (rolls up only manufacturing data and uses only the primary BOM and routing, each with a code of 1), engineering (can roll up with either manufacturing or engineering data, with any combination of BOM/routing codes), or simulation (only rolls up with manufacturing data, but can use any combination of BOM/routing codes).

Count Grade

A user-defined evaluation of a counting event.

Count Point

A predefined step on a routing or operation list where you can gather operation completion information. You define the appropriate points on the routing, record completions at these count points, and the system automatically backflushes the prior operations. This is only used on production IDs.

Counts

Count elements allow you to count the number of days or hours from a specific period of time. Counts are used primarily during proration calculations, but can potentially be utilized in other situations as well.

Court-Ordered Benefits Coverage

As prescribed in Title 5, United States Code and Title 5, Code of Federal Regulations, court orders that stipulate that an employee must continue or begin the coverage features for all employee benefits must be enforced. Federal employees are mandated by court orders to continue covering or begin covering their former spouses and/or children under their federal employee benefit programs (health, life, and thrift savings).

Court-Ordered Garnishments

As prescribed in Title 5, United States Code and Title 5, Code of Federal Regulations, court orders enforcing child support, alimony, or collection of commercial indebtedness are served on the appropriate entity within the Federal agency and implemented as offsets against the employee's salary.

Coverage

An employee's chosen benefit plan and coverage level; that is, what sort of benefit is provided as well as the value.

CPAM (Caisse Primaire d'Assurance Maladie)

In France, CPAMs are the local social security offices that manage health coverage for French workers. CPAMs are regulated and established by the French government. If you're managing a French workforce you'll need to identify and track the CPAM offices that impact your enterprise.

CRAM (Caisse Régionale d'Assurance Maladie)

In France, CRAM is the regional social security body which oversees the running of CPAMs. CRAM offices work with companies to both prevent and compensate workers for industrial injury.

Create Date

The date that you extracted a deduction or offset to PeopleSoft Deduction Management or created a split deduction.

Create Missing Items

In PeopleSoft Demand Planning and Inventory Planning, a feature that enables automatic system generation of master records that don't exist in the system.

Created Time

Time collecting device time or elapsed time generated by the system based on the time reporter's schedule (see Time Administration)

Creating Time

The preliminary generation of time segments as close as possible to their likely values when you officially report time—so that the information on the time records is as fresh and current as possible. The system shows you time that has already been created, rather than you having to create it “on the fly” when you come in to report. The process fills in reporting day gaps as defined by work schedules.

Credit Analyst

A required field used in PeopleSoft Receivables, Billing, Order Management, and Deduction Management when working with items. Each item must be assigned to a credit analyst. If no credit analyst is assigned to an item, the credit analyst assigned to the customer is used as the default.

Credit Risk Spreads

In the financial services industry, the additional charge to a risk-free interest rate, based on a riskier credit rating.

Credits

See Flexible Credits.

CREF

Acronym for Content Reference.

Crew Reporting

A Time and Labor process that enables you to report the earnings which consist of one or several time reporting codes and associated quantities of hours, amounts, or units, and task information for one date under report for a user-defined crew. The system transforms the information into instances of daily time for each crew member for the entered date.

Critical Success Factors (CSFs)

In PeopleSoft Balanced Scorecard, things that an organization must do well or excel at to achieve its goals. One or more key factors or objectives that must be accomplished for a particular strategic thrust. Key Performance Indicators are attached to CSFs.

CRM Warehouse

See Warehouses.

Cross Border Walker

This term is used in Europe for an employee who lives near a border in one country and works in another country. Such employees are subject to different tax and social security rules.

Cross-Plan Validation

The process by which the PeopleSoft Benefits Administration determines enrollment prerequisites for benefit plans. You can define four types of cross-plan validation prerequisites: prerequisites based on plan types, benefit plans, dependent enrollments, and coverage percentage limits for Life and AD/D plans.

Cross-View Reconciliation

In PeopleSoft Demand Planning, a process that enables the balancing of forecasts between selected levels of related views with the same **Forecast Item** key. The process is used when adjustments have been made to a working view and are then required in a related view.

Cube

See **Multidimensional Database (MDDB)**.

Cube View

In PeopleSoft Demand Planning, defines the user's own view of a forecast. The parent working view and dimensions determine what forecast data is included and how aggregates are formed.

Cumulative Tax Method

A payroll tax calculation method that adds together year-to-date earnings and earnings for the current pay period, then annualizes the result before calculating tax. This method is useful when Payrolls vary greatly in amounts from pay period to pay period, such as in the case of sales commissions.

Currency Calendar

In the financial services industry, business calendars for markets outside the organization's domestic operations that reflect the foreign markets' holiday schedules.

Currency Conversion Engine

A PeopleSoft Enterprise Warehouse Engine that processes financial information in multiple currencies.

Current Period

The earliest pay period for which the close date has not passed (see Time Reporting).

Current Period (Time and Labor)

In Time and Labor, the employee's current pay period which will be determined via the employee's Pay Group affiliation. Although there can be only one definition of Current Period per installation, the user can change it manually.

Current View

A reporting screen in Time and Labor whose effective date is within the date boundaries of an employee's current pay period, and for which pay has not yet been confirmed. A *Future Time Reporting Transaction* is one that has an effective date after the last day of the employee's current pay period. An *Historical Time Reporting Transaction* is one that has an effective date before the first day of the employee's current pay period.

Current Year

A period for event maintenance processing.

Curve Generator

A supporting module (common to financial services industry applications) that enables you to construct curves used to determine appropriate interest rates for given maturities and / or time periods. You can import market data from outside sources such as Bloomberg, upload the data from a spreadsheet, or manually enter the data. You can then build configured curves from segments or combinations of other curves.

CUSIP Number

A nine digit alphanumeric number associated with issuers' securities. CUSIP (Committee on Uniform Securities Identification Procedures). A uniform numbering system widely used to identify specific securities and their issuers.

Custom Statement

A user-created logical or mathematical expression that determines information about an employee in PeopleSoft Pension Administration. Custom Statements commonly define employee groups and benefit formulas.

Customer Inquiry

A window containing options to review customer balances, aging, history, items, actions, and conversations.

Customer Scorecard

See PeopleSoft Customer Scorecard.

Customer Tree

A user-defined graphical representation of your current sales organization. A customer tree is used to establish and distribute funds and to determine authority levels for promotional activities.

Cut Session

Cut sessions are a means of dividing a course session. You use cut sessions where a course session does not run on consecutive days from start to finish, or if there are multiple instructors or locations. Each cut session has its own start/end date, location, and instructor. For example, if you have a course that runs for two days a week for a month, you would divide the course session into four cut sessions, each of which is two days long.

Cycle Count

A manual counting event that does not cover an entire inventory business unit. Usually includes every item (and lot, if applicable) in a location or family.

Cycle Interval

The number of days between cycle counts.

Cycle Procedures

Inventory planning tasks that need to be performed on a regular basis to ensure an up-to-date **Inventory Policy**. The tasks can be performed either at the end of a processing period or within the period, and should always be performed if the forecast or **Control Group** or **Policy Item** parameters change. Tasks include generating a policy and reviewing **Work Queue** messages.

D

DAT file

A text file (input.dat) used with the Verity search engine that contains all of the information from documents that will be searchable but not returned in the results list.

Data Elements

Data elements, at their most simple level, define a subset of data and the rules by which to group it.

For PeopleSoft Balanced Scorecard, data elements are used as the basis for key performance indicators, and as target values for Key Performance Indicator (KPI) objects.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

Data Entry Access List

Used to present a concise list of often-performed data entry tasks to a user. You can assign multiple control plans to a single data entry access list.

Data Extract

A report that creates a file used to transmit data to a third party on magnetic media. There is no meaningful printed output for this type of report.

Data Loader

Data Loader is a PeopleSoft Enterprise Warehouse utility that moves data from the Operational Data Store staging area to either the ODS reporting area or the Data Warehouse. The Data Loader utility is made up of several pages that allow you to enter Metadata to define your source and target records and your transformation rules and then perform the load by running an Application Engine.

Data Loader Map

Defines how to extract data from the Operational Data Store (ODS), transform it, and load to a Target Table. The target table can reside in the warehouse or the ODS layer.

Data Manager

A PeopleSoft Enterprise Warehouse engine that distributes revenue, expense, analytical application engine results, statistical quantities and other measures across business units, departments, products, customers and channels—any field or logical group in the chart of accounts. You can define a number of types and options within this engine. It is also used as a means of posting to the Performance Ledger.

Data Manager Rules

In the PeopleSoft Enterprise Warehouse, Data Manager rules use Constraints to specify the source as well as the target tables for moving, aggregating, or multidimensionalizing your engine output. Rules use Data Manager methods to enrich the PeopleSoft Enterprise Warehouse data.

See Data Manager Methods.

Data Manager Methods

There are several methods: Copy, GL Mapper, Prorata, Spread Even, and Tree Aggregation. Each method enables you to move and/or enrich engine output.

Data Mart

A Data Mart is a data structure that uses a central fact table and related dimension tables to generate a “relational cube” or directly generate an Insight report.

Data Mart Builder

The Data Mart Builder is a multiple Application Engine (AE) process, that is, a framework of procedural programs, that creates a Data Mart.

DataMaps

Information that builds upon the data captured in the TableMap records. DataMaps enable you to define a logical view of the physical PeopleSoft Enterprise Warehouse tables. DataMaps bring together information from many different tables and fields and define it all as one entity or table.

Data Row

Contains the entries for each field in a table. To identify each data row uniquely, the system uses a key consisting of one or more fields in the table.

DataSet

DataSets are used as input for various engines and processes, for instance, the Analytic Forecasting component, the Data Manager, user defined functions, drivers in Activity-Based Management, and data elements in the Key Performance Indicator Manager. DataSets provide a user defined set of information to the engines. DataSets use Constraints to restrict used columns and restrict returned rows. Each DataSet is created by a process specific setup. However, the underlying logic is the same, enabling you to more easily understand the functional aspects of the process.

Data Warehouse

A large database containing data summarized from one or more transactional systems, optimized to support the analysis needs of the enterprise. An ideal data warehouse contains all the data necessary to make business decisions. Users analyze the data in the warehouse using Online Analytical Processing (OLAP) tools and ad hoc query/reporting tools. An increasing

number of organizations have "virtual" data warehouses, where the data warehouse is not one physical database, but rather a collection of specialized (and distributed) data marts.

See also PeopleSoft Enterprise Warehouse.

Data Warehouse Tables

Data Warehouse tables act as the portal for getting data into the PeopleSoft Enterprise Warehouse from PeopleSoft, OLTP applications or other "outside" sources. These tables are used:

- As targets for loading operational data.
- For error detection and handling
- For data validation.
- For aggregation.

Database Alias

The PeopleSoft Pension Administration utility that looks up employee data.

Dataset

A file containing data to be analyzed by the Quality Server program. The dataset is similar in content to a spreadsheet.

In PeopleSoft Planning, a file that stores schedule information such as tasks, resources, calendars, and so on.

Date

See **Accounting Date** **Transaction Date** or **Effective Date**.

Date

If you want to either include a date in a calculation, or determine a new date by taking a starting date and either adding or subtracting a period of time to come up with another date, you use a date element.

Date Classified

Date the Position Description is approved by Management/Position Management.

Date Eligible To Retire

Date an employee is eligible to optionally retire based on the combination of age and service that meets legal requirements.

Date Under Report

The date (day) in PeopleSoft Time and Labor for which time is being reported. The Date Under Report does not have to equal today's date.

Day Breaker

Customer defined time that is used to determine when one day becomes the next. It's used to determine the "logical" date of a punch. (See Understanding Workgroups.)

Days Supply

In PeopleSoft Inventory Planning, a method that can be used with several types of **Inventory Policy**. Using this method, a specific number of days of supply for an item should be used to calculate the item's inventory policy.

Deal Type

PeopleSoft Treasury has categorized deals into several basic deal types from which you can choose when defining an instrument.

Death Coverage

The PeopleSoft Pension Administration function that determines the factor used to reduce an employee's benefit when the plan charges for PRSA coverage.

Decompressed Split

In PeopleSoft Demand Planning, a function for returning a compressed split database to its original form. See also Compressed Split.

Deduction

Any amount taken from an employee's pay check each pay period. Deductions may include health or medical benefits, union dues, and so on. See also Benefit Deduction and General Deduction.

Deduction Date

The as of date for the deduction item in PeopleSoft Receivables.

Deduction Item

An individual item that you created in receivables and is an open receivable on the customers account due to a deduction that they took in a payment for a receivable item.

Deduction Reason

Code that describes the type of deduction. When assigned to a write-off resolution, it determines what accounting entries to create.

Deduction Specialist

The individual responsible for tracking and resolving deductions in PeopleSoft Deduction Management.

Deduction Subset

A group of deductions selected from a company's standard set of deductions. Deduction subsets minimize data entry time in special processing situations such as bonus check runs.

Default Mode (DM) model

In the financial services industry, an approach used by financial institutions to predict a decline in portfolio value. Only two outcomes are considered – default or non-default. If the debt does not default, there is no change in the value. If the debt does default, then the loss is calculated as the difference between what was contractually owed and the value of any collateral recovered.

Defection Analysis

In PeopleSoft Workforce Analytics, the identification of employees who are likely to leave the organization based on predefined assessment criteria.

Deferred Compensation

Compensation payments that are payable to an individual in the future such as pension plan payments, annuities, stock awards and profit sharing. Note: Profit sharing can be considered direct pay if paid out in cash on a periodic basis or deferred pay if cumulative with the intention of payment in the long-term future.

Deferred Vesting

The adjustment made to the original option's vesting schedule that pushes the vesting into the future.

Defined Benefit Plan (DB Plan)

A retirement income plan (usually called a pension plan) where the employee's benefit is definitely determinable based on a plan-specified benefit formula.

Definition or Function Definition

The parameters for any of PeopleSoft Pension Administration's nineteen core functions. A definition has to be explicitly associated with an employee Group Definition before it can be applied.

Dekit

The ability to return material issued in kits to inventory. This is used when entire kits need to be returned; individual components are handled through kit issues/returns.

Delete Non-Matching Items

In PeopleSoft Inventory Planning, an option used in the Generation process to delete Inventory Planning items that don't have corresponding items in Demand Planning. The item deletion occurs when the system generates the policy.

Delta

When retroactive processing occurs for a given payee, the system recalculates each element generated for the payee. The system compares the recalculated results to the original results. The difference between these results is typically referred to as the retro "delta." A retro delta can represent either an underpayment or an overpayment that results in an adjustment to the payee's earnings.

Demand

Collection of training requests. This could be an employee demand, a departmental one or a company-wide demand.

Demand Filter Width

In PeopleSoft Demand Planning, specifies the confidence interval within which demand is considered to be reasonable. Actual demand that is outside the confidence interval is automatically filtered and replaced by the value at the edge of the interval. The value is expressed as a percentage.

Demand Filtering

In PeopleSoft Demand Planning, provides a way to detect and highlight unusual demands and forecast errors. If the demand falls outside of a band that is considered reasonable, the system automatically adjusts it to the level of the boundary and logs a message to the **Work Queue**.

Demand Number

The configured product sub-component sequence number.

Demand Planning

In PeopleSoft Activity-Based Management, this type of planning focuses on studying the impact of cost objects and activity volumes.

Demand Priority

The placing of importance on independent demand. The Planning engine uses the demand priority value to determine the order in which you fulfill the demand. You can set a demand priority from 1 to 998 with 1 being the most important level. The priority value of 999 is reserved for the system.

Demand Priority Rules

In PeopleSoft Inventory, a set of rules that will sort demand so the most important demand will have the first opportunity to reserve available inventory. If demand priority rules have

been defined, the Material Reservations process (INPLDMND) sequences orders by priority rank, processing those with the lowest rank value first.

Deplete Cost Method

Determines how you cost a depletions transaction within a book. The deplete cost methods available include Actual, Non-Cost, Perpetual Weighted Average, Periodic Weighted Average, and Value at Current Standard.

Depreciate When in Service

A switch that indicates whether PeopleSoft Asset Management should allocate depreciation as of the date an asset was placed in service. This is valid only in the year the asset was acquired.

Depreciation - Declining Balance

Budgeting calculates this as: Cost minus Accumulated Depreciation divided by Life divided by number of periods per year. It results in a higher depreciation expense in the early years of an asset, which decreases as you near the end of its useful life.

Depreciation - Double Declining Balance

Budgeting calculates this as: Cost minus Accumulated Depreciation multiplied by 2 divided by Life divided by number of periods per year. It results in a higher depreciation expense in the early years of an asset, which decreases as you near the end of its useful life.

Depreciation Methods

The various methods of spreading the acquisition cost across the life of an asset rather than expense the full value of an asset at the time you acquire it. The value of the asset consequently decreases (or depreciates) through time. The four depreciation formulas delivered with PeopleSoft Budgeting include: declining balance, double declining balance, straight line, and sum of the years.

Depreciation - Straight Line

A method of depreciating asset value in equal amounts across the life of the asset. Per-Period Straight-Line depreciation is calculated as the cost of an item minus the salvage value divided by the number of periods to depreciate.

Depreciation - Sum of the Years

A depreciation method equal to the value of the remaining years of life divided by the sum of the years remaining is multiplied by the Net Book Value. This figure is then multiplied by the percent of years to depreciate. This results in a higher depreciation expense in the early years of an asset, which decreases as you near the end of its useful life.

Depromote

In PeopleSoft Demand Planning, the process of making an adjustment to actual demand data that removes the effect of a promotion during a defined period. As a promoted period moves into history, the system creates an adjusted demand entry that is equal to the **Prorated Forecast**.

DeptID

A ChartField that defines departments or administrative offices that have operational, fiscal and/or budgetary responsibility for specific sets of activities.

Derived Metric

The result of a calculation on a report of base metrics.

Detail

A temporary assignment to a different position for a specified period when the employee is expected to return to his/her regular duties at the end of the assignment. This employee is considered for pay and strength count purposes to be permanently occupying his/her regular position. Unless the agency chooses to use an SF50, a detail is documented with an SF52.

Detail Tree

A tree that employs ranges of detail values under each node; you must manually specify the detail values.

DFI ID (Depository Financial Institution ID)

A PeopleSoft Payables bank identifier, consisting of Transit Number, Swift ID, or CHIPS ID.

Dimension

A single element of a business model, such as product, department, or location. Cube Manager uses the term Conforming Dimension.

In terms of data analysis, dimensions can be thought of as criteria, such as time, product, and location, used to pinpoint a particular piece of data. For example, in the retail industry a set of dimensions could be geography, product, time, customer, and vendor. The geography dimension would include company, chain, region, district, and finally store attributes. A dimension is also a column heading on an analysis and reporting template which you can drill through or roll up to the multiple levels.

In PeopleSoft Budgeting, a view option that assists in summarizing the rows of data in line-item budgeting.

A single element of a budgeting model, such as account, product, project, department, or operating unit. In PeopleSoft Budgeting, these dimensions typically represent the ChartFields used by your organization during your budgeting process.

Dimension Table

In the PeopleSoft Enterprise Warehouse, Dimension Tables store additional attributes or data about Facts. Some example dimensions include Customer, Channel, Geography and Product.

Direct Compensation

In PeopleSoft Workforce Analytics, Direct Compensation is payment made to workers in exchange for their contributions to the organization. Direct Compensation is typically categorized as including Cash Compensation and Long-term Variable Compensation.

Cash payments made to workers in exchange for their contributions to the organization. Direct pay is typically categorized as fixed pay (for example, base pay, shift differentials) and variable pay (for example, profit sharing, incentive, bonus). Note: Profit sharing can be considered direct pay if paid out in cash on a periodic basis or deferred pay if cumulative with the intention of payment in the long-term future.

Direct Calculation

Calculate actual and directly assigned dollars.

Direct Cost

In PeopleSoft Workforce Analytics, a direct cost of an activity or a cost object. An example is the salary cost of employees working on a project.

Director

An affiliate of the company who holds a seat on the Board of Directors for the corporation. A Director, generally, is not an employee of the corporation.

Disability and Discrimination Act of 1995

In the United Kingdom this act makes it unlawful to discriminate against individuals on the basis of their disability in relation to recruitment, promotion, training, benefits, terms and conditions of employment, and dismissal.

Disability Rate Code

The desired percentage of disabled persons that should be employed by French employers, as mandated by the French government.

Disbursement View

In PeopleSoft Demand Planning, a **Forecast View** that allows the forecast from a working view to be reported on using an alternate key. Disbursement views are built directly from the working views and inherit many working view attributes, including time period and associated user data definitions, from the parent working view.

Discounted Stock Option

Rights to a stock option at a price less than 100 percent of fair market value at the time of grant.

Discretionary Plan

In PeopleSoft Workforce Analytics, this is a plan for distributing compensation awards that provide managers the ultimate discretion over a pool of money which is either funded based on company, group, or employee performance, or it's budgeted. The discretionary award determination is sometimes guided by a pre-determined percent of the participant's salary, expressed as an opportunity. This figure can then be modified based upon management's perception of actual value created by the group or employee.

Disqualifying Disposition (DD)

When an optionee sells or otherwise disposes of the shares of stock acquired through the exercise of an incentive stock option or through an employee stock purchase plan before the holding period for preferential tax treatment has lapsed.

In the case of Incentive Stock Options, the holding period is one year of the date of exercise and two years of the date of grant. At the time of disposition, the individual recognizes compensation income equal to the difference, if any, between the option price and the fair market value of the corporation's stock on the date of exercise. If the sale price is less than the fair market value of the stock on the date of exercise, the compensation income is limited to the total sales price less the total option price, less any fees.

In the case of purchases through an employee stock purchase plan, the holding period is one year from the purchase date and two years from the enrollment date. Compensation income in a disqualifying disposition is equal to the difference between the total fair market value on the purchase date and the total purchase price.

Distribution

Provide a repository of time and associated estimated and actual allocated labor costs to other systems

The process of assigning values to ChartFields. A distribution is a string of ChartField values assigned to items, payments, and budget amounts.

Distribution Network

A distribution network is a prioritized list of Inventory business units (IBUs). When a customer orders a product, the system uses this network to determine which warehouse the stock ships from.

Distribution Profile

A definition of ChartField distributions assigned for compensation costs. A distribution profile can be used to set up defaults for how the system should distribute costs associated with a position's salary, benefits, and earnings. PeopleSoft Budgeting-specific.

Distribution Rule

You use distribution rules to determine the order in which the system searches for matches against the distribution sets matrix when sales orders are entered.

Distribution Set

Distribution Sets assign account distribution information to combinations of defining elements used on sales orders.

Distribution Type

An identifier that defines one of the different transactions that move an item into or out of an inventory business unit. Distribution types are used to create debit and credit transactions to the general ledger via the Journal Generator.

Dividend

Distribution of earnings back to shareholders, prorated by the class of security and paid typically in the form of money or stock. The amount of a dividend is decided by the Board of Directors and is usually paid quarterly.

Document Management

The process through which a user has complete control of document version including the ability to view, query, and edit documents in a secure vault. Document management enables you to seamlessly perform online document queries and view documents directly, launching them from within PeopleSoft applications. You can associate pertinent documents with engineering change requests (ECR), engineering change orders (ECO), item revisions, bills of material, manufacturing and engineering routings, production component lists, and production operation lists.

Document Sequence Number

A value that the PeopleSoft system assigns to a document (such as an invoice, voucher, or journal) when you create a document for a business unit that you have enabled for document sequencing. The system determines the number by the values of the business unit, accounting date, and document type.

Document Sequencing

A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in your system for the purpose of statutory reporting and tracking of commercial transaction activity. Document sequencing requires that you classify all financial transactions into three transaction types—journal type, journal code, and document type—and that within each transaction type, all documents you enter are numbered sequentially. When you create a document (such as an invoice, voucher, or journal), the PeopleSoft system assigns a document sequence number to that document.

Document Type

The final level of three categories for defining a financial transaction (or document), necessary when using document sequencing. It represents the business purpose of a financial transaction, such as domestic customer invoice or customer credit memo. Document type is within one and only one journal code; journal code is within one and only one journal type. Document type is the only required category, because the values of the other two categories can be derived from document type.

Dollar Tolerance

In PeopleSoft Inventory, the acceptable cost difference between expected cycle count quantities and actual quantities counted. This value allows a margin of error for an item during cycle count reconciliation based on item cost.

Domestic Relations Order (DRO)

A preliminary version of a court order (usually stemming from a divorce settlement) ordering a division of a participant's pension benefits. The order is not in effect until it is determined to be "qualified" by virtue of meeting certain requirement. At that point it becomes a Qualified Domestic Relations Order, or QDRO.

Double Byte Characters

If you're working with Japanese or other Asian employees, you can enter the employee's name using double-byte characters. The standard double byte character set name format in PeopleSoft applications is: [last name] space [first name].

Draft Worksheet

A work space used in PeopleSoft Receivables to track a draft through its processing life cycle.

Drill-Back Calculation

Assigns indirect dollars and Drill-Back calculations. Also, this picks-up all costs in the Calculations Detail (CALC_DETAIL_F00) that was assigned during direct calculations.

Drill Down

The ability to go down to the next level of detail in a set of data. For instance, if you're looking at an expense figure for a division, you can drill down to the expenses for each department in the division.

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The ability to go down to the next level of detail in a set of data. For instance, if you're looking at an expense figure for a division, you can drill down to the expenses for each department in the division.

Driver Lookup Table

Tables associated with a driver that enable different rates and amounts unique to a budget center.

Drivers

In PeopleSoft Activity Based Management, drivers are a means of assigning dollar amounts from resources, activities, and cost objects to other resources, activities, and cost objects throughout the model in PeopleSoft Activity-Based Management. Drivers can also be assigned across business units. There are different types of driver categories (transactional, duration, and intensity), and different ways of specifying how those dollar amounts are calculated (amount, percentage, spread even, and direct), as well as different ways that dollar amounts are assigned (depending on assignment type and object type).

In PeopleSoft Business Planning, a driver can be defined as a set of values that are used as an input to another process. In this context, a driver should be interpreted as a projection of external factors and other indicators. The user can then define a relationship between the driver and a financial result. The driver values and the defined relationship then combine to produce a projection of the financial result. For example, a projection of the number of square feet used (driver) and the price per square foot paid in rent (driver) can combine to produce a projection of rent expense (financial result).

DRO

See Domestic Relations Order.

DSS (Decision Support System)

A DSS is a workstation-based analysis and reporting system, typically aimed at analysts and line managers. OLAP tools provide a powerful DSS.

Duration

In PeopleSoft Pension Administration, the utility that calculates the length of time between two dates.

Duration [Global Payroll]

An element type that calculates a period of time between two dates. For example, if you want to determine a payee's age, you can calculate the duration between his birth date and the calendar period end date.

Dynamic Group

A group in Time and Labor that enables you to establish criteria or attributes for a group of employees. All employees who fit this criteria at processing time belong to the group.

Dynamic Tree

A tree that takes its detail values—*Dynamic Details*—directly from a table in the database, rather than from a range of values entered by the user.

Dynamic Views

In PeopleSoft Demand Planning, a **Forecast View** that allows interaction with the forecast data using an alternate key structure. By using dynamic views, you streamline the working view and can complete the working-view design without having to anticipate all conceivable adjustments.

E**Earliest Change Date**

Determines both the range of dates and the amount of data that will be processed for each time reporter (see Batch Processing)

Early Punch

A punch that is more than the predefined number of hours/minutes before a scheduled punch where a time reporter is warned

Early Retirement Date (ERD)

A retirement date earlier than a plan-specified “normal” retirement date. Employees usually must meet age and/or service requirements to be eligible for early retirement, and early retirement benefits are often reduced to compensate for the longer duration of payments.

Early Retirement Factor

The reduction made to an employee's benefit if the employee elects for early retirement.

Early Warning

In commitment control, warning of possible future budget exceptions. You can specify that you are to receive a warning when commitments and expenditures reach a predetermined percentage of budget. For example, you can instruct the system to let you know when commitments and expenditures reach 50%, 80%, or some other percent of a budget.

Early/Late Adjustments

The PeopleSoft Pension Administration function that calculates early retirement factors or late retirement factors.

Earning Group

Part of a group of defaults assigned to job codes. Earnings group may include non-salaried items such as holidays and bonus pay dependent on individual company parameters.

Earnings

The amount owed to an employee based on salary, hours worked, or other calculation routines, plus other types of compensation and holiday, vacation, and bonus pay.

Earnings [Global Payroll]

An element type that defines the different types of compensation that are added to a person's pay. Examples include salary, commission, bonuses, and retirement pay.

Earnings Accrual Class

Categorizes a set of accruable earnings.

Earnings Code

Codes that represent the various types of earnings such as regular, overtime or leave.

Earnings Per Share (EPS)

The portion of a company's profit allocated to each outstanding share of common stock. Net income (reported or estimated) for a period of time is divided by the total number of shares outstanding during that period.

Earnings Type

An abbreviated and encrypted set of business instructions containing compensation instructions. Earnings Type may also contain Benefit Entitlement and Administration instructions, taxation instructions, Financial Accounting instructions, Organizational Administration instructions, work group and labor affiliation instructions, and other instructions.

Economic Loss

In Funds Transfer Pricing, this refers to the break fund economic loss, calculated by applying the theoretical value of the interest rate differential (IRD) against a cash flow stream, based on the amount of the prepayment or cancelled draw-down.

Economic Value Added

In the financial services industry, Economic Value Added is a financial metric that factors into the measurement of an activity's profitability the cost of economic capital assigned to that activity.

EDGAR (Electronic Data Gathering, Analysis, and Retrieval)

An electronic system implemented by the SEC that enables companies to file documents in conjunction with disclosure requirements mandated by the SEC.

EDI Agent

Used in EDI processing, the inbound EDI Agent loads trading partner data (flat files) into the PeopleSoft database using transaction, map, and trading partner definitions set up using EDI Manager. The outbound EDI Agent extracts information from the PeopleSoft database and generates data files that can then be processed for transmission to a trading partner.

EDI Manager

A suite of online pages used to define transaction sets, trading partner profiles, and translation maps for EDI transactions.

Edit Table

A table on the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.

EEO Company Code

In the United States companies are assigned this federal code for EEO and VETS100 reporting.

Effective Date

A method of dating information in your system. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect.

Effective Date

A method of dating information in your system. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. The Effective Date usually defaults to your system's current date.

Effective Periods

In PeopleSoft Demand Planning, the number of periods of historical demand used in the Model Reset process. The value can be used to exclude older, possibly unrepresentative historical demand data from model **Optimization**.

Effective Sequence

A system-generated number assigned to distinguish between two job entries with the same effective date.

Effective Tax Rate

The ratio of income tax paid over gross income, showing the percentage of income actually paid in taxes.

Effectivity Date

The date on which a component can be added or substituted in production, typically specified on an item's bill of material.

EIS (Executive Information System)

An EIS is a workstation-based analysis and reporting system for executives. An EIS provides a higher-level view of the data than a DSS, and typically requires less knowledge about the underlying transactional systems. OLAP tools provide a powerful EIS.

Elapsed Schedule

A method of scheduling a time reporter's time that is based on TRC and duration. This method can be used for scheduling of elapsed time reporters (see Scheduling.)

Elapsed Time

Reporting non-clock time in increments of hours or partial hours (see Managing Time / Understanding Time Reporting).

Elapsed Time Service

A method of calculating a period of service that uses only the start and end dates of the period to determine the amount of service. Hours worked or other measures of the actual work performed during the period are not taken into account.

Electronic Certification System (ECS)

An automated Payment Voucher authorized by the Certifying Officer for use within the Treasury Department, Financial Management Service's financial system. PeopleSoft provides a method to record and generate data files for on- and off-cycle processed payments.

Element

In PeopleSoft Global Payroll, an element refers to both primary elements and supporting elements. Primary elements are comprised of earnings, deductions, absence entitlements, and absence take elements. Supporting elements are element components that are combined to create primary elements.

In PeopleSoft Enterprise Performance Management, elements are used to create a Profile. An Element can be one or more columns of data in an Enterprise Warehouse table, associated with a single dimension (for example, Customer, Product, Department, or Channel). An Element can also be KPI, Population, subscription data from a third party, preexisting Profiles, and data mining scores.

Element Group

Element Group identifies a group of elements to provide eligibility. You can then use this as a notational shortcut—instead of having to list each element, you can use the element group name. Element Group's expedite the process of manipulating earnings and deductions.

Element Name

Name assigned by the user for data fields, rules, formulas, and tables. For example, the names you give to new rules, elements, or objects.

Element Segment

When an element changes mid-period, requiring the affected element (and perhaps a subset of other elements) to be calculated multiple times on either side of the date on which the change takes place, element segmentation is used. Unlike period segmentation, the system segments only the elements you select, and creates separate result columns only for the specified elements. In element segmentation, there is only one gross-to-net result set.

Eligibility Group

Eligibility groups define the possible earnings, deduction, absence entitlement, and absence take elements that a payee might be eligible to receive. This enables you to group payees so as to assign eligibility for certain pay elements.

Eligibility Rule

PeopleSoft Benefits Administration uses eligibility rules during Benefits Administration processing to determine which benefit programs and options an employee is eligible for. Eligibility rules are closely associated with event rules: they determine what options an employee can *have*, while event rules determine which of those options an employee will actually be able to *choose*.

Elimination Set

See **Consolidations-Elimination Set**.

Email Template

Pre-defined parameters that establish automatic email generation during budget submittal, rejection, publishing, and/or targeting.

Employee

An individual employed by an organization and administered as an employee in the PeopleSoft Human Resources system.

Employee Accounts

The PeopleSoft Pension Administration function that tracks employee contributions to a pension plan.

Employee ID

A unique identification code for an individual associated with your organization.

Employee Paid Benefit

The portion of a pension benefit funded by the employee's own contributions to the pension plan. Also, the PeopleSoft Pension Administration function that determines this amount.

Employee Profile

This PeopleSoft Activity-Based Management feature enables time and labor information to be part of an analysis.

Employee Stock Purchase Plan

A type of statutory stock option plan through which employers grant options to their employees in order to provide them with additional forms of compensation.

Employee Survey

In PeopleSoft Workforce Analytics, a method for capturing information about the activities performed by a given employee as well as the amount of time they spend performing each activity to perform activity-based management.

Employee Survey Report

The Employee Survey Report is an annual regulatory report that the French government requires from employers with more than 200 employees. In French it is called "Le Bilan Social". The report is communicated to both labor unions and the government. It provides a snapshot view of the company over the past 3 years for about 200 indicators.

Employee Training Cost

Amount budgeted to pay for students' salaries while on training courses.

Employer Identification Number (EIN)

In the United States a company is typically defined as a business enterprise that has a unique federal Employer Identification Number (EIN) for payroll tax reporting purposes.

Employer's Liability Insurance Associations (Berufsgenossenschaften)

Social Insurance in Germany is maintained and administered by private organizations that act as employer's liability insurance associations. Employers pay out premiums to these associations, who administer and pay out funds to workers who are injured on the job.

Employment Cost Index (ECI) Adjustment

Annual increase to wages established/permitted by statute.

Employment Equity Computerized Reporting System (EECRS)

Canadian companies are required to report to the Federal Government on employment equity. PeopleSoft Human Resources contains the Canadian Employment Equity report (PER101CN), which creates a data interface file to the federal government's Employment Equity Computerized Reporting System (EECRS).

Employment Record Number (EMPL RCD#)

A field in PeopleSoft Human Resources Management Systems and PeopleSoft Workforce Analytics that indicates an employee has multiple job records in the system. A numeric value (0, 1, 2) is assigned to each job as a way to uniquely identify that job record.

Encumbrance

A claim against funds. It is a projection of future expenses based on the situation, as we know it today. Encumbering funds is not the same as spending them or even guaranteeing that you will spend them. It just means that if the situation as it exists today does not change, you will spend all of those funds by the end of the fiscal year.

Engineering Bill of Material (EBOM)

A listing of all the parts, raw materials, and subassemblies that form the basis of all item and product structures. EBOMs differ from MBOMs (Manufacturing Bills of Material) in that they are not visible within Production Planning or Production Management and are isolated from Manufacturing.

Engineering Change Order (ECO)

A revision to a blueprint or design, released by engineering to modify or correct a part and/or bill of material. PeopleSoft Engineering uses ECOs to manage and document required assembly and component changes.

Engineering Change Request (ECR)

A document that allows you to request manufacturing process improvements and report product defects directly to the engineering department. When workflow is enabled, ECRs can also be routed for review and approval, after which they change into ECOs.

Engineering Cost Version

The process of generating cost versions for new and modified configurations based on engineering bills of material (EBOM) and costing data.

Engineering Workbench

An engineering environment, separate from production, consisting of engineering bills of material (EBOM), engineering change requests, engineering change orders, EBOM cost roll-up capability, online BOM comparisons, and seamless integration to a document management vault.

Engineering Workbench

An engineering environment, separate from production, consisting of engineering bills of material (EBOM), engineering routings, engineering change requests, engineering change orders, EBOM cost roll-up capability, online BOM comparisons, and seamless integration to a document management vault.

Enterprise

In PeopleSoft Time and Labor, all of the business units of the installation site.

Enterprise Performance Management (EPM)

See PeopleSoft Enterprise Performance Management

Enterprise Portal

The PeopleSoft Enterprise Portal is a separate product offering purchased independently of any other PeopleSoft applications. It can be used with or without any PeopleSoft application. It can be used as a standalone corporate portal that does not access PeopleSoft data at all.

Enterprise Resource Planning (ERP)

The encompassing term for all the transaction-oriented database applications an organization deploys across its business enterprise. The term includes financial, manufacturing and supply chain, human resources, and payroll applications, among others.

Enterprise Warehouse (EW)

See PeopleSoft Enterprise Warehouse

Entry Authority

Authorization granted by employees to specific user IDs for entering expense data on their behalf.

Entry Currency

The currency used to enter budget data.

Entry Event

An automated process that generates multiple debits and credits resulting from single transactions, to produce standard supplemental accounting entries.

Entry Event Code

Designation of an Entry Event; an identifier or label.

Entry Event Generator

A mechanism that generates standard, supplemental accounting entries based on Entry Event codes.

Entry Event Process

An accounting transaction. Entry Event processes combine to form Entry Events. For example, requisition posting is a Purchasing process, and cash clearing is a Payables process. Each process can involve one or several Entry Event Steps.

Entry Event Step

Part of an accounting transaction. For example, the BUDG process includes these steps, among others: prepare allotment budgets, prepare organization budgets, and prepare revenue estimates. Entry Event steps combine to form Entry Event processes.

Entry On Duty Date (EOD)

Date that indicates when an employee started to work at his/her current agency.

Entry Type

Any activity that creates or updates an item.

EPM (Enterprise Performance Management)

See PeopleSoft Enterprise Performance Management

Equal Employment Opportunity Commission (EEOC)

In the United States the EEOC requires that most companies file one or more reports from a series named EEO-1 through EEO-9. These reports include counts by federal employment categories of male and female employees in certain ethnic groups.

Equitization

A process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations. For organizations with complicated parent/subsidiary business unit relationships, this automated process reduces the process time and reduces the possibility for errors.

Equity Increase

In PeopleSoft Workforce Analytics, Equity Increases are base pay increases granted to bring an employee's pay up to some internally specified standard for your organization.

Equivalent Standard Deviation

In PeopleSoft Demand Planning, a **Standard Deviation** developed during the Model Reset process that enables you to compare standard deviations from different models. The deviation is calculated by multiplying the **Model Equivalency Factors** defined on the **Control Group** by the standard deviation.

ERISA (Employee Retirement Income Security Act of 1974)

The U.S. Federal legislation enacted to prevent abuses of employee pension rights by employers.

Error Exception

A transaction that is stopped because the budget limits would be exceeded if it continued. For the transaction to proceed, action must be taken, such as canceling or reducing the transaction amount, increasing the budget amount, overriding the budget limits, or transferring available funds from another budget.

Error Ratio

The ratio of the statistical Standard Deviation to the base component that gives an indication of the accuracy of the forecast. The ratio is presented in the PeopleSoft Demand Planning Audit and Accuracy Review and is calculated during the **Forecast Calculation Process**.

Estimated Gross

Estimated labor cost associated with reported time (see Managing Time, Understanding time Reporting Codes).

Estimated Shipments

A group of shipment schedules used to manage sales order requested shipment data and actual shipment data. Used in conjunction with weight and volume pricing and freight charge calculations.

Ethnic Code

The Federal Office of Management and Budget (OMB) racial and ethnic census categories used for classifying individuals in U.S. Government reports.

ETL (Extract-Transform-Load)

See Extract-Transform-Load.

ETL maps

ETL maps provide rules for importing your source data to the data warehouse tables.

Evaluated Receipts Settlement (ERS)

A PeopleSoft Payables feature that matches receipts against purchase orders and generates vouchers without requiring an invoice.

Evaluations Periods

In PeopleSoft Demand Planning, indicates the number of future periods to use for the calculation of forecast errors. For example, if the number of evaluation periods is two, then the forecast error in April 2001 (after posting demand for April) would be determined by comparing the actual demand for April and the April forecast generated in February 2001. Evaluation periods are set separately for each view.

Event

Events are predefined points either in the Application Processor flow or in the program flow. As each point is encountered, the event fires on each component, triggering any PeopleCode program associated with that component and that event. Examples of events are FieldChange, SavePreChange, OnRouteSubscription, and so on.

Event

Occurrence or happening.

Event Class

An event or type of event that results in a change of benefits eligibility for an employee or dependent. Event classes are prominently used in COBRA and Benefits Administration processing.

Event Maintenance

The process that enables you to manage ongoing enrollments during a plan year. Changes involving maintenance include new hires and re-hires, terminations, family status changes, and changes to benefits eligibility.

Event Rule

Used by PeopleSoft Benefits Administration to determine how events are processed by the system. Event rules look at the benefit plan options an employee is eligible for and determine which options the employee can actually *choose*. Event rules are closely associated with eligibility rules but it is important to note that they are not the same. Event rules *should not* be used to determine eligibility.

Event Trigger

You use triggers to tell the system that when a change takes place to certain data (an event), it should perform an action automatically. When the event occurs, the system writes a line to a trigger table. Then when it's time for the action, the system reads the data from the trigger table and performs the appropriate action.

EW (Enterprise Warehouse)

See PeopleSoft Enterprise Warehouse.

See also PeopleSoft Enterprise Performance Management (EPM).

Expected Losses

In the financial services industry, the amount the institution predicts it will lose in portfolio value. Loan loss reserves are set aside to cover the expected losses.

Excepted Service

As defined by 5 USC 2103, the Excepted Service consists of those civil service positions that are not in the competitive service or Senior Executive Service.

Exception

User or system delivered, defined conditions applied to scheduled, reported or payable time that require audit or review (see Time Management)

Exception Rules

A rule (s) that is applied to scheduled, reported time, and payable time in order to determine conditions which require audit or review (see Time Administration).

Exception Severity

The degree of importance associated with an exception. For example, in exception which is a result of an employee clocking in late may have a Medium severity, while an exception which is a result of an employee not clocking in has a High severity (see Time Management).

Exception Time Reporting

A method of time reporting where only differences to the schedule are provided (see Time Reporting).

Excess Plan

A pension plan where the benefit formula provides an increased benefit for Final Average Earnings above a specified integration level. This compensates for the fact that Social Security benefits are based only on earnings up to a specified maximum.

Exchange Rate Variance

In PeopleSoft Cost Management, the change in currency exchange rate between the time the item is received into inventory and vouchered in Accounts Payable.

In PeopleSoft Payables, a matching feature that compares the exchange rate on the purchase order and the invoice and then copies any variance to PeopleSoft Inventory tables for analysis and accounting purposes.

Exclusive Pricing

Supersedes all pricing structures in effect for customers and products, except **Buying Agreement**, and enables you to drive pricing with a promotional structure. Exclusive pricing can be set up for a specific time frame and associated with particular orders.

Executive Schedule (EX)

Compensation and pay plan used by the Executive Branch of the federal government. Statutory pay limits are derived from several of the pay levels within this plan and imposed on the General Schedule and other existing pay plans throughout the Federal government.

Exercisable

The option shares that are available to the optionee to exercise.

Exercise

The transaction in which an individual purchases or “exercises” the right to purchase the option shares. The IRS refers to the purchase of company stock in an employee stock purchase plan as an exercise.

Exercise Date

The date on which an individual purchases underlying shares from an option grant or transacts a simultaneous purchase and sale of underlying option shares through a cashless exercise and collects option profit in cash or shares.

Exercise Price

The price per share required to exercise a stock option.

Exercise Proceeds

Cash, stock or other recognition received by a company as a result of option exercises, including cash or stock paid by individuals to exercise options and cash company tax savings from deducting non-statutory option profits at exercise.

Expense Location

Geographic area defined to enable the recording, tracking, and reporting of expense activity.

Expense Location Amount

Authorized spending defined for an expense type in a particular expense location and currency.

Expense Location Group

Collection of expense locations based on a common classification such as state, country, or continent.

Expense Type

Means of itemizing various kinds of business expenses. Examples are hotel, dinner, or ground transportation.

Expense Type Edit

User-defined requirement that mandates input of additional data—such as an airline ticket number or number of nights in a hotel—when an expense type is selected in an expense report.

Expense Type Group

Expense types that are classified together for reporting and tracking.

Expensed Item

Non-inventory item which may represent software, manuals, documentation, or any item for which no quantity on hand is maintained, but which can be specified on a bill of material (BOM). Expensed items can only exist as components on a BOM and cannot have a BOM, routing, or production area/item definition.

Expiration

The process by which the outstanding shares of an option cease to be exercisable, generally at the end of the option term. The length of the option term and the date of expiration are established in the Grant Agreement.

Expiration Date

In PeopleSoft Inventory, the date a lot exceeds its Shelf Life and is no longer acceptable for fulfillment or consumption. (Expiration Date = Creation Date + Shelf Life)

Expiration Date

The last day of an option term in which the option is canceled and no longer exercisable.

Expiration Grace Period

When you enter a stock action allows the exercise of the already vested shares as of the action date, the system will calculate the date these shares expire based on the grace period defined on the Stock Action Rules page for that stock action. The system will automatically cancel vested shares not exercised at the end of the expiration grace period.

Express Customer

A customer for whom the minimum necessary information is entered.

Expressions

Expressions enable you to create pseudo-columns made up of mathematical calculations based on actual fields on a table. Since expressions are resolved at run-time, duplicate information is not stored on the database.

Express Order

An order entry shortcut in PeopleSoft eStore and Mobile Order Management whereby the customer populates the shopping cart and goes directly to the order summary to checkout, bypassing any billing or shipment modification screens. Billing and shipping information defaults in as previously entered.

External Data

Data from external sources. For instance, in PeopleSoft Workforce Analytics, external data may include third party salary surveys and benchmark metric surveys.

External Scheme

In the United Kingdom an External Scheme is a vocational training, education and job placement program involving an employee, an employer and the government.

External System

Any system that is not directly compiled with the PeopleTools servers.

Extra Time

Any hours worked outside of an employee's normal (scheduled/shift) hours or days. Extra time may be scheduled in advance of when it is worked, and may be subject to special compensation rules. It may be treated differently than standard time for purposes of Benefit Entitlement and Administration.

Extraction

A reusable query that specifies what information should be retrieved from the Quality database.

Extract-Transform-Load (ETL)

The extraction and transport of data from one server to another remote server. In PeopleSoft budgeting ETL specifically refers to the process by which financial and human resource data is extracted from PeopleSoft Financials and HRMS and transferred to the PeopleSoft Enterprise Warehouse which PeopleSoft Budgeting uses to access and record data transactions. Within PeopleSoft Enterprise Warehouse, data migration typically refers to information moved from outside sources into the Operational Data Store tables.

Extrinsic Rewards

Tangible rewards that can be given to the individual. Typically categorized as financial and non-financial rewards. Financial rewards would include direct compensation, indirect compensation and deferred compensation. Non-financial rewards are provided to the individually and viewed as a benefit by the individual based on the culture of the organization such as the size or location of one's office.

In PeopleSoft Workforce Analytics, tangible rewards given to an individual. Typically categorized as financial and non-financial rewards. Financial rewards would include direct compensation, indirect compensation and deferred compensation. Non-financial rewards are provided to the individually and viewed as a benefit by the individual based on the culture of the organization such as the size or location of one's office.

F

Fact

Facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

Fact Table

A fact table is where facts are stored in the PeopleSoft Enterprise Warehouse.

Fair Labor Standards Act (FLSA)

A federal regulation governing several time and labor issues. *FLSA Overtime* requires that all nonexempt employees be paid at a rate of time-and-one-half for all hours over 40 physically worked during a workweek. This requirement may be superseded by state or local laws when the lesser law is to the greater benefit of the employee, or by union contract. An *FSLA Workweek* is a permanently established, regular workweek for a group of employees.

Fair Market Value (FMV)

The price of a company stock based on the current market value as determined by supply and demand, or a valuation method. The stock market sets the fair market value for a public company. For a private company the fair market value is more subjective, but typically determined by financial factors or set by an outside valuation company.

Fair Market Value Tracking Methods

Methods used to track and report trading activity on various exchanges (i.e. NYSE, AMEX, NASDAQ, etc...).

Family Medical Leave Act (FMLA)

A federal regulation that protects health benefits and job restoration for employees who must take a leave from work to care for themselves or family members. FMLA regulations contain provisions regarding employer coverage, employee eligibility and entitlement, notice and certification, continuation of health benefits, and job restoration. PeopleSoft Benefits applications offer FMLA Plans that help employers and employees determine FMLA eligibility and schedule and track FMLA leave requests.

Federal Employee Group Life Insurance Program (FEGLI)

Generally, if the employee has Federal retirement coverage or is on a temporary appointment exceeding one year, he/she is eligible to participate in the FEGLI program. Once eligible, he/she is covered automatically for Basic Life Insurance and premiums will be deducted from gross salary unless coverage is waived within the first period of eligibility. The program offers Basic Insurance coverage and three types of optional coverage: Option A (Standard), Option B (Additional), and Option C (Family).

Federal Employee Pay Comparability Act (FEPCA)

This law provides a structure and methodology to determine and authorize locality-based pay adjustments to Federal employees in order to elevate their basic pay to be commensurate with private sector employees working in the same occupations in the same geographic localities. It also includes a feature to authorize agencies to make advance salary payments to attract candidates for open positions which have consistently been hard-to-fill in certain geographic areas.

Federal Employees' Compensation Act (FECA)

This law provides compensation and medical benefits to civilian employees of the United States for disability due to personal injury or disease sustained while in the performance of duty. A feature of this law provides for the continuation of pay (COP) without charge to leave for up to 45 calendar days due to disability and/or medical treatment following a traumatic injury. Employees file claims with the U.S. Department of Labor, Office of Worker's Compensation, which adjudicates the claims and compensates the employing agencies for the employee's pay and benefits during the claim period.

Federal Employees Health Benefits (FEHB)

Generally, the employee is entitled to coverage by the FEHB program if appointed to a position with Federal retirement coverage or has been on the rolls on a temporary appointment for more than one year. The Federal employer shares the cost of the premium (about 75%); actual premiums depend on the plan selected. If under a temporary appointment, the employee pays both the employer and employee shares. If the position is part-time, the employee pays the employee share and a portion of the employer's share.

Federal Employees Retirement System (FERS)

A retirement plan available to employees of the federal government. FERS covers all employees appointed to a position in the federal government after January 1, 1987. Coverage includes Social Security, a basic annuity plan, and a TSP.

Federal Employer Identification Number (EIN)

Used to identify the tax accounts of businesses. Businesses, which have employees or operate business as a partnership or corporation, must obtain an EIN.

Federal Insurance Compensation Act (FICA)

Employee and employer contributions to Social Security.

Federal Reserve Transit Number

A unique identifier for U.S.-based banks, allowing banks to transfer funds within the Federal Reserve system.

Feeder Line

A type of production line replenishment used in PeopleSoft Flow Production. If you are using feeder line replenishment, smaller production lines create subassemblies that feed directly to your production line.

FEGLI Living Benefits Act

Beginning 7/25/95, a Federal employee who is terminally ill may elect to receive a lump-sum payment equal to the full amount of basic life insurance only, or a limited portion designated in multiples of \$1000. An election to receive this benefit is irrevocable; the individual is considered terminally ill if his /her life expectancy is 9 months or less.

FICA (Federal Insurance Contributions Act)

FICA consists of both a Social Security (retirement) payroll tax and a Medicare (hospital insurance) tax. The tax is levied on employers, employees, and certain self-employed individuals.

Fictitious Calculations

Fictitious calculation rules perform temporary calculations. A fictitious calculation is a sub-calculation run during a normal calculation to determine a net that would have been computed if certain parameters were used. This result is then used for further processing in the normal calculation. A fictitious calculation is always started from inside a normal calculation, run for one payee, and run for a specified set of periods.

FIFO (First In First Out)

Method used by companies to record Disqualifying Disposition Income. If a company uses this method they record the optionees disposition of shares by attributing the shares to the earliest exercise, purchase or release dates for which shares remain available for sale.

Fill-In Employment

Employment held by persons during the time period after leaving their regular occupation in anticipation of, but before entering, military service.

Filter

A filter creates a subset of information. Filters are used in templates to limit your information from a pick list of attribute values.

Final Average Earnings (FAE)

The PeopleSoft Pension Administration function that averages earnings from a specified period of an employee's career. The result is used as a component of the pension benefit formula.

Final Forecast

The final forecast is the prorated version of the adjusted forecast, summarized to all levels of the product hierarchy. This is the best-guess version of the forecast that is used to make all decisions dependent on the forecast.

Final Table Merge Engine

Final Table Merge Engine is used by the PeopleSoft Enterprise Warehouse; it moves enriched data from one table into another. When you run a job in a jobstream, the immediate results are stored in temporary tables. At the end of the jobstream, the Merge Engine runs and merges the output temporary tables into the final tables, where processing can continue.

Financial Accounting

The accounting for a business entity's assets, liabilities, revenues, and expenses to determine its net worth and to produce financial statements. Within Generally Accepted Accounting Principles, a business has some latitude as to when and how to record its financial transactions, as long as it continues to meet its legal and regulatory requirements. A business' financial accounting requirements are not necessarily the same as its cost accounting requirements. The one should not be mistaken for the other (i.e. the extent to which a company's financial accounting system meets its cost accounting needs depends on how it has chosen to describe its chart of accounts and the level at which it has chosen to record financial transactions.

Financial Instrument

In the financial services industry, a specific product or service sold by a financial institution to its customers. In terms of the reporting hierarchy, a product falls under a ledger account, while an instrument falls under a product. A product may be treated like a generic description or category, while an instrument is a specific instance of a category.

Financial Performance Measures (FPM)

For the financial services industry, the Financial Performance Measures program performs calculations on financial instruments based on the rules defined in the Financial Calculation Rules module, and using input from the Cash Flow Generator, Stratification engine, Product Pricing, and Curve Generator. Its calculations include: measures of duration, option-adjusted spread and option-adjusted cost for PeopleSoft Funds Transfer Pricing, and Monte Carlo simulation for PeopleSoft Asset Liability Management.

Financial Product

In the financial services industry, a product or service sold by a financial institution to its customers. In terms of the reporting hierarchy, a product falls under a ledger account, while an instrument falls under a product. A product may be treated like a generic description or category, while an instrument is a specific instance of a category.

Financial Services Instrument

In the financial services industry, products created by financial institutions and sold to retail customers. Product prices and interest rates are set by the financial institutions and take into account its customers' behavioral models.

Financial Statement Simulation

A facility within Planning & Simulation which establishes rules for simulating future period, or pro-forma, financial statements. The user defines corporate financial policies, such as corporate tax rates, dividend distribution frequency, and force balancing rules, which are then applied to cash flows for a given future accounting period. The Financial Statement Simulator engine drives costs and revenues to accounts on PF_LEDGER_F00 via a scenario.

Financials Warehouse

See Warehouses.

First Year Amount

See 1st Year Amount.

Fixed Basis

The basis option enables you to create the data for the Basis online, as part of the rule. Fixed Basis is used with the Allocation Manager only. It is available with all methods except when Period-Based Allocation is being used. The Fixed Basis is a predetermined table that can be populated online.

Fixed Offering

The offering type is fixed when the end date of each offering is the same for all employees regardless of the employee's grant dates.

Fixed Percentage

A fixed percentage value. The source pool amount will be split based on this percentage to get the target amount. Used with the Allocation Manager.

Fixed Period Requirements

In PeopleSoft Enterprise Planning and Production Planning, a lot-sizing technique that sets the order quantity to the demand for a given length of time.

Fixed Picking Bin

A dedicated picking location for an inventory item. Fixed picking bins are replenished from bulk locations when the available quantity falls below the optimal quantity.

Fixed Plan

A stock purchase offering period where the ending offering date will be the same as the purchase date. Eligible employees will always purchase stock on the specific purchase dates and by the purchase rules you define.

Fixed Quantity

An **Inventory Policy** method that defines a fixed amount of an item to be ordered to meet replenishment needs. This method can be selected as an inventory policy for order quantity, safety stock, **Reorder Point**, and minimum and maximum parameters.

Fixed Source

The fixed source option enables you to create the data for the Source online, as part of the rule. Fixed Source is used with the Allocation Manager only. It is available with all methods except when Period-Based Allocation is being used. The Fixed Source is a predetermined table that can be populated online.

Flexible Credit

Any credit associated with a given benefits program, plan, or type of coverage. Credits based on an entire program can be applied toward the benefit costs however the employee chooses.

Flexible Hours

Hours during the workday, workweek or pay period during which a time reporter covered by a flexible work schedule may choose to vary his times of arrival and departure from the worksite (see Scheduling)

Flexible Spending Account (FSA)

An account to which an employee and (optionally) an employer pledge an annual amount for a plan year. The employee then submits claims for authorized expenses.

Flexible TimeSpan

A user-defined period into which costs can be collected. Flexible TimeSpans can be as long or as short as you like—covering multiple years or a single day. The main purpose of Flexible TimeSpans is to assist you in analyzing costs.

Flexible Work Schedule

A method of scheduling a time reporter's time that is based on a range of flex hours of start and stop times and core work hours. This method can be used for scheduling clock and elapsed time reporters (see Scheduling)

FLSA Status

A PeopleSoft Human Resources term that is used to indicate whether a job is exempt or nonexempt according to the Fair Labor Standards Act. All employees associated with a

particular job will receive that job's FLSA Status. FLSA Status is an eligibility determination factor for PeopleSoft Benefits Administration.

Forecast Attribution

A FSI (financial services industry) transformation process through which forecasted product originations are pooled and run through the cash flow engine for future periods.

Forecast Calculation Process

In PeopleSoft Demand Planning, the process by which a **Statistical Forecast** is generated for each item at each level of the view. When a **Forecast Item** is set to recalculate, the system tries several forecast calculation methods and picks the one with the least amount of error. This process also makes adjustments for promotions and filters for abnormal demand.

Forecast Definition

Forecast definitions are a set of forecasting rules that generally govern multiple forecasts distinguished by key properties such as products, customers, channels, and so forth.

Forecast Element

Each forecast within a single definition is called a Forecast Element.

Forecast Fulfillment

In PeopleSoft Demand Planning, a process used to manage forecasted demand over a period of time. The process makes it possible to divide the total forecast demand into portions so that certain portions can be met, even if the total forecast cannot be met entirely.

Forecast Item

In PeopleSoft Demand Planning, a logical item used as the basis to forecast demand. The components of a forecast item key are defined for each level in a forecast view.

Forecast Level

See Level.

Forecast Period

A period in time as defined by the calendar for which data is processed through the PeopleSoft Demand Planning model.

Forecast Start Period/Year

Determines the most recent period for which demand data is available for a forecast view. This period can also be described as the last actual demand period to have had an impact on the forecast.

Forecast View

See **View**.

Foreign Education

Education acquired outside of any state of the U.S., the District of Columbia, the Commonwealth of Puerto Rico, a Trust Territory of the Pacific Islands, or any territory or possession of the U.S.

Form 10-K

A form used for annual reports pursuant to Section 13 or 15(d) of the Securities Exchange Act of 1934 for which no other form is prescribed.

Form 10-Q

A form used for quarterly reports under Section 13 or 15(d) of the Securities Exchange Act of 1934, filed pursuant to Rules 13a-13 or Rule 15d-13. This report, which public companies are required to file quarterly with the SEC, provides unaudited financial information and other selected material.

Form 5500 Participant Count Extract

A PeopleSoft Pension Administration data extract containing data that a plan administrator needs in order to complete IRS Form 5500, used to report on the number of plan participants.

Form S-8

A form used to register securities offered by a reporting company under its employee benefits plans, including stock option plans. Also called the Registration Statement under the Securities Act of 1933.

Form W-2

A form used by employers to provide workers with a statement of wages, tips and other compensation from the previous year. This form, distributed employees by January 31 of each year, reflects state and federal taxes, social security, Medicare wages, and tips withheld.

Formula

Element which enables you to define your own formulas for use—gives further flexibility to define complex organizational needs.

Formula Plan

This compensation distribution plan type is based on a pay out rule, as the pay out rule is defined. The pay out rule can be based on a flat amount, a percentage, or a data element. Whereas a Target Plan distributes pay out based on a comparison of a performance measure against a target, in a Formula Plan the pay out is based just on the pay out rule.

French Professional Elections

French companies employing a certain number of employees must hold elections for selecting personnel representatives (Délégués du personnel), and members of the Work Council (Comité d'Enterprise).

Frozen Rate

A rate that is applied to allocate resources to activities in place of the actual, budgeted and capacity rates calculated by the Activity-Based Management (ABM) Engine.

FTE (Full Time Equivalency)

FTE is the percent of full time the employee should normally work in this job. Full time is defined by the Standard Hours specified in either the Salary Plan Table or the Default Standard Hours specified in the Installation Table.

FTP (Funds Transfer Pricing) Adjustments

Adjustments made to the PeopleSoft Funds Transfer Pricing (FTP) base rate, for such factors as geographic premiums, liquidity premiums, embedded options, or incentive programs.

FTP (Funds Transfer Pricing) Base Rate

In PeopleSoft Funds Transfer Pricing (FTP), this refers to the basic charge or credit that is applied to a ledger account, a product, or an off-balance sheet position.

FTP (Funds Transfer Pricing)

See PeopleSoft Funds Transfer Pricing.

Full-Time Equivalent

See FTE.

Function

A category of pension calculation. PeopleSoft Pension Administration divides a pension calculation into nineteen “core functions” such as Service, Final Average Earnings, and Benefit Formula.

Function Result

The calculation rules for any of PeopleSoft Pension Administration’s nineteen core functions. These rules match Definitions—the specific parameters for the function—to the Groups of employees that use that particular definition. Function Result also refers to the value produced by the rules.

Fund ID

In the financial services industry, Fund ID is a lookup code used to track investment funds associated with a financial instrument or account. Provided primarily by the financial analytic applications to track investment funds for insurance policies.

Funds Transfer Pricing (FTP)

See PeopleSoft Funds Transfer Pricing.

Fungible

This term describes a resource used for multiple activities.

Future Period

Any pay period which is not current and whose close date hasn't passed (see Time Reporting).

Future Periods

The number of periods of future forecasts maintained by the PeopleSoft Demand Planning system.

G**Gang Reporting**

See Crew Reporting.

General Deduction

Any non-benefit deduction. Examples include charitable deductions, union dues, parking, garnishments, and bonds. General Deductions are calculated from the General Deduction Table; Benefit Deductions draw on one of the benefits tables.

General Ledger Distribution

The process and guidelines by which accounting information is transferred from your PeopleSoft Receivables or Deduction Management system to a general ledger system.

General Schedule (GS)

Compensation and pay plan used by the Executive Branch of the federal government.

Generation Control

Generation control elements allow you to indicate to the system whether to process an element based upon criteria you define. There are six parameters that control this function and comprise the definition of the generation control element—HR Status, HR Action/Reason, Segment Status, Frequency, Formula, and Run Types.

Generic Conversion Factor

A conversion factor that applies universally between two units of measure. The factor is used in the conversions between levels of PeopleSoft Demand Planning **Forecast Items** and Inventory Planning **Policy Item**.

Generic Process Type

This term applies to Process Scheduler. Process types are identified by a generic process type. For example, the generic process type "SQR" includes all SQR process types, such as "SQR Process," "SQR Report," and so on.

Geo RSZ Code

This code is for Belgian employers to track the geographical location for RSZ codes.

Geographic Location Code

In Canada this code is prescribed by the government and refers to the location a business is in.

Giveaway Adjustment Type

In PeopleSoft Order Management, the price break tables are set up to indicate what product the user receives as a free premium based on defined quantities or prices. The giveaway item does not have to be the same product that the customer is purchasing. For instance, you may set up a price break that indicates that a purchase of 100 widgets entitles the customer to one or more free T-shirts. The system automatically adds an order line for the free item. Giveaways cannot be applied to the total order.

Goals Matrix

In PeopleSoft Workforce Analytics, a matrix used to create calculation rules for group or employee performance goals. You can combine and standardize multiple performance goals into a single, weighted, goal score, against which actual performance is compared. A Goals Matrix can be used to in conjunction with a pay out distribution plan called a Target Plan.

Grace Period

A period that is a number of hours or minutes before or after a scheduled punch where a time reporter's punch is accepted. For Stock Administration, the period of time an optionee has to exercise an option after termination and before the option expires.

Grade

A range of pay in a graduated scale that includes positions of different occupational groups. The work performed should be equivalent as to the level of difficulty and responsibility and the level of qualification requirements of the work. The levels are established and designated within a specific pay plan by law or regulation.

Graduate Education

Successfully completed education in a graduate program for which a bachelor's or higher degree is normally required for admission. To be creditable, such education must show evidence of progress through a set curriculum, i.e., it is part of a program leading to a master's or higher degree, and not education consisting of undergraduate and/or continuing education courses that do not lead to an advanced degree.

Grandfathered Benefit

A benefit that an employee was entitled to prior to a change in the plan and that defines the employee's new minimum level of benefits. The change might be caused by a plan merger, new legislation, or a plan amendment.

Grant

A contractual right giving an individual the option to purchase a specified number of shares of stock through an Equity Compensation Plan. Also known as an option.

Grant Agreement

The legal document issued by a company defining the number of shares granted, grant price, vesting schedule and other terms and conditions of the stock option or stock award.

Grant Date

The date the individual begins participating in a stock purchase offering. The date on which an option or other award is granted. The date the company enters into the grant agreement. The underlying stock's fair market value on this date generally derives the option price.

Grant Price

The price per share at which the stock option was granted. This is the price per share the individual must pay when exercising the option.

Gross Salary

The sum of an employee's salary and earnings defined as part of gross salary. The gross salary is used to calculate budget amounts for benefit plans defined as a percentage of an employee's salary.

Gross-up

The process used to calculate taxes and resultant gross pay from a check for an exact net amount.

Group

In PeopleSoft Billing, a specific term for a posting entity composed of one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

Group

Any set of records associated under a single name or variable in order to run various calculations in PeopleSoft Business Processes. In Time and Labor, for example, employees are placed in groups for time reporting purposes, while in Administer Variable Compensation, groups identify which employees are eligible for what forms of compensation. In PeopleSoft Pension Administration, you'll use Custom Statements to define criteria for grouping employees, then by associating calculation rules (Definitions) with specific Groups, you can vary rules for different classes of employees.

Group Asset

A financial asset with no cost information. It is used to depreciate the sum of the costs of its associated group member assets.

Group Asset Depreciation

The depreciation of a group asset calculated using an average service life set by a local regulatory agency and a calculated group depreciation rate.

Group Coverage (Or Generic) Qualification Standards

Standards prescribed for groups of occupational series that have a common pattern of education, experience, and/or other requirements.

Group Member Asset

A financial asset with cost information. Cost information for all group members of a group asset is summed up to the group asset level, where depreciation is calculated.

Group Security

The ability to grant or deny access to groups. You can set up group security by Group ID or by user ID.

Group Security [Time and Labor]

The ability to grant access to employee time, by providing security through Time and Labor's groups functionality. For example, you might want your employees to only access their own records, or allow your supervisors who handle all of the time input for have access to specific groups. You can restrict the user from accessing everyone, or allow the user to be able to access only their own records, or only a specific group. This feature also provides the ability for employees to report their own time.

Group Type

An indicator of the activity that created the billing group: billing, maintenance, payment, transfers, or unposted.

H

Handicap Code

A code that identifies a type of physical or mental impairment that substantially limits one or more of an employee's major life activities.

Hazard/Disposal Code

An inventory item group sharing a disposal routine.

Headcount

The number of people represented by a given Employee Survey record in the PeopleSoft Enterprise Performance Management product line.

Health and Safety Executive (HSE)

Health and Safety reporting for your UK operations is sent to the local office of the HSE per the requirements of the RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations).

Health Benefits Code

An alpha/numeric code that identifies each Health Benefit plan.

Health Benefits Effective Date

Date the health benefit plan goes into effect or the effective date of cancellation.

Hierarchy

Hierarchy refers to the relationship between the levels in a dimension.

Highly Compensated Employee (HCE)

An IRS employee category applied to employees who are considered “highly compensated” according to a federally set standard. This distinction is used for the purposes of nondiscrimination tests, to determine that Section 401 and Section 129 plans do not discriminate in favor of highly compensated employees.

HIPAA

The Health Insurance Portability and Accountability Act of 1996. PeopleSoft Benefits applications enable you to comply with this act, which requires that employers provide Certificates of Group Health Plan Coverage to employees who have their health coverage terminated. This certificate lists group health coverage an employee had for the twelve month period prior to the date coverage ended as a result of termination of coverage. The HIPAA certificate will be used by subsequent health coverage carriers to evaluate pre-existing condition clauses, if applicable.

Historical Periods

In PeopleSoft Demand Planning, a component that indicates the maximum number of periods of historical demand maintained for a **Forecast Item** within a **Forecast View**. Historical periods must be a minimum of two years in order to support the development of seasonal models based on an item's demand history.

Historical Rules

An element used to set up rules that retrieve data from prior periods. Historical rules can be used in formulas and fictitious calculations.

Historical Usage Calculation Method

In PeopleSoft Inventory Planning, a method that defines the set safety stock or minimum inventory level. The usage is based on the review of historical demand over the number of effective periods. The historical demand quantity is determined by one of four methods; maximum possible usage, Lead Time, estimated daily or period use, and static values calculations.

Hold Grade/Step

Grade/step the employee was in prior to receiving a temporary promotion.

Hold Last Equivalent Increase (LEI)

Date held by an employee for this event prior to receiving a temporary promotion. Necessary in order to establish the WGI due date if returning to original grade/step.

Hold Position Description

The new position description number that is the result of a reclassification action prior to the NOA being processed.

Hold Purchase

A flag that tells the system to keep this participant in the purchase process. The hold flag is maintained at the contribution page.

Hold Within Grade Increase (WGI) Due Date

WGI due date prior to an employee receiving a temporary promotion.

Holding Period

Typically refers to the holding period required for ISO's and Qualified Section 423 Purchase Plans, to receive preferential tax treatment on a disposition of shares. See Disqualifying Disposition.

Hours Counting Service

A service calculation that uses actual or generated hours to determine the service credited to a pension plan participant.

Hours Equivalence Service

A service calculation that uses hours to determine service, but that uses a set number of hours per day, week, or other period worked rather than counting actual hours.

HR Action/Reason Category

A group of related job actions—for example, hire and rehire—treated similarly for pension purposes in PeopleSoft Pension Administration.

HRMS Warehouse

See Warehouses.

I***Ignore Plan***

Complex event processing feature of PeopleSoft Benefits Administration that enables the user to designate plan types linked to a particular Event Rules/Event Classification combination as being unaffected by Benefits Administration processing.

Ignore Violations

The ability to report over capacity violations but not to score or repair them during the optimization process.

Imputed Income

Theoretical income that a company pays on behalf of an employee but the individual does not actually receive. This “theoretical income” must be added to the employee’s gross wages. In general, imputed income refers to the value of excess Group Term Life or Dependent Life coverage.

In Punch

Indicates start of a shift.

In the Money Option

When the fair market value of the stock is greater than the grant price of an option.

INAIL code

In Italy, the INAIL code is used to classify jobs according to the level of risk associated with the job and the related risk insurance required by the employer. INAIL codes are defined by the employer.

Incentive Pay Plans

In PeopleSoft Workforce Analytics, pay plans that are formula-driven based on the expected results defined at the beginning of a performance cycle. Incentive plans are designed for the individual worker, or for group levels such as teams, business units, divisions, or company-wide. Incentive plans are used for a variety of reasons; including cost control, alignment of employee and shareholder interests, and increased focus on specific performance indicators.

Incentive Plans

Pay plans that are formula-driven based on the expected results defined at the beginning of a performance cycle. Incentive plans can be designed for the individual worker or at group levels such as teams, business units, divisions or company wide.

Incentive Stock Option (ISO)

For an option to be considered an Incentive Stock Option, it must have the following characteristics:

- The option must be granted pursuant to a plan which includes the aggregate number of shares which may be issued under options and the employees (or class of employees) eligible to receive options, and which is approved by the stockholders of the granting corporation within 12 months before or after the date such plan is adopted;
- The option must be granted within 10 years from the date such plan is adopted, or the date such plan is approved by stockholders, whichever is earlier;
- The option is not exercisable after the expiration of 10 years from the date such option is granted;
- The option price is not less than the fair market value of the stock at the time such option is granted;
- The option is not transferable by such individual otherwise than by will or the laws of descent and distribution, and is exercisable, during his lifetime, only by him, and;
- The optionee, at the time the option is granted, does not own stock possessing more than 10% of the total combined voting power of all classes of stock of the employer corporation or of its parent or subsidiary corporation.

Incomplete Punch

A punch that cannot be processed (i.e. missing employee ID, invalid date or time).

Incremental Budgeting

A budgeting option during budget development that uses prior year actual or budget values as a basis and then applies a percentage that increments the base. PeopleSoft Budgeting-specific.

Incumbent

An employee currently assigned to a position.

Indirect Compensation

Typically involves non-cash types of compensation awarded to the individual in exchange for their contribution to the organization. Common types of indirect pay include health and welfare benefits (for example, medical, dental, vision, long-term disability, short-term disability, unemployment insurance), payment for time not worked (for example, holiday, vacation, sick), and employee services and perquisites (for example, club memberships, parking, holiday gifts).

Indirect Cost

A cost that is assigned by management to an activity or a cost object. An example is the cost of office space assigned to an activity.

Individual Occupational Requirements

Requirements, e.g., experience or education, for particular occupational series of positions within a series and are used in conjunction with a group coverage (generic) standard.

Individual Retirement Record (IRR)

Used by the Office of Personnel Management (OPM) as the basic record for determining the retirement benefits payable to separated federal employees and their survivors. Employees covered by the CSRS retirement plan require SF-2806. Employees covered by the FERS retirement plan require SF-3100. In addition, the SF-2806-1 and SF-3101 are used for corrections to the IRR. See also Correction to IRR.

Inherit Control Group Policies

In PeopleSoft Inventory Planning, a feature that controls whether the policy for an item is set explicitly or defaults from the associated **Policy Control Group**. A series of check boxes enable you to define which policies to inherit.

Initial COBRA Events

The event which makes an individual eligible for COBRA coverage. Typical initial COBRA events include loss of benefits eligibility due to termination, reduction in hours, retirement, and military leave, as well as divorce, death of employee, and Medicare entitlement. See COBRA and Secondary COBRA Events.

INSEE (National Institute for Statistical and Economical Studies) Codes

INSEE is an official statistics and economics organization in France. INSEE codes for your French company's organizations are used in regulatory reporting.

INSEE PCS (Classification par Catégorie Socio-Professionnelle) Code

Each PeopleSoft Human Resources French Jobcode is linked to a four-digit INSEE PCS, or social/professional classification code.

In-Service Date

In PeopleSoft Asset Management, the date upon which an asset is placed in service. In-service date is used in conjunction with an asset's prorate convention to determine Begin Depr Date.

Inservice Placement

Includes a noncompetitive action in which a position is filled with a current or former competitive service employee through promotion, reassignment, change to lower grade, transfer, reinstatement, reemployment, or restorations. Inservice placement also includes noncompetitive conversion of appointees whose Federal excepted positions are brought into the competitive service under Title 5 CFR 316.702, and Department of Defense/Nonappropriated Fund (DOD/NAF) and Coast Guard NAF employees whose positions are brought into the competitive service.

Insider

An officer, director or principal shareholder of a publicly owned company and members of his or her immediate family. This category may also include other employees of the company and people who obtain nonpublic information about the company.

Insider Trading

When a person trades a security while in possession of material non-public information in violation of a duty to withhold the information or refrain from trading. The securities law broadly prohibits fraudulent activities of any kind in connection with the offer, purchase, or sale of securities.

Instance

A row of data on the Positive Input table. Instances of positive input can be entered manually, or can be system generated. They can also be received from other applications, such as PeopleSoft Time and Labor.

Integration Level

The salary level in a defined benefit excess plan at which a higher benefit rate becomes applicable. For example, the following formula uses a \$10,000 integration level: 1% of Final Average Earnings up to \$10,000 plus 1.75% of Final Average Earnings over \$10,000.

Integration Template

A high-level template that defines the integration between PeopleSoft Projects and your other financial applications. Each integration template you create defines a specific set of business units from your other financial applications. Each project is then assigned an integration template containing this preset integration information. You can use Integration Templates to set up joint ventures, and new transactions added to that project will reflect the business units defined in the integration template.

Intensity

The cost for each unit of the activity driver.

Interest

Some companies pay interest on the monies that are being withheld from employees' paychecks. The interest plus the employees' stock purchase contributions are used to purchase stock at the end of the purchase period.

Interest Rate Modeling

An FSI feature that allows you to model interactively interest rate scenarios for Asset Liability Management, and to run rate scenarios and analysis in real time.

Interest Rate Sensitivity Model

In the financial services industry, this support module describes in granular terms how a group of customers holding a specific type of instrument with a particular interest rate will respond to changes in interest rates in the market.

Interface Loader

An SQR delivered with PeopleSoft Asset Management that is used to transfer load lines into the PeopleSoft Asset Management loader tables.

Internal Data

Data from PeopleSoft ERP systems, or other legacy ERP systems used by your organization.

Interpolation

To calculate a value of a function, or series, between two known values.

Interunit Account

The account for each business unit to which other business units in the same corporation refer when they need to distribute amounts across business units. These accounts are used to keep the individual ledgers in balance when a single transaction affects multiple business units.

Inter-Unit Drivers

Drivers that provide a means of establishing relationships between the cost objects of one organization with the supporting activities of the organizations that share business units and models.

Interunit Transaction

A transaction that involves moving amounts from an account in one PeopleSoft General Ledger business unit to an account in another General Ledger business unit.

InterUnit Transfer

A transfer that occurs between different business units.

IntraUnit Transfer

A transfer that occurs within one business unit.

Intrinsic Rewards

A reward that is generated by the worker internally such as job satisfaction, as opposed to Extrinsic Rewards which are tangible rewards.

Inventory Adjustment

A process that enables you to change the quantity of an item in the inventory system to match the actual physical quantity found in the **Storage Location**.

Inventory Business Unit

Usually a warehouse. You establish a separate inventory business unit (IBU) for any one of the following reasons: 1) You want on hand visibility to a specific location of your business that manages inventory. 2) You want to define replenishment rules for a specific location of your business that manages inventory. 3) You maintain standard and average costs in a specific location of your business that manages inventory.

Inventory Cost Element

A cost that can be associated with inventory items and inventory transactions. Examples include freight, overhead, and transportation. Each cost element has a unique cost code.

Inventory Item

A tangible commodity that is stored in an Inventory business unit (Ship From warehouse).

Inventory Location

See **Storage Location**.

Inventory Policy

In PeopleSoft Inventory Planning, a set of rules that controls how inventory policy values are calculated for items. Inventory policy is defined at the **Policy Control Group** and stockkeeping-unit levels. The elements that make up inventory policy are order quantity, safety stock, **Reorder Point**, and minimum and maximum policies.

Inventory Transaction

An event that moves inventory into, within, or out of the inventory business unit. Examples include material transfers, inventory adjustments, and standard issues.

Inventory Transaction Group

An identifier that categorizes transactions by type for costing purposes. For example, you can group all types of interunit transfers together.

Invoice Format Identifier

An identifier for the formatting options that determine the sorting and summarization levels of invoice information.

IRC 423 (Internal Revenue Code 423)

The section of the IRC that defines a Qualified Employee Stock Purchase Plan.

IRR Fiscal Data Accumulation

This report accumulates all retirement deductions for employees, as well as any LWOP and any basic pay that was received when an employee was not covered by the CSRS or FERS retirement plans.

IRR Remarks

Special remarks that are documented on an employee's IRR. IRR Remarks can be set up ahead of time and can be system-entered text or employee-specific.

IRR Status

IRRs can be in pending or final status. Those in pending status can be updated and corrected. A final status indicates that the IRR has been processed and can't be updated or corrected except through a Correction IRR or a Supplemental IRR.

IRR Worksheet

A preliminary IRR form that enables an agency to print a pending IRR for a separated employee, review it and make corrections, if necessary. Agencies can also use the IRR Worksheet to view a current IRR for an active employee.

ISO IRS \$100K Limit

The limit the IRS places on the exercisable value of Incentive Stock Options (ISOs) of \$100K per calendar year based upon the fair market value at the time of grant (Section 422 of the Internal Revenue code).

ISO to NQ Grace Period

The period of time after which an Incentive Stock Option is treated as a Non-Qualified Stock Option for tax purposes upon the termination of employment according to Internal Revenue Code Sections 421 and 422. Depending on the termination reason the option is treated:

- If the termination reason is for any reason other than death or disability, and an exercise occurs more than three months from the termination date, the system withholds taxes as if the option is a non-qualified stock option.
- If the termination reason is disability, the system withholds taxes if an exercise occurs more than twelve months from the termination date.
- If the termination reason is death, the system always treats the option as an ISO.

Issue

See **Material Issue**.

Issuer

A legal entity that has the power to issue and distribute a security.

Item

See **Inventory Item Planning Item** or **Receivables Item**.

Item Content Provider

Third-party software consisting of web-based catalogs of item and price information. These systems benefit the design and purchasing of new products by accelerating item location, maximizing design reuse, and reducing acquisition costs. PeopleSoft Purchasing, Engineering, and Inventory integrate to Item Content Providers, and the information is used by many other PeopleSoft applications.

Item Rounding Rules

A set of rules determining how fractional values are rounded so that calculations result in whole numbers. Rounding rules are used in conjunction with **Quantity Precision Rules**.

Item Simulation

In PeopleSoft Demand Planning, a process that enables you to interact with the forecast in a manageable manner and perform "what-if" analysis by comparing the effects of different forecast models.

Item Type

An identifier that defines inventory items at a very high level, and may include sets of Item Families. For example, the families Computer Items and Office Furniture might be categorized by types like Outside Manufacturing, Finished Goods, and Work In Progress.

Item-Specific Conversion Factor

A conversion between the same two units of measure when the measurements have a different value for an item. For example, a conversion between packaging unit and stocking unit.

Iterative Processing

Refers to a concept on only re-calculating those payees who have had changes and need to be recalculated (if you choose to run your payroll multiple times before actually finalizing it). This concept saves you a lot of time as you only have to recalculate those payees who have had a data change or who you indicate you would like to be recalculated.

J***Java Server Handlers (JSH)***

The JSH manages network connectivity, making service requests from the Jolt Repository, and translating Tuxedo buffer data into the Jolt buffer.

Java Station Listeners (JSL)

The JSL handles the work of the client connection, tracking client messages, and session handoff.

Job Code

An ID for a job as defined on the Job Code table.

Job Code Components

The pay components assigned to a job code by associating rate codes with job codes on the Default Compensation page or the Non-Base Compensation page of the Job Code table.

Job Code Cost

Evaluation of salaries for specific job codes.

Job Compensation Rate

The compensation rate of the corresponding job row.

Job Events

Actions relevant to an employee's employment—such as a hire, transfer, or termination—that can affect benefit program or plan eligibility. Used by PeopleSoft Benefits Administration. See Event Class.

Job Order Cost Accounting

A cost accounting method that attempts to develop a discrete cost for each job performed or product produced. Only the material, labor, and overhead required to complete the job are attributed to the job cost.

Joint and Survivor Payment Option

A form of pension payment in which benefits are paid for the life of the participant and a beneficiary. Should the beneficiary outlive the participant, the benefit continues (often in a reduced amount) for the life of the beneficiary.

Joint Staffing Report

In the United Kingdom governmental agencies are required submit the Joint Staffing Report. Although it is mainly designed for government sector organizations, commercial organizations may also use this SQR to provide a summary of their staffing by department, job code, gender and full/part time employment status.

Jolt

A BEA/Tuxedo companion product that runs on an application server domain and is used to listen for Web Client Java requests and transfer them to Tuxedo.

Journal Code

The second highest level of three categories for defining a financial transaction (or document), necessary when using document sequencing. Examples of journal code are domestic sales and export sales. This category is preceded by journal type and followed by document type.

Journal Generator Template

A table containing defaults to be used in journal generation. PeopleSoft Asset Management and Billing require one journal generator template for each transaction type.

Journal Line

A record storing a double-sided, balanced entry for a given journal. A single journal usually includes multiple lines. The sum of the monetary amounts for the journal lines in one journal totals zero (debits = credits).

Journal Template

A list of the characteristics of the general ledger journal entries that will be created from your PeopleSoft Receivables system.

Journal Type

The highest level of three categories for defining a financial transaction (or document), necessary when using document sequencing. Examples of journal types are sales journal and purchase journal. This category is followed by journal code, then document type within the journal code.

Journal Voucher

A PeopleSoft Payables voucher that enables you to make accounting entry modifications while keeping your PeopleSoft General Ledger and Payables systems in sync. Like the adjustment voucher, the journal voucher is linked to an existing voucher.

K***Kanban ID***

A unique identifier used to track Kanban cards and replenishment requests when using PeopleSoft Flow Production.

Keep Ledgers in Sync

An option in PeopleSoft General Ledger that defines how a transaction should be posted—to all ledgers in a ledger group as opposed to only a single specified ledger.

Key

See **ChartKey**.

Key

One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

Key Performance Indicator (KPI)

KPI is used by the PeopleSoft Performance Management analytical applications. KPIs are high-level measurements of how well an organization is doing in achieving critical success factors. A KPI defines the data value or calculation from the Data Warehouse tables upon which an assessment is determined.

KPI (Key Performance Indicator)

See Key Performance Indicator.

Knowledge, Skills, And Abilities (KSA)

Also known as Competencies, these are attributes required to perform a job and are generally demonstrated through qualifying experience, education, or training. *Knowledge* is a body of information applied directly to the performance of a function. *Skill* is an observable

competence to perform a learned psychomotor act. *Ability* is competence to perform an observable behavior or a behavior that results in an observable product.

L

Labor Costs

Actual expenditures associated with *salary* portion of time reporter expense.

Labor Dilution

A process that occurs after the Labor Distribution process in PeopleSoft Time and Labor. The labor dilution process takes the costs that the payroll system has calculated for payable time, determines an average or rate per hour, and applies the average amount evenly across all reported hours for the day.

Labor Distribution

The process of distributing payroll expense to the corresponding payable time entries generated in PeopleSoft Time and Labor.

Labor Distribution Amount

An actual labor cost associated with reported time.

Last Equivalent Increase (LEI)

Reflects the effective date of the last step received in grade or the last promotion, whichever is most current (does not include QSI). Used as the basis to establish an employee's WGI due date.

Last Physical Counting Event

The last date the inventory item was counted. This information is stored with each inventory item.

Last Purchase Date

The item's most recent purchase date in the inventory business unit.

Last Putaway Date

The item's most recent putaway date in the inventory business unit.

Last Putaway Document Number

The item's most recent putaway document identification number in the inventory business unit.

Last Receiving Date

The item's most recent receipt date in the inventory business unit.

Last Shipping Date

The item's most recent ship date in the inventory business unit.

Last Shipping Document Number

The item's most recent shipping document identification number in the inventory business unit.

Law Enforcement Officers (LEOs)

Positions within the Federal government involving law enforcement. Under FEPCA, many of these positions are entitled to additional special pays.

Lead-Time Estimated Usage

An inventory planning method for calculating historical usage of an item. The historical demand is prorated on a daily basis and then multiplied by the number of days lead time for each effective historical period. The maximum period value is then used as the safety stock or minimum stock level. This method should be used for items that have a steady demand pattern throughout each period.

Lead-Time Period Usage

An inventory planning method for calculating historical usage of an item. The purchase lead time is rounded up to a specified number of periods. The historical demand is calculated as the maximum usage during these periods and the safety stock or minimum-stock level is set to this value.

Leave

Time entitled to an employee as a benefit, such as, Sick, Vacation, STD, and LTD. This process is managed by HRMS (see Time Reporting).

Leave Accrual Processing

Processing of leave accruals is used to maintain employee leave balances. All leave benefit plans accrue leave by length of service or number of hours worked. Leave accrual processing is used to determine the employee's leave accrual award and resulting leave balance.

Leave Accruals

Hours that employees earn to use at another time, such as annual leave and sick leave.

Leave Plan

A method for earning and managing leave time.

Leave Without Pay (LWOP) Total (Cumulative)

An employee's cumulative number of hours of leave without pay (LWOP).

Ledger Group

In PeopleSoft General Ledger, a group of ledgers consisting of one primary ledger and secondary ledgers.

Ledger Mapping

Ledger mapping is a process that enables you to relate expense data from your general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as rates) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In the PeopleSoft Enterprise Warehouse (EW), Ledger Mapping enables you to map general ledger accounts to the EW Ledger table.

Ledger Template

A table containing records and fields common to all ledgers that ensures that all ledgers specified in a ledger group share the same physical layout.

Ledger Type

The unique combination of a single ledger, scenario, and fiscal year. Multiple ledger types make up a ledger type set.

Ledger Type Set

A collection of ledger types, the members of which will represent the members of your ledger type dimension.

Legend ID

A way of recording information that is displayed upon the Issuance Instruction Report. Can be used to record a notice that should appear on the back of a stock certificate indicating that the shares represented are "Restricted Securities." Can also be used to indicate how shares should be processed, as in the case of Swaps, Trades, Repurchases and SAR Exercises.

Level

A section of a tree that organizes groups of nodes.

Defines a set of **Forecast Item** with a common key structure. Each level is related in a hierarchical definition with other levels in the view. A level definition contains descriptive and control data that relates to the operation of the forecast at each level within the view.

Level

The section of a tree that organizes groups of nodes.

Level Income Payment Option

An annuity form of pension payment in which payments are increased in early years (prior to eligibility for Social Security benefits) and decreased in later years when Social Security benefits are also received. The goal is to provide a relatively constant total retirement income both before and after Social Security eligibility.

Life Profile

In PeopleSoft Demand Planning, a feature that enables you to establish product forecasts based on predefined patterns in an item's life cycle.

Lifecycle (of Reported Time)

A representation of time through the various stages of Time and Labor; includes processing of current, future, and previous period time from scheduling and time capture through Time Administration and distribution.

LIFO (Last In First Out)

Method used by companies to record Disqualifying Disposition Income. If a company uses this method they record the optionees disposition of shares by attributing the shares to the most recent exercise, purchase or release dates for which shares remain available for sale.

Line-Item Budgets

The budget amounts associated with ChartField distributions that make up an organization's budget. Line-item budgets include personnel costs as well as operating and maintenance costs. They also include revenue estimates. PeopleSoft Budgeting-specific.

Line Schedule Editor (LSE)

PeopleSoft Production Planning utility or tool that displays production tasks for multiple products on multiple resources across multiple periods of time.

Literal Mapping

In PeopleSoft Demand Planning, a mapping option for formatting data that is common to all records being imported. This enables you to set an available field value for all the loaded rows.

Load

The feature that initiates a process to automatically load information into a PeopleSoft application—for example, populating the PeopleSoft Benefits database with plan-level election information.

Load Activation

Load Activation enables you to specify exactly which part of your Data Mart to build, including security. You set up load activation on the Load Activation page.

Load Planning

The PeopleSoft Inventory feature that picks, packs, and ships orders by Load ID. Load Planning is also used to estimate shipping weight, volume, and charges.

Loader Table

Any table in PeopleSoft Asset Management used to store load lines before they are loaded into the system as open transactions. The loader tables comprise INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B.

Loan Exercise

A form of cash exercise, typically requiring a loan agreement and a promissory note.

Local Code

In PeopleSoft Demand Planning, a type of validation used for a user-defined field code. If a user-defined field is marked to require local table validation, **User-Field Code** are used to determine the list of valid values for the field.

Local Functionality

Local functionality is the set of information in PeopleSoft HRMS that is available for a specific country. You can access this information when you click on the appropriate country flag push button in the global window, or when you access it by a local country menu.

Location Accounting

An accounting method that captures and records material movement within the warehouse, providing accounting visibility based on where the inventory resides. You can designate certain **Storage Area** as raw material, WIP, or finished goods by assigning the corresponding account ChartField (account, department, product, and project ID) to the storage area. All inventory locations in a storage area use the storage area account.

Location Code

Locations enable you to indicate the different types of addresses a company has—for example, one to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each of these addresses has a different location number. Every customer role must have a primary location, which will be used throughout the system on all panels that display a customer address. The primary location—indicated by a *1*—is the address you use most often when contacting the customer, and may be different from the customer's main address.

Location Summary

A Picking Plan option that sorts the picking plan according to the highest-level sort options defined and prints the order lines and the total item quantity to pick from each **Storage Location**. Because the layout of the printed report reflects the actual positions of stock to be picked, personnel can follow a serpentine path through the warehouse, fulfilling all orders on the picking plan without revisiting locations.

Lock for Confirm

A flag on the Pay Line record that enables users to access the database 7 days a week, 24 hours a day, without affecting or interrupting payroll processing. Issues a warning message "A payroll is currently in process for this employee. This data will not be processed until the next payroll."

Log file

One way that you can monitor the build process is to review the log files that the build process automatically generates. Keep in mind that the log file is entirely separate from the script file; do not confuse the two. How much information that the log file contains is up to you. You can set up your logging so that all status (both good and bad) appears in the log, or you can specify that just the errors or warnings appear in the log. This section describes the options you can specify in regards to the Build log file.

Long-Term Variable Compensation

In PeopleSoft Workforce Analytics, a component of direct compensation that consists of long-term payments to an employee in the form of stock programs, and deferred compensation.

Lookup Codes

In the financial services industry, these are user-defined codes that enable the system to define and categorize incoming Instrument table information. They also provide a means for you to report on specific data, such as treasury position, balance type, and ledger account.

Lot Status

The status assigned to a lot. In PeopleSoft Inventory, a lot's status can be Hold, Open, Rejected, or Restricted.

Lump Sum

A tax method that determines withholding based on the Canadian Lump-Sum tax table.

Lump Sum Payment Option

A form of pension payment in which some or all of a participant's benefit is paid as a single sum.

Lump Sum Reporting

A Time and Labor process that enables you to report time in a lump sum of hours or units for a single Time Reporting Code, and quantities of time. The system uses a batch process to gather the information you enter, perform edits, and update the daily time tables. The system uses the default assignments you establish for workgroups, taskgroups, shifts and so on.

M***Maintenance Worksheet***

A work space for creating write-offs, matches, or adjustments to clean up posted items.

Manage Base Pay Structure

See Base Pay Structure

Manage Compensation Planning

A PeopleSoft Workforce Rewards module that facilitates modeling and analysis of compensation costs across organization units, specific job classifications, or groups. You can focus on the impact of changes to workforce size, or on changes to fixed and variable compensation elements, and determine their effects on current and future payroll costs.

Manage Market Compensation

A PeopleSoft Workforce Rewards module you use to match your company's jobs to similar jobs found in published market compensation surveys. You then calculate a target market rate based on a weighted average from multiple surveys. This market rate is then used to assess your company's gap to market and to perform cost impact analysis.

Manage Retention Planning

A PeopleSoft Workforce Rewards module that enables organizations to analyze the factors that lead to employee turnover, and how retention of key employees affects business performance and goals.

Manual Checks

Any checks calculated and prepared outside of the PeopleSoft Payroll system that you must enter into the system manually.

Manual Count

A PeopleSoft Inventory procedure in which you enter the actual count data and then create the counting event with its header, item records, and count quantities.

Manual Events

Events that are inserted by the user manually through the BAS Activity table. Events are actions that occur, which potentially change employee benefit coverage eligibility—see Event Class for more information. Used by PeopleSoft Benefits Administration.

Manufacturing Cost Element

A particular category of an item's cost. For example, when you produce a subassembly that has a cost of \$100, the cost can be broken down further into material costs, labor costs, and overhead costs.

Manufacturing Execution Systems (MES)

Third-party system that enables detailed planning and execution of production activities from production order release to completing finished goods. PeopleSoft Manufacturing integrates to MES.

Manufacturing Task

Any job that can be performed within your manufacturing facility. A manufacturing task is associated with the work center in which the task is completed.

Map File

A file that defines the relationship between fields in a third-party system and PeopleSoft Demand Planning tables.

Mapper Type

This defines whether you are mapping actual or budgeted general ledger line items to resource ID within PeopleSoft Enterprise Performance Management.

Marginal Tax Rate

The tax rate that applies to the next dollar of income generated.

Market Compensation

A compensation review process in which you match your company's jobs to similar jobs found in published market compensation surveys, for the purpose of establishing new target market rates. Also referred to as Market Based Pricing or Market Analysis.

Market Capitalization

The value of a corporation as determined by the fair market value of its issued and outstanding common stock. It is calculated by multiplying the number of outstanding shares by the current fair market value of a share. Analysts look at market capitalization in relation to book, or accounting, value for an indication of how investor's value a company's future prospects.

Market Rate

Compensation rates, usually for regular base compensation or total cash compensation, found in published salary surveys. You use the Market Compensation module in PeopleSoft Workforce Rewards to age and weight this data, to create market rates you can compare against your organization's current pay rates.

Mark-to-Market (MTM) Model

In the financial services industry, the reevaluation of a portfolio's position at current market levels.

Market Variance

A comparison of the difference between an individual's, or group's, actual compensation, and available market compensation data for a comparable population in industry. Market compensation data is usually tied to job codes, and comparisons are usually made between similar jobs. Although the variance to market can be evaluated for any of the compensation components in the Compensation tree hierarchy (such as Total, Direct, or Base), market compensation data is most typically available for, and used in evaluating Base Pay (Base Salary). The main point of reviewing the market variance is to evaluate how well your workforce is paid in comparison to both prevailing compensation in industry, and your own organization's compensation strategy.

Mass Adjustment

A process of applying an amount or percentage change to one or many line item budgets at once. PeopleSoft Budgeting-specific.

Mass Cancellation of Requisitions and Purchase Orders

A utility that allows you to select and cancel groups of requisitions and purchase orders. You can use this utility during the year as well as at year-end in preparation for closing. The utility enables you to specify ChartField criteria for selecting documents for cancellation. For example, you can select all requisitions or purchase orders for a particular fund and organization, which have a remaining balance. Then you may select a subset of those records to approve for cancellation.

Mass Change

A user-configurable entity that defines the movement of data between the tables that store your business information. Mass Changes enable you to define the criteria by which you move or replace data in your tables. Based on the configuration of your system, Mass Change dynamically builds data access and gives you complete control over your system processing.

Mass Change Template

The foundation for defining mass changes. Mass change templates enable you to control which fields will be available for the operator to specify when defining a mass change, and whether those fields will be used as selection criteria or defaults.

Mass Change Type

The building blocks used in defining mass change templates. Mass change types specify which records the resulting mass change will select From the database, alter, and subsequently write back To the database. They also set up system field defaults that run behind the scenes to ensure that this mass change is processed correctly.

Mass Validate Metadata Utility

A PeopleSoft Enterprise Warehouse utility that enables you to validate, but not compile, Metadata objects. Mass Validate certifies all “as of dates” created for Filters, Constraints and DataSets for the specified run date. This utility helps ensure that your Metadata is valid at run time and increases your chance of a successful engine run.

Match

A process in PeopleSoft Workforce Planning, by which the system compares the roles, competencies, and accomplishments in the current competency inventory, with the requirements of a given competency strategy.

Matched Punches

A period between two consecutive punches during which some activity happens measured intervals.

Match-Funding

In the financial services industry, Match Funding refers to funding an asset with a like (term to maturity) liability. This helps an organization apply the appropriate funds transfer price. Although the actual asset might be funded with shorter-term liabilities, it does provide a better measure of financial performance for that asset, such as Risk Adjusted Return on Capital.

Material Costing

An inventory accounting method that assigns a cost to items in inventory. These costs can be assigned equally across all items or tracked individually for each item.

Material Issue

An event that triggers stock fulfillment requests for items in inventory.

Material News

Company news that could be expected to affect the value of a company's securities or influence investors' decisions. Material news includes information regarding corporate events of an unusual and non-recurring nature, news of tender offers, unusually good or bad earnings reports, and a stock split or stock dividend.

Material Release

A PeopleSoft Manufacturing process that—after material has been picked—decrements on hand inventory balances for the inventory storage areas and increments inventory to the WIP

locations defined by the routing or production area. The process also changes the production ID's or production schedule's status from Released to In Process.

MAX Method

See Maximum Method Policy.

Maximum Compensation Hours

The greatest number of hours to be paid for a specified TRC (see Time Reporting).

Maximum Lead-Time Usage

In PeopleSoft Inventory Planning, a policy control value that sets the safety stock level to the maximum quantity required during the lead time. This method is normally used when the demand for an item is low or intermittent but sufficient stock must always be available.

Maximum Method Policy

In PeopleSoft Inventory Planning, a policy that controls the way in which the system determines a reasonable high limit for the maximum inventory level of an item. The system provides warning messages when the inventory level exceeds the maximum level.

Maximum Taxable Wage Base

An annual earnings threshold used for Social Security purposes. Pension plans sometimes provide different levels of pension benefits for earnings above and below the Maximum Taxable Wage Base.

Measure

A measure represents the amounts brought into a cube—the numerical data.

In data warehousing, a Measure is a field type used interchangeably with fact. Measures are types of amounts. Any numeric field you want to apply a Data Manager rule against should be a measure.

Measure ID

In the Define Market Compensation module of PeopleSoft Workforce Rewards, a Measure ID is the identification code for a measure. For market compensation surveys, the Measure ID describes the percentile for each type of pay, as well as the regression statistic type. In PeopleSoft Workforce Analytics, for Benchmark Surveys, the Measure ID describes the type of benchmark.

Measure Value

In PeopleSoft Workforce Rewards, Measure Value is the calculated market rate value from market compensation surveys for a given percentile of a market rate, and for a given scenario and job code. This is the annual rate you compare against the compensation paid for similar jobs in your company. The Measure value can also be the regression statistic value used for

Regressing Market rates. In PeopleSoft Workforce Analytics, for Benchmark Surveys, the Measure Value is the delivered Benchmark Ratio.

Member

A member is the OLAP equivalent of a node or detail value on a PeopleSoft tree. A member is a single item within a dimension, such as a single product name, department ID, or part number. Member names must be unique, even across dimensions. Cube Manager uses the term Dimension Field Mapping to identify members, dimension parents, and label mappings.

Merchant

In PeopleSoft eStore and Mobile Order Management, a level of online (web or wireless device) display and order processing controls set by the seller. See also Merchant Variant.

Merchant Variant

Associated with a user ID, a subordinate level of merchant controls that enable customers to access different variations of the same PeopleSoft eStore website. In PeopleSoft Mobile Order Management, variations are primarily used to differentiate order processing options and fulfillment methods or locations.

Merit Matrix

In PeopleSoft Workforce Analytics, a matrix used to define the amount rules for base compensation increases for your workers. A Merit Matrix provides the salary increase parameters for each review rating in a rating scale. The salary increase parameters are expressed in terms of a percentage. The percentage increase amounts are usually structured to express the company's pay strategy relative to employee performance, and the employee's degree of range penetration in their salary range.

Merit Matrix Increase

In PeopleSoft Workforce Analytics, an increase to an employee's base pay awarded based upon a Merit Matrix.

Message definition

The object definition specified in Application Designer which contains message information for PeopleSoft's Application Messaging system.

Metadata

Information about data. Metadata is the information a database or application stores to describe your business data. At its simplest, metadata defines the structure of a data field—its data type and size, for example. Metadata can also describe more complex data relationships, such as the rollup structure for a chart of accounts. Reporting and analysis tools should be able to use this metadata to let users access data just as they would from within the application, without having to understand how it is stored.

For Enterprise Performance Management, metadata is used to describe the data stored in the PeopleSoft Enterprise Warehouse. There are different types of metadata, for example, TableMaps, DataMaps, and constraints. You typically define these when you set up the warehouse; however, Metadata (particularly constraints and DataMaps) is used to develop business rules that manage aspects of the dimensional models. Metadata enables technical users to define relationships between warehouse tables and enables business users to easily identify the data that interests them without having to know the database structure.

Meta-SQL

Meta-SQL: Meta-SQL constructs expand into a platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, Application Engine programs, and so on.

Metastring

Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

Method

A method can only be executed from an object, using dot notation. You have to instantiate the object first, before you can use the method.

For Enterprise Relationship Management, a method is the algorithm or formula that defines how the budget amount for a line-item budget is calculated or how it is derived if a calculation is not necessary. Types of methods include amount per FTE, itemization, annual percent growth rate based on a historical figure, and number of units multiplied by cost per unit. PeopleSoft Budget Planning-specific.

Method Amount

The amount for a line item budget resulting from the application of a method. It represents the budget amount after the method is applied to a line-item budget but before any adjustments or allocations are applied. PeopleSoft Budgeting-specific.

Method Base

The defined value to which a method is applied, if applicable. Not all methods require a base. PeopleSoft Budgeting-specific.

Method Driver

The factor used in a method's algorithm. For the method, amount per FTE, FTE is considered the driver. PeopleSoft Budgeting-specific.

Method of Payment

In PeopleSoft Grants, designates whether a payment is to be through a cost invoice or a Letter of Credit.

Method Parameter

A defined and derived value within a method, which drives an expense or revenue calculation. For the method, Amount per FTE, the number of FTEs is considered the driver parameter. PeopleSoft Budgeting-specific.

Metric

A metric is a calculation of facts. A metric is usually a number, but can be anything you want to measure.

Metric Object Security

Metric Object Security determines whether an individual can see a metric object in a Data Mart.

Midpoint (Pay Range Midpoint)

In PeopleSoft Workforce Analytics, the middle value in a pay range, halfway between the minimum and the maximum, calculated as $(\text{Minimum} + \text{Maximum})/2$.

Midpoint Progression

In PeopleSoft Workforce Analytics, the percentage difference from one grade midpoint to the next higher-grade midpoint, calculated as $(\text{Midpoint2} - \text{Midpoint1})/\text{Midpoint1}$.

MIN Method

See Minimum Method Policy.

Minimum Benefit

See Grandfathered Benefit.

Minimum Compensation Hours

The lowest number of hours to be paid for a specified TRC (see Time Reporting).

Minimum Method Policy

In PeopleSoft Inventory Planning, a policy that controls the way in which the system determines a reasonable low limit for the minimum inventory level of an item. The system provides warning messages when the inventory level drops below the minimum level.

Missed Punch

A punch that is not entered at the scheduled time (see Time Reporting).

mkvdk

Verity's command-line tool used to index a collection, insert new documents, perform simple maintenance tasks like purge and delete a collection, and control indexing behavior/performance.

MLS

Multilingual support.

Modal transfer

Modal transfers allow you to transfer an operator from one component to another component (the modal component) modally; that is, requiring the operator to OK or Cancel the modal component before returning to the originating component.

Modal transfers give you some control over the order in which the operator fills in pages. They are useful for finite tasks related to the main transaction. They are particularly useful in cases where data in the originating component can be derived from data entered by the operator into the modal component.

Model Equivalency Factors

In PeopleSoft Demand Planning, factors that adjust model errors to allow a fair comparison. During the Model Reset process, the errors associated with each of the models are multiplied by their associated factors. The factored errors are then compared to select the model with minimum errors.

Models

In the PeopleSoft Enterprise Warehouse, Models enable replication of an organization's business processes for analysis of cost flow through customers, departments, and channels.

Model Recalculation

In PeopleSoft Business Planning, users may checkout slices of the entire model for their appropriate role. This requires the entire model to be periodically recalculated to incorporate the users changes for dependencies in other areas of the model.

Morphing

Morphing is a technique of automatically transforming the look and feel of an interface based on the needs of an active object. The Application Designer toolbar and menus dynamically transform based upon the type of object definition that is active.

Mortality Table

A table showing rates of death by age. Mortality tables are part of a pension plan's actuarial assumptions.

Moving Average

In PeopleSoft Demand Planning, a model that averages a selected number of the most recent demand periods and creates a forecast of demand for the next and subsequent periods.

Multibook

A functionality supporting the requirement of a company to carry one set of books in their local currency (functional currency) and another set of books in the currency of their parent company (reporting currency). In PeopleSoft General Ledger, multibook functionality is multiple ledgers having multiple-base currencies defined for a business unit, and the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers). Also commonly known as dual-book.

Processes in PeopleSoft applications that can create both application entries and general ledgers denominated in more than one currency.

Multicurrency

The ability to process transactions in a currency other than the business unit's base currency.

Multidimensional Analysis

A type of analysis that enables you to look at data from many different dimensions, or attributes. You identify the dimensions of the data, then combine the dimensions in various ways. For example, you might identify five dimensions of your sales data: sales, region, channel, product line, and time. Once you've identified the dimensions, you can "slice and dice" the data based on combinations of these dimensions, such as sales in the Western region for the last quarter.

Multidimensional Database (MDDb)

A database that stores data for multidimensional analysis in a proprietary multidimensional format. Users access MDDBs exclusively for reporting and analysis, never transaction processing, so they are optimized for retrieval speed.

For Enterprise Performance Management, a Multidimensional Database stores data for multidimensional analysis in a proprietary multidimensional format. These databases are used exclusively for reporting and analysis, and never transaction processing, so they are optimized for retrieval speed.

Multiple Jobs

Multiple jobs allow you to hire an employee into more than one concurrent job and have them processed through Payroll, Benefits, and Pension. In order to enable this feature, the Multiple Jobs check box must be selected in the PeopleTools Options page.

Multiple-table dynamic tree

The user drills down through a hierarchy of parent and child records.

Multivariate Forecasting Techniques

In Enterprise Planning and Simulation, this is a forecasting method that uses both the recorded history for the target value and the history and forecasts for other variables (causal factors) to infer, not only a forecast for the target value, but also a functional relationship between the causal factors and the target value.

N**National Association of Securities Dealers, Inc. (NASD)**

Self-regulatory organization of the securities industry responsible for the regulation of The NASDAQ Stock Market and the over-the-counter markets. The NASD operates under the authority granted it by the 1938 Maloney Act Amendment to the Securities Exchange Act of 1934.

National ID Number

Different countries track some form of National ID for payroll, identification or benefits purposes. For example, German workers are assigned a Social Insurance Number, UK workers have a National Insurance Code, and US laborers have a Social Security Number. Each of these different types of National IDs has unique formatting requirements associated with them as well.

Nature Of Action (NOA) Code

Indicates the type of personnel action being processed.

Nature Of Action Description

Describes the NOA code.

Nature Of Action Effective Date

The date the personnel action is effective.

Negative Amortization

Occurs when a loan payment does not cover the interest due on the loan payment, resulting in an increase of the principal amount.

Net-To-Zero Adjustment

A prior period adjustment where no compensation affecting fields on the pre-existing (original) record are changed by the adjustment.

New Hire Report

In the United States the Personal Responsibility and Work Opportunity Act of 1996 (the so-called Deadbeat Dads law) requires employers to report new hires to specified agencies within a pre-determined number of days from the hire date.

Next Level Item

In PeopleSoft Demand Planning, the **Forecast Item** at the next level that contains the current item as a child. This is the key of the group item at the next level up and is always within the same view.

Next Year

PeopleSoft Benefits term referring to the next open enrollment processing year.

NIC (Numéro Interne de Classement) Code

In France NIC numbers identify the entities inside the same enterprise, and represent an Internal Filing Number.

No Control

A target control that allows the user to submit a budget even if it is not within the planning target and the tolerance levels. The system tracks the budget against the defined planning targets but does not generate any warnings or validations. Users can still compare their planning targets against their budget amounts on the Planning Targets page in Line Item Budgeting.

Node

An individual item on a tree. Nodes summarize detail values or other nodes, and may or may not roll up into other nodes or levels.

Node

A node is a name that you can use to refer to some source of HTML content. In more practical terms, a node is a URI string that defines the database and server to be used when the portal servlet attempts to retrieve content, proxy addresses, and assemble pages.

Non-Base Pay

A pay component not included in the job comp rate calculation. It is used by payroll only in the paysheet calculation. For example, non-base pay can be set up for additional work, holiday pay, bonuses, and so on.

Non-Benchmark Jobs

See Benchmark Jobs.

Noncompetitive Action

An appointment or placement in a position in the competitive service that is not made by selection from an open competitive examination, and that is usually based on current or prior Federal service. A noncompetitive action includes:

- All of the types of actions described under inservice placement, above
- Appointments of non-Federal employees whose public or private enterprise positions brought into the competitive service under Title 5 CFR 316.701; and
- Appointments and conversions to career and career-conditional employment made under special authorities covered in 5 CFR 315, Subpart F.

Nondiscrimination Tests (NDT Tests)

Tests used to help employers ensure that their organization's 401(k), 401(m), and Section 129 dependent care reimbursement plans do not discriminate in favor of highly compensated employees. See Highly Compensated Employees.

Non-Employee

Those workforce resources hired to perform a specific job and/or hired for a specific period of time. Although non-employee time will be entered into Time and Labor for the purposes of managing their Task time, non-employee earnings will not be updated to Payroll and they will not be paid through the Payroll system.

Non-HR Employee [Time and Labor]

An individual employed by the corporation who is administered outside of the PeopleSoft Human Resources system.

Non-Job Event

Actions which result in changes to an employee's personal or demographic information that also affect benefit program and plan eligibility—such as an a state or postal code change, a family status change like a divorce, or a birthdate change. Used by PeopleSoft Benefits Administration. See Event Class.

Non-Productive Time

Any employee scheduled work time spent on tasks (or non-tasks) other than those which the employee was hired to perform. This could include time spent in training, time spent in meetings, travel time, and time spent reporting time.

Non-Qualified Dependent

Dependents such as domestic partners, their children, and other people who do not meet the definition of qualified dependents as presented in IRS Section 152. PeopleSoft Benefits applications enable the creation of benefit programs that offer health and life coverage to non-qualified dependents.

Nonqualified Plan

A plan that doesn't conform to ERISA rules. Employers cannot take a tax deduction for contributions to a nonqualified plan; instead, plan benefits are generally paid directly from the employer's assets.

Nonqualified Stock Option (NQ)

Any option that does not satisfy the conditions of a statutory stock option under the Internal Revenue Code and therefore does not qualify for preferential tax treatment. Generally, companies can design nonqualified options in almost any way they like. Features are:

- The grant price may be less than fair market value (with some exceptions under state law).
- Grants are not limited to employee of the company or subsidiary.
- No taxable income is recognized at the time of grant.
- Options can be granted to anyone (Employees, Consultants and Board of Directors).
- Difference between the fair market value on the date of exercise and the grant price is treated as compensation income.
- In the U.S., withholding tax obligation arises at the time of exercise.
- Company receives a tax deduction equal to the compensation income recognized.

Nontaxable Benefits

Any employer contributions that are not subject to Federal Withholding Tax, such as an employer's portion of a 401(k) plan.

Normal Form of Payment

The payment form associated with the amount calculated by the benefit formula. Pension Administration uses it as a basis for converting to optional forms of payment.

Normal Hours

The hours an employee is normally expected to be at work for any given workweek.

Normal Line Of Promotion (Career Ladder)

The pattern of upward movement from one grade to another for a position or group of positions in an organization.

Normal Retirement Date (NRD)

The date on which an employee is eligible to retire and begin receiving pension benefits. Eligibility for normal retirement is typically based on age only.

Normalized database

A normalized table adheres to certain standards designed to improve the productivity of the database user. Normalization makes the database much more flexible, allowing data to be combined in many different ways.

The standards for a normalized database are called forms, such as first normal form, second normal form, and so on.

Normalized Loss

In the financial services industry, Normalized Loss is the expected loss on a loan and is netted out of the profit and loss statement for management accounting or profitability measurement purposes. Similar to the bank's loan loss reserve, it enables the institution to analyze and account for expected losses on a more detailed level, by financial product.

Northern Ireland Report

In the United Kingdom the Fair Employment (Northern Ireland) Act of 1989 requires private sector employers with more than 10 employees to submit the Northern Ireland report to the Fair Employment Commission annually. The report indicates the religious composition (referred to as Community Background—Catholic, Protestant, Other) of the workforce, job applicants and appointees.

Not To Exceed (NTE) Date

Types are as follows:

- Appointment NTE Date: Indicates the length of time a person may serve in a position.
- Classification Temporary NTE Date: Established temporary date that is used for a temporary classification of a unique position.
- Hospitalization coverage.
- LWOP NTE Date: NTE date is the last day the employee is in leave without pay status. The employee is scheduled to return to duty the next workday.
- Position NTE Date: Indicates the length of time a position is available for use.
- Promotion NTE Date: Specific NTE Date: Specific time for an increase in grade on a temporary basis.
- Suspension NTE Date: Specific time an employee is to be on suspension. No salary is paid for the period.

nPlosion

A PS/ nVision feature that enables you to expand rows and columns in your spreadsheet to underlying details, as in drilldown.

Numeric constant

Numeric constants are any decimal number used in PeopleCode.

O**Object-Based Modeling**

Object-Based modeling technology enables you to create parent and child models. In the PeopleSoft Enterprise Warehouse, you set up such models using the Scenario Manager.

Object reference

An object reference is one that uses the current object. For example, in the case of a component, pages within the component are related objects. The menus that use the component are its object references.

Occupant Of Position/Vice

Indicates new position or former occupant of a position.

Occupational Series Code

Designates a grouping of positions similar in work and qualification requirements. They are designated by a title and four digit number (e.g., the Accounting Series, GS-0510).

Off Date

A specific date that is defined as an off day (see Scheduling).

Off Day

A 24-hour period rounded by daybreaker with no associated shifts (see Scheduling).

Off Day Type

A classification of off days (i.e. holiday, plant shutdown) (see Scheduling).

Off-Cycle Processing

The process of calculating and creating a paycheck for one or more employees aside from the normally-scheduled (*on-cycle*) payroll run for their pay group. You typically use off-cycle payroll processing for employees who are being terminated, new hires who weren't entered into the system in time for the last on-cycle payroll run, and employees who received an incorrect paycheck during a normal on-cycle payroll.

Offer Period

This is the period of time in which an employee's ESPP share price is determined.

Officer

An insider who sits on the Board of Directors and who is also an employee of the corporation. Examples include CEO, CIO, CTO, CFO, COO, Corporate Secretary, and Treasurer.

Official Forwarding Address

An employee's mailing address following separation.

Official Languages Act (OLA)

Canadian federal institutions are required to report on the official languages used in their departments, in accordance with the Official Languages Act (OLA).

Official Personnel Folder (OPF)

The repository of a Federal employee's official documents related to Personnel history.

Official Personnel Folder (OPF) Address

Indicates the address where the Official Personnel Folder is maintained.

Off-Invoice Discount (OI)

A per unit discount deducted from the customer invoice and given by a manufacturer for promotional activities. Off-invoice discounts can originate from a National Allowance or Customer Promotion, and are passed to PeopleSoft Order Management so the discounts are applied correctly during order entry.

Offset Plan

A pension plan where the benefit formula includes an offset of a portion of the participant's Social Security benefits.

OLAP

Online Analytical Processing. OLAP is the multidimensional analysis of application data, performed interactively. The acronym contrasts with OLTP (Online Transaction Processing), which is what most production business application systems do.

OLTP (Online Transaction Processing)

OLTP refers to the applications that perform the business transactions that keep your company running, such as processing invoices or enrolling employees in benefits programs.

Ontario Employment Equity Commission (OEEC)

The OEEC requires employers in Ontario to complete workforce surveys.

Open Enrollment

The scheduled annual re-enrollment of plan participants into appropriate benefit programs and, within those programs, benefit options.

Open Price

The price at which a security starts a trading day.

Open Season

A time period during which Federal employees are open to re-enroll in a specific benefit plan and option. Open Seasons can be scheduled at varying times throughout the year and multiple Open Seasons can occur concurrently with each other. For FEHB processing, it is generally the time period from mid-November through mid-December. For Thrift Savings Plan (TSP) processing, these are semi-annual and are generally held from May 15 - July 31 and November 15 - January 31. Open seasons for FEGLI are infrequent and special notification from the OPM would be issued to all Federal employees should they occur.

Open Transaction

A transaction that has not yet been processed in PeopleSoft Asset Management.

Operation

In PeopleSoft Manufacturing, a job or task performed in a specified amount of time, done in one work center, and using one or more resources.

Operational Data Store (ODS)

A staging area in PeopleSoft Enterprise Warehouse for source application data and pre-processed data for tables optimized for reporting.

OPF Code

Indicates where the OPF is maintained.

OPM

Office of Personnel Management.

Optimization

In PeopleSoft Demand Planning, the process of evaluating and improving forecast model parameters.

Optimize

The process of creating a new PeopleSoft Planning schedule by repairing the violated constraints in a schedule automatically. The Optimizer can be prioritized for meeting due dates, for minimizing overtime costs, and so on.

Option

A contractual right that gives the individual the option to purchase a specified number of shares of stock through an Equity Compensation Plan. Also known as a grant. Regulatory agencies also refer to an option as the right to purchase stock in an employee stock purchase plan. These options are considered granted on the offering begin date.

Option Adjusted Cost (OAC)

In the financial services industry, the difference in the average expected return between an instrument without embedded options that are otherwise identical to the fully loaded instrument and the instrument fully loaded with embedded options.

Option Adjusted Spread (OAS)

In the financial services industry, the average return expected for an instrument, over the short-term risk-free rate, for all projected interest rate paths generated using Monte Carlo simulation.

Option Types

Types of stock options. PeopleSoft Stock Administration supports the following stock option types. Incentive Stock Options (ISO), Nonqualified Stock Options (NQ), Tandem Incentive Stock Options/Stock Appreciation Right (ISO/SAR), Tandem Nonqualified Stock Option/Stock Appreciation Right (NQ/SAR), Restricted Stock Award (RSA).

Optional Forms of Payment

Any alternative forms of payment available to a participant retiring under a pension plan. These can include: annuity options paid over the participant's (and possibly a beneficiary's) lifetime; certain term options paid over a specified number of years; and lump sum options paid out in a single payment.

Options Outstanding

The total number of option shares held by optionees. It is the number of Grants less the number of Exercises, Cancellations, and Expirations.

Order Group

Order groups link order terms that default into sales orders and quotes when you select an order group code.

Order Line Number

The line associated with an order identification number. The order line identifies an item and the requested quantity.

Order Quantity Policy

In PeopleSoft Inventory Planning, a policy that determines how replenishment order quantities are calculated for an item. For example, you can use a static number, provide upper and lower limits, or use an economic order quantity calculated by the system.

Ordinary Income Tax

An individual's tax on earnings from wages, tips, and all other sources except capital gains. Includes option profits upon exercise of non-statutory options.

Origin ID

A code that identifies the location of a payment deposit in PeopleSoft Billing. Origin ID also distinguishes the method of the payment's entry: online, external, or lock box interface. Billing origin ID identifies the remit to origin for billing. This function is mainly used for specifying where the customer should send payment.

Original Option

A stock option that is eligible for repricing. This option has a grant price greater than the current FMV.

OSHA 200 Occupational Injury and Illness Recordkeeping Log

In the United States this record-keeping logbook meets reporting requirements for reporting occupational injuries and illnesses to the Occupational Safety and Health Administration (OSHA). It lists the case numbers and details of each injury and illness that occurred during a calendar year.

Out Punch

Indicates the end of a shift.

Out-of-the-Money

A term used to describe an employee stock option when the current market price is below the option grant price. When an option is out-of-the-money, it costs more to exercise than the underlying stock is worth. Such options are also described as being "underwater."

Output Result Tables

Refer to the database tables that are populated with information at the end of each pay calculation.

Output VAT

VAT collected on sales or outputs.

Outside Scope of VAT

A transaction determined as not subject to VAT. No VAT code is associated with this type of transaction. The transaction is still logged in the VAT transaction table, but no tax is applied.

Outside The Register Appointment

An appointment in the competitive service made under an agency's applicant supply system because either there is not a sufficient number of eligibles on the appropriate register or no competitor inventory exists. Agencies are also authorized to make temporary limited appointments outside the register at grades GS-12 and below.

Outstanding Option

A stock option that still has unexercised (vested or unvested) uncanceled or unexpired shares. Options with a “pending” status are not included. Only options with a status of ‘active’ or ‘suspended’ are considered outstanding.

Overlapping Promotions

Multiple customer promotions related to the same customer, and the same product, at the same time.

Override Rate

Cost per hour or unit reported with time used to replace the time reporter's default rate. (see Time Reporting)

Override text

Text not derived from field descriptions.

P***Package level***

The top level of organization is the package level. The package is the entire transaction set file, addressed to your company much as a mail package would be.

Page

A page defined in Application Designer as part of a PeopleSoft Internet Architecture application.

Page Assembly

Page assembly is one of the functions of the portal servlet. Page assembly involves intercepting the user's content request, retrieving the content, and properly formatting it using a pre-defined portal template. To complete the page assembly process, the portal servlet merges content from any HTML documents that it retrieves along with the defined template

HTML. The assembled page is then sent back to the user's web browser as a single HTML document.

Page buffer

Consists of rows of buffer fields that hold data for the various records associated with page controls, including the primary records, related display records, derived/work records, and translate table records.

Pagelet

A page designed to appear on a customized homepage. A pagelet is smaller than the typical page dimensions in many PeopleSoft applications. It can be based on either a page designed in Application Designer or on an iScript.

Paired Punches

Two punches for the same employee in chronological order that exists for the purpose of determining the duration between the punches.

Par Value

The nominal or face value of a security. It establishes a price floor below which shares may not be issued. With common stock, the company issuing the stock sets par value. Par value has no relation to fair market value. Some companies issue no par value stock.

Parallel Processing

In the PeopleSoft Enterprise Warehouse, parallel processing is a system function that "locks in" the information you use for processing. This enables the system to run identical or similar processes at the same time without impacting your results. Running concurrent processes greatly reduces the amount of time it takes to run within the system.

Parent Budget

In commitment control, you can build a hierarchy between different budgets, such as summary and detail budgets. Specifying a relationship of parent and child between a summary and a detail budget for purposes of budget inquiries enables you to retrieve information about either budget through the other.

Parent/Child Models

Object based modeling technology enables you to create parent and child models. In the PeopleSoft Enterprise Warehouse, you set up such models using the Scenario Manager.

Parent node

A tree node linked to lower-level nodes or details that roll up into it. A node can be a parent and a child at the same time, depending on its location within the tree.

Parent Task

A higher-level Planning task in a schedule's hierarchy that drills down into subtasks. Its start time is the start time of its earliest subtask, and its end time is the end time of its latest subtask. Planning tasks are distinct from Manufacturing tasks.

Partial Pay

The pay processed whenever a job record has an effective date in the middle of a pay period. Typically, this happens whenever you hire, terminate, transfer, or change the rate of pay for an employee mid-period.

Participants

Individuals who elect to participate in the stock purchase plan.

Participation

The PeopleSoft Pension Administration function that determines whether an eligible employee has met the plan's rules for joining the plan. Generally, these rules are based on age and service criteria.

Participation ID

In the financial services industry, this is a lookup code used by the financial analytic applications to identify the participants (syndicators) involved in, or responsible for, a financial instrument or group of instruments.

Passive Control

A target control allowing the user to submit a budget even if it is not within the planning target and tolerance rules. The system responds by sending an email to the user of the next budget center level indicating that the budget exceeded planning target tolerance levels.

Passive Events

Events that are initiated by a change that has taken place over time, rather than by a direct data entry action. Events are actions that potentially change benefit coverage eligibility. Examples of passive events include an employee's reaching the age of retirement. See Event Class for more information.

Pattern Reporting

A Time and Labor process that enables you to report a start and stop date, a pattern of one or several time reporting codes, associated hours, amounts, or units and task information once for an employee. The system transforms the information into instances of daily time for each scheduled employee work day based on the employee's schedule.

Pay

Types of "pay" are as follows:

- **Basic Pay:** generally, the total amount of pay received during any one calendar year at the rate fixed by law or administrative action for the position held by the employee or judicial official prior to any deductions and not including any special payments or premium pay.
- **Gross Pay:** total compensation earned by an employee, annuitant, or survivor of a judicial official prior to any deductions. Includes basic pay plus locality pay; availability pay (if any) for LEOs; special payments (if any); an annuity (if any); plus awards (if any).
- **Premium Pay:** pay provided to an employee as a regular addition to basic pay (e.g., administratively uncontrollable overtime (AUO), availability pay, overtime, night differential, holiday pay, etc.).

Pay Basis

A code indicating the principal condition in terms of time, procedures or criteria, that serves as a basis for computing an employee's pay.

Pay Calculation

Formula that calculates an employee's gross to net.

Pay Calendar

Payroll processing cycle for a given pay group.

Pay Components.

Rows in the compensation record. They build the compensation packages in the compensation record.

Pay Confirmation

Process in which the system updates all to-date totals on the database for earnings, deductions, and taxes for pay groups assigned to a given Pay Run ID.

Pay Entity

A pay entity is the organization responsible for making payments to payees. You can also use a pay entity to define the type of currency to be used when processing calculations. The pay entity is a legal definition of an organization from a payroll perspective. In many cases, an organization and a pay entity are the same. However, PeopleSoft Global Payroll does not define a relationship between an organization and a pay entity.

Pay Frequency

Defines how often employees in a pay group are paid—weekly, biweekly, monthly, and so on.

Pay Group

A set of employees grouped together for payroll processing. It's a way of "bundling" payees for more efficient processing. A pay group is made of payees that the system processes at the same time during a pay run.

Pay Period

The established time segments for which employees in a pay group are paid. Pay Periods are defined by their beginning and ending dates.

Pay Plan

A code that denotes the pay schedule under which an employee is paid , e.g., JS, UG, UJ, etc.

Pay Slip

Either an actual check or an advice notice of a direct deposit. You build these to match your organization's needs. A pay slip is the details of a payment you've made.

Pay Structure

In PeopleSoft Workforce Analytics, Pay Structure consists of a series of pay ranges or grades, each with a minimum and maximum. You develop pay structures to support and reinforce your company's pay strategy (for example, to target the market 50th percentile).

Payable Date

The date that a corporate distribution, such as a dividend, is payable to the record holders of a corporation's securities.

Payable Time

Time that is ready to be collected by the payroll system (see Time Reporting).

PayCycle

A set of rules that define to PeopleSoft Payables the criteria by which it should select scheduled payments for payment creation.

Payee

Any payroll recipient. A payee can be an employee or a non-employee of an organization.

Payee Process Stat Record

A record created for each payee during the payroll process. The system creates one Process Stat record per payee for each calendar.

Payee Section

Type of section that can be added to a process list. A payee section defines a set of elements that is to be resolved for a particular payee.

Payline

Record containing standard payroll information for an employee, such as the amount of regular pay, number of regular hours, additional pay (if any), and tax information and job data.

Payment Interface

An Application Engine process that loads payment information from the Banks Statement tables and the Staging tables to the Application tables and performs various checking and default operations.

Payment Predictor

PeopleSoft Receivables' automatic cash application feature that pairs open items with unapplied payments based on predefined algorithms.

Payment Schedule

A schedule of payment dates for leased assets.

Payment Selection

A process by which PeopleSoft Payables selects scheduled payments that are eligible to be paid in a pay cycle.

Payment Worksheet

The work space in which open items are paired with unapplied payments.

Payroll Certifying Officer

The individual with the delegated authority for approving all items relating to payroll for those employees under his/her authority.

Payroll Process Tables.

Records holding data necessary to process a payroll, such as employee, company, and tax information.

Paysheets

Repository for the raw data necessary to calculate pay for employees, including earnings, hours, deductions, taxes, and accounting data.

PBGC Rates and PBGC Grading

The interest rates published monthly by the Pension Benefit Guaranty Corporation. There is an "immediate" rate that applies once benefits commence as well as a series of "graded" rates—calculated based on the immediate rate—that are used during the time between benefit determination and a deferred benefit commencement.

Pegged Chain

A method the PeopleSoft Enterprise Planning and Production Planning solvers use to determine feasible plans. The method ties tasks together in order to explicitly record which supplies are being used to satisfy which demands. Through this process, the Planning engine first determines which independent demand has the highest priority. Then, it determines the lateness preference ranking for dependent demand tasks.

Penalty

A user-assigned value for constraints that can be violated, determining how the schedule's score will be calculated. Setting the penalty configures the constraint to your priority. Use the Control Page to assign a higher penalty to violations that are more critical to your schedule or a lower penalty to constraints that you can deal with externally.

Pending Exception

Any known exception to an employee's scheduled workday. Pending Exceptions are future dated (future is defined to be for a date under report beyond the last date of the employee's current pay period).

Pending Item

Information in PeopleSoft Receivables that has been entered in or created by the system, but hasn't yet been posted. During the Receivable Update process, the system uses the pending items to update customer balances—either by creating new items or by adding item activity lines to existing items.

Pending Time

Time that has been reported or is assumed to have been reported (based on employee work schedule and calendar date) that has not been used by the business entity. Pending Time may be for past, current, and future pay periods. It is the label for those time transactions that are waiting to be used by the business (for example, approved and unapproved time not yet updated to Paysheets).

Pension Status

An employee's standing with regard to a particular pension plan. For example, employees can be active participants, terminated deferred vested, or in pay status.

PeopleCode

PeopleSoft's proprietary language; it is executed by the PeopleSoft Application Processor. PeopleCode generates results based upon specific actions, based upon existing data or the

actions of a user. Business Interlink Objects are executed by calling the `execute()` method from PeopleCode. This makes external services available to all PeopleSoft applications wherever PeopleCode can be executed.

PeopleCode Event

An action that an end-user takes upon an object, usually a Record Field, that is referenced within a PeopleSoft page.

PeopleSoft Activity-Based Management (ABM)

A PeopleSoft Analytic Application that aligns organizational costs with operational activities, enabling a coordinated approach to expense and PeopleSoft Activity-Based Management. PeopleSoft Activity-Based Management identifies and assigns operational activities to products, customers, or services.

PeopleSoft Analytic Applications

These are applications within Enterprise Performance Management (EPM) that help you enrich the data in the PeopleSoft Enterprise Warehouse and perform forward looking simulations and scenarios. These applications include: PeopleSoft Activity-Based Management (ABM), PeopleSoft Asset Liability Management (ALM), PeopleSoft Balanced Scorecard (BSC), PeopleSoft Funds Transfer Pricing (FTP), PeopleSoft Risk Weighted Capital (RWC), and PeopleSoft Workforce Rewards. PeopleSoft Funds Transfer Pricing and PeopleSoft Risk Weighted Capital are applications that target the financial services industry (FSI).

PeopleSoft Asset Liability Management (ALM)

PeopleSoft Asset Liability Management provides financial service institutions with the analytical tools to define, measure, monitor and manage interest rate risk, liquidity risk, options risk, and to some extent exchange rate risk. The primary audience for PeopleSoft Asset Liability Management is the financial institution's Asset/Liability Committee (ALCO).

PeopleSoft Balanced Scorecard (BSC)

PeopleSoft Balanced Scorecard converts an organization's vision and strategy into a comprehensive set of performance and action measures that provide the basis for a strategic management system.

PeopleSoft Budgeting

A budgeting application that is a combination of Education and Government (E&G) Budget Planning and Budgets (commercial). This application resides on the EPM database, primarily using the ODS layer of the PeopleSoft Enterprise Warehouse for its data.

PeopleSoft Business Analysis Modeler (BAM)

A multi-dimensional modeling tool used to support several analytic applications.

PeopleSoft Business Planning

A planning application that enables financial executives to model various alternatives and set corporate financial targets to achieve their strategic goals. PeopleSoft Business Planning integrates with PeopleSoft Analytic Forecasting, PeopleSoft Activity Based Management, PeopleSoft Workforce Analytics, and PeopleSoft Budgeting applications.

PeopleSoft Customer Behavior Modeling

A PeopleSoft application that enables you to: a) create a customer profile by extracting customer data from the Enterprise Warehouse; b) create segments and samples from the profile to efficiently target marketing campaigns and further analyze customer behavior; c) append to it additional data from external sources such as demographic, credit or psychographic information; d) use a data mining tool to create a predictive model; e) score the customers in your profile using the predictive model. You can then publish the results to another transactional application.

PeopleSoft Customer Scorecard

A product that provides a pre-defined set of customer-oriented key performance indicators (KPIs), to help you build a scorecard specific to your organization. This scorecard facilitates the measurement and communication of customer satisfaction, customer activity, and objectives across your organization.

See also PeopleSoft Balanced Scorecard

PeopleSoft Enterprise Performance Management (EPM)

Enterprise Performance Management is a comprehensive, integrated analytic business solution designed to increase the value of organizations by enabling people to make better decisions. The PeopleSoft Enterprise Performance Management product line consists of the PeopleSoft Enterprise Warehouse and optional analytic applications and Data Mart products.

PeopleSoft Enterprise Warehouse (EW)

PeopleSoft's data warehousing solution. The PeopleSoft Enterprise Warehouse provides the tools necessary to query, analyze, and present information to provide the optimal environment for business intelligence. It is the central repository for data that will be used with the analytic applications in the Enterprise Performance Management product line, and can also serve as a standalone data warehouse. The PeopleSoft Enterprise Warehouse consists of dimension, fact, reference, and error tables, reporting and ETL tools (Informatica PowerMart), as well as the Operational Data Store (ODS). The tables in the PeopleSoft Enterprise Warehouse are maintained separately from your transaction-based systems to allow for comprehensive analysis of data originating from any Online Transaction Processing (OLTP) or legacy system.

PeopleSoft Funds Transfer Pricing (FTP)

A PeopleSoft Analytic Application that enables an institution to accurately measure and tune profitability. PeopleSoft Funds Transfer Pricing is an interest rate that represents the value of an asset or liability to the institution. PeopleSoft Funds Transfer Pricing is based on market rates, adjusted for risk and cost variables, specific to the institution. By assigning PeopleSoft Funds Transfer Pricing to each item on the balance sheet, the institution can remove the

effects of interest rate volatility from business units, so that profitability measurements are based on factors within their control, that is, credit quality, pricing and product strategy.

PeopleSoft Operations Data Stores (PODS)

See Data Warehouse Tables

PeopleSoft Marketing Insight

A tool that helps you analyze your marketing campaigns and activities. It helps you determine the effectiveness of marketing events based on factors such as number of leads generated, profiles of respondents, campaign return on investment, and campaign forecasted costs to complete.

PeopleSoft Risk Weighted Capital (RWC)

A PeopleSoft Analytic Application that enables the financial services industry to accurately measure capital that has accounted for risk. RWC allocates capital to various levels within a financial institution according to risk, providing the opportunity to measure performance based on how well each business unit, product, customer, or transaction generates income given its perceived level of risk as quantified by the allocation of capital.

PeopleSoft Sales Activity Insight

A tool that helps you analyze key components of the sales process, such as pipeline status, discount analysis, and sales process.

PeopleSoft Support Insight

A tool that helps you determine the effectiveness of your customer service organization. It helps you answer questions such as: Are we effectively handling customer issues? Has contact center performance changed from last year to this year? Which product quality issues are most prevalent?

PeopleSoft Workforce Analytics (WFA)

PeopleSoft's complete workforce analysis solution, which includes the PeopleSoft Workforce Rewards analytical application and the PeopleSoft Workforce Analysis Insight. The complete solution set includes the PeopleSoft Enterprise Warehouse and PeopleSoft Balanced Scorecard products. It helps to manage strategic employee compensation, goals, and competencies, as well as retention.

PeopleSoft Workforce Rewards

PeopleSoft Workforce Rewards is an analytical application you use to align your workforce compensation and retention initiatives with the strategic objectives of your organization. Modules include Market Compensation, Base Pay Structure, Compensation Planning, Workforce Simulation, and Retention Management. You integrate data from multiple internal and external sources, enrich it using rules you define based on any data in your PeopleSoft Enterprise Warehouse, and simulate multiple scenarios of future workforce compensation and

retention activity. You then analyze and evaluate your scenarios, and make actionable decisions you can communicate back to your PeopleSoft ERP systems for execution.

PeopleSoft Portal

The portal bundled with every PeopleSoft 8 application. It provides a simple navigation system, based on existing menu definitions that have been imported into the portal registry. Navigation to content outside of PeopleSoft applications is not provided.

Percent Cycles Without a Shortage

In PeopleSoft Inventory Planning, a method used with safety stock policies. The value is derived from the percentage of replenishment cycles that will complete without a stockout.

Percent Demand Fill

In PeopleSoft Inventory Planning, a method that can be used with safety stock policies. This method defines the percentage of the total quantity ordered that must be filled without a backorder.

Percentage Tolerance

The acceptable percentage difference between expected cycle count quantities and actual quantities counted in PeopleSoft Inventory. This value provides a margin of error for an item during cycle count reconciliation count quantities.

Performance Appraisal Code

Indicates the level of performance of an employee.

Performance Appraisal Due Date

Date established based on the WGI or LEI for the yearly appraisal of an employee.

Period Closing Offset

In Time and Labor, the closing date beyond which this pay period is not considered current any longer, if the period's closing date is different from its end date. You can enter a positive or negative number of days.

Period Method

In PeopleSoft Inventory Planning, a method used to determine how a single static policy value is to be calculated from time-phased results with static policies.

Period of Interest

The maximum period of time containing the data needed to run all the rules in a rule program (see Batch Processing)

Period Segmentation

When an element (like compensation rate) changes mid-period, requiring all other elements in the process list to be calculated multiple times on either side of the date on which the change took place, period segmentation is used. The system calculates each element more than once, using the components that were effective during the different time slices. The system keeps the results of these calculations separate with the object of creating two gross-to-net result sets.

Periodic Processing

In PeopleSoft Pension Administration, any of several batch processes that a plan administrator must run on a regular basis—for example, consolidation of payroll data.

Personal List

A user-created list of products defined in PeopleSoft eStore, used to quickly populate the shopping cart when creating a new order in either PeopleSoft eStore or Mobile Order Management.

Personal Register (Registre Unique du Personnel)

In France, companies are required to be able to produce, at any given time, a Personal Register. For a given establishment, this report lists current employees and employees who left up to 5 years ago.

Personnel Action

Personnel actions are changes to employee data or status resulting from such activities as promotions, transfers, terminations, salary increases, and leaves of absence.

Personnel Representatives (Délégués du personnel)

In France it is mandatory for companies with more than 11 employees to elect personnel representatives who will represent all of the employees before management.

Perspective

In PeopleSoft Balanced Scorecard, a category for organizing critical success factors and key performance indicators. Usually there are four: financial, customer, internal process, learning and growth.

PF Ledger

The PF Ledger (PF_LEDGER_F00) is an important fact table within the PeopleSoft Enterprise Warehouse. The primary function of the PF Ledger table is to support PeopleSoft Enterprise Performance Management reporting. The data that gets posted to the PF Ledger must be accurate and clean.

PF Business Unit

PF Business Units differ from other PeopleSoft Business Units in that they represent functional or strategic areas of an organization, rather than separate legal entities.

Phase Type

A label for the different phases you want to define for a project. Costs can then be calculated by project phases. Examples include planning, startup, construction, and cleanup.

Physical Accounting

The PeopleSoft Inventory feature that updates tables based on count result input, regardless of how the count was created or the data collected.

Physical Inventory Process

In PeopleSoft Asset Management, the process by which you extract asset data from the Asset Management database to load into your bar code scanning device. You then scan the assets and load the data gathered during the actual physical inventory into Asset Management, enabling you to generate physical inventory results for review. You perform matching and generate transactions to reconcile the data in Asset Management with the results of your physical inventory.

PIA

PeopleSoft Internet Architecture. This is the fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of an RDBMS, an application server, a web server, and a browser.

Piece Work

Method of compensating time reporters based on units completed rather than hours worked

PIN

Technical term for an element. In PeopleSoft Global Payroll, PIN is often referred to in the online object names and within the batch code. PIN stands for Pay Item Name.

Placeholder

A temporary location designator in an engineering bill of material for a component item that has yet to exist. These temporary placeholders have to change into approved items before transferring engineering bills of material (EBOM) to manufacturing bills of material (MBOM).

Plan Administrator

The person selected by the employer to perform the administration of a plan under PeopleSoft Pension Administration.

Plan Eligibility

The PeopleSoft Pension Administration function that uses job data to determine whether an employee may participate in a pension plan. An employee can be eligible based on job data but not be participating because of an unmet service or age requirement.

Plan Type

A unique ranges of codes used during payroll calculation to determine deduction processing rules. See also Benefit Plan Type.

Plan Year

The annual period that a pension plan uses to measure service, earnings, and benefits. Generally, the pension plan year will match the fiscal year of the plan sponsor.

Planning Item

A non-inventory item designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material or planning routing, and can exist as a component on a planning bill of material. A planning item cannot be specified on a production or engineering BOM or routing, nor used as a component in production. Quantity on hand will never be maintained.

Planning Level

The level on a dimension's tree used for planning. Typically, a customer will choose not to plan at the lowest level of available detail, such as the individual product level. Instead, the individual products are mapped to their corresponding product group and the planning is done at the product group level.

Planning Targets

The amount the budget must equal, such as a budget spending limit or cap for expenses where users can not exceed the amount. Planning Targets are presented at a summary level. This term is interchangeable with Spending Limits.

Planning Target Tolerance

The percentage and/or amount a user can be over or under the planned budget target.

Planning Target Control

Values set at the user role level, including no control, active control, and passive control. For more information see no control, active control, and passive control.

Planning Task

Any activity in PeopleSoft Planning that creates a schedule.

PODS (PeopleSoft Operations Data Stores)

See Data Warehouse Tables

POI. Personnel Office Identifier.

Also known as Submitting Office Number (SON). These are codes assigned by the OPM to the office(s) delegated authority within an agency to process personnel actions on Federal employees.

Pointers

A pointer is an "address" of a driver quantity, or value, within the Enterprise Performance Management product line. Pointers are used as a means of defining where driver quantities exist in tables that reside in the PeopleSoft Enterprise Warehouse. Pointers enable you to extract values from any location in the warehouse and then use these values as driver quantities. There are three different kinds of pointers: explicit, implicit, and multidimensional.

Policy Control Group

In PeopleSoft Inventory Planning, a feature for setting up order quantity, safety stock, reorder quantity, and maximum and minimum policies. The **Control Group** is assigned to a set of **Planning Item**. The policies of the associated planning items can be set explicitly or defaulted from the policies on the policy control group.

Policy Generation

In PeopleSoft Inventory Planning, a set of run options used to control the functions and behavior of the Policy Generation program.

Policy Item

An item record which is related to a location and for which **Inventory Policy** is held. A policy set, **Planning Item** ID, and Location ID uniquely identify a policy item. The combination of an item and a location is called a stockkeeping unit.

Policy Set

Defines a set of the items for which **Inventory Policy** is to be calculated. Each policy set is assigned a unique ID and includes information that defines, for example, the associated **Forecast View**, time periods, and planning horizon.

Policy Simulation

In PeopleSoft Inventory Planning, a feature that simulates the effects of various stocking scenarios, compares current policy with simulated policy, and determines the best inventory investment strategy.

Population

A Population is defined on top of DataMaps created using Enterprise Warehouse metadata. The Population builder allows you to easily format a SQL statement, using filters, to select

rows from one or more tables joined together in a DataMap. You can view the results of a Population directly from the browser.

Pop Up Payment Option

A variation on a joint and survivor payment option under which the benefit payable to the participant is increased if the beneficiary should die prior to the participant.

Portal

A portal is a web site that helps you navigate to other web-based applications and content. Users often consider a portal their “entry point”—the place they typically visit first after launching their web browser.

Portal Registry

The portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of “folders” useful for organizing and securing content references.

Portal Registry API

The Registry API is provided for accessing each portal registry from PeopleCode, COM, Java, or C programs. Providing the same kind of registry management capability as the online administration pages, it can be used by external systems to update the registry to reflect changes in the content reference URL, taxonomy, and effective dates. The Registry API is fully described in the PeopleCode documentation.

Portal Servlet

A Java servlet that runs on a web server. The portal servlet intercepts user requests for content, retrieves content, and builds a single HTML document to be displayed in the user’s browser.

Portal Solutions

Portal Solutions are separate product offerings from PeopleSoft that consist of pre-built, packaged solutions focused at different audiences (customers, suppliers, and employees). Because they are both pre-built, supported application products, Portal Solutions can be deployed swiftly and easily, saving significant resources when compared to other custom-built solutions.

Position

The officially assigned duties and responsibilities that make up the work performed by an employee. Positions are linked to Job Codes, which can be considered the electronic version of the Position Description. There can be a many-to-one relationship between the Position and Job Code.

Position Budgeting

The budget amounts (salary, benefits, and earnings) associated with positions within an organization. Position budgeting can be calculated based on position information loaded from a human resource system. Position budgets are used to generate line-item budgets for personnel costs. PeopleSoft Budgeting-specific.

Position Change

A move by an employee to another position during the employee's continuous service under the same appointment within the same agency.

Position Date Created

Date the position was created for use in the agency.

Position Description (PD)

In accordance with OPM guidelines, an official description, authorized and approved by an agency official, describing duties and responsibilities to be performed. Position classification standards are used to describe the work, classify the work components by occupational series, and factors (e.g. supervisory control, scope, complexity, competencies required) are used to determine the grade level (i.e., salary range) for the position.

Position Description Number

A number assigned to identify various types of Position Descriptions.

Position Description Required

Identifies those positions for which a position description must be maintained.

Position Number

A number that identifies an authorized Position.

Positive Input

Data such as hours worked or a bonus amount entered for elements that change each pay period. Positive input can be entered manually, generated by the system, or received from other applications.

Positive Task Reporting

A method of time reporting in which all required task elements must be provided (see Time Reporting)

Positive Time Reporting

A method of time reporting in which all elements of time must be provided (see Time Reporting)

Post Differential Percent

Additional compensation that may be paid to certain employees who work in Guam or the Northern Mariana Islands.

Post Differential, Non-Foreign

A differential payable to an employee at a location in a non-foreign area if conditions of environment differ substantially from conditions of environment in the contiguous United States and warrant its payment as a recruitment incentive.

Post-56 Military Deposit

The OPM provides guidelines to Federal agencies on how to calculate and process these voluntary employee deductions from pay toward the employee's current retirement fund for those periods of eligible military service.

Posting

In PeopleSoft the process by which accounting entries are created or updated based on user transaction input and accounting entry templates. In PeopleSoft Receivables, posting is also known as Receivable Update.

These posted accounting entries in the feeder systems, such as accounts receivable or accounts payable, must be further processed by the Journal Generator to create journal entries before posting to the General Ledger occurs.

Post-Tax Deductions

See After-Tax Deductions

Pre-encumbrance

An encumbrance that occurs before an employee/employer relationship exists. You encumber funds for an employee you have on staff; you pre-encumber funds for an employee that you anticipate hiring. For example, you would pre-encumber funds for a new position that has just been approved but not filled.

Pre-encumbrance Ledger

Stores pre-encumbrance amounts. Updated by posting pre-encumbrances, such as purchase- or hiring-requisition source transactions (including journal entries).

Premium

Any additional compensation for extra hours worked, often expressed in terms of factor-above-normal-per-hour pay, such as time and a half (where one-half is premium pay), double time or triple time. Also, any additional pay provided to a time reporter based on compensation rules (see Time Administration in your *PeopleSoft Time and Labor* PeopleBook).

Prenote

A prenotification or waiting period requested by banks before processing payroll direct deposits.

Pre-Retirement Survivor Annuity (PRSA)

A benefit paid to a beneficiary if a pension plan participant dies before commencing benefits. Qualified plans must offer a pre-retirement survivor annuity, although the employee can be required to pay for the coverage with a reduction in the benefit.

Pre-Tax Deductions

See Before-Tax Deductions

Previous Day's Close

The previous trading day's last reported trade.

Price Break

Defined in PeopleSoft Order Management, and linked with price sets, a price break defines the actual adjustments that are made to the list price. They are valid only within a time frame you establish.

Price Rule

Used in conjunction with price sets, rules are essentially a decision tree that establishes the search order the system uses in reviewing sets for a match on the variables they reference for price adjustments.

Price Set

Linked with price breaks, a price set specifies the parameters for your price adjustment. It establishes selection criteria, determines whether the break is based on quantity or price, and defines how the adjustment is applied.

Price Source

A service provider or publication that reports the trading activity for a stock traded on stock exchanges. Examples include Wall Street Journal and Bloomberg.

Primary event code

Primary event codes, also called purpose codes, specify the status of the transaction: whether it's a new transaction, a cancellation, a duplicate, a status request, and so on. Every transaction has a primary event code assigned to it.

Primary Insurance Amount (PIA)

The benefit amount calculated under the Social Security benefit formula.

Primary scroll record

Primary scroll records are the principal SQL table or view associated with a page scroll level. A primary scroll record uniquely identifies a scroll level in the context of its page: each scroll level can have only one primary scroll record; and the same primary scroll record cannot occur on more than one scroll at the same level of the page.

Prior Period

In Time and Labor, any payroll period before the current one.

Prior Period Adjustment

A change or correction to previously reported time or task information, or an insertion of time or task information. Often requires the original report to be offset (reversed) and the correct information to be recorded. (see Time Reporting)

Priority Rank

The numeric value assigned to inventory **Demand Priority Rules**. The lower the number, the higher priority of the rule and the orders matching that rule.

Private

A tracking method used by a privately held company to track their daily prices. The Board of Directors typically establishes a price for a period of time. Stock of a privately held company is not traded on an exchange.

Private Views

User-defined views available only to the user who created them. For more information, *see* Budget Views.

Process

See Batch Processes.

Process Definition

Process Definitions are created in the Process Scheduler Manager pages to define each specific run request. A Process Definition is comprised of a variety of variables including panels associated with a request, Process Groups, output parameters, run locations, and many more.

Process Group

Used to associate specific Process Definitions with a Class Profile in Security Administrator. This allows administrators to restrict an operator's ability to initiate requests.

Process Instance

A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.

Process Job

Multiple Process Definitions can be logically linked into a job request to process each request serially or in parallel, and optionally initiate subsequent processes based on the return code from each prior request.

Process List

The set of instructions the system uses during a payroll process to determine which elements to resolve. A process list is comprised of sections that identify the sets of elements to be resolved. You build process lists and attach them to calendars.

Process List Manager

The program used during batch processing that reads the Process List and calls the PIN Manager to resolve elements on the list.

Process Request

A single "run request," such as an SQR, a COBOL program, or a Crystal report that you run through Process Scheduler.

Process Run Control

A PeopleTools variable used to retain Process Scheduler-defined values needed at runtime for all requests referencing a run control ID. This is not to be confused with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

Process Scheduler

A PeopleTool that performs tasks behind the scenes of your application. It can run several kinds of processes, such as COBOL, SQR, and Application Engine programs. You can schedule processes to run on a regular schedule or at your request. Processes can run on your workstation or on a server.

Process Scheduler Server Agent

The server-based program (PTPUPRCS) that manages the selection, validation, and initiation of all queued requests for each defined server within your batch environment (Process Scheduler).

Process Type

A global process definition under which related process definitions are grouped. This allows for easy maintenance of Process Definitions that share common parameters.

Processing group

In order to partition application processing between the client and the application server, it is necessary to define units that, as a whole, run in one location or the other. We call these units processing groups.

Processing groups can encompass one or more PeopleCode events. Some processing groups can run either on the client or on the application server, such as Component Build and Component Save.

Product

A commodity primarily defined in PeopleSoft Order Management. It may be: 1) The Order Management view of an inventory item that has attributes the same as or different from those of its inventory counterpart. 2) A commodity that is not a stocked inventory item such as a product kit or a service. 3) A tangible commodity that is drop shipped from another vendor and is never stocked in inventory.

Product Alternate

Alternative products that can replace the product ordered when it's out of stock or a problem with a particular product temporarily prevents shipment.

Product Catalog

A configurable list of available products that may be of interest to a specific customer. You can create two types of catalogs—inclusive catalogs that contain all the products you want made available to a customer and exclusive catalogs that contain the products you want to withhold from your customer. By attaching product catalogs to a Sold To customer, you define the products they can buy.

Product Definitions

This support module describes how other support modules process the instruments that belong to a particular product. For example, different products have different cash flow characteristics and may be stratified differently, or may react differently to changes in interest rates. This module enables you to specify each of these actions for each instrument.

Product Kit

A commodity that consists of a fixed set of components that are sold together. It appears as a single line on an order, but is represented by multiple lines on shipping documents. Product kits may comprise inventory items, non-stockable products, or a combination of both.

Product Kit Component

A commodity that is part of a product kit. It may be an inventory item or a non-stockable product such as a service.

Product Pricing Model

In the financial services industry, this defines models that describe indices upon which future rates are paid or charged for an individual product.

Product Tree

A user-defined graphical representation of a company's product structure. A product tree defines how products are promoted and determines what users have authority to promote those products.

Production Maintenance Spreadsheets

A set of spreadsheets generated by an nVision process, containing production ID and production schedule data extracted from PeopleSoft Production Management. You can add and maintain production quantity data using these spreadsheets and then import the data back to Production Management.

Production Option

Effective-dated combinations of BOM codes and routing codes. You can create multiple effective-dated BOM code/routing code combinations (or production options) for an item. These combinations can be extracted to PeopleSoft Production Planning. They enable the specification of multiple production variations for an item and provide control of seasonal variations by effective date.

Production Option Cost

A cost based on a specific BOM/routing combination (also known as a production option). The Production Option Cost utility rolls up production options costs based on specific BOM/routing combinations, enabling you to cost individual production options and later to have the DataLink pass this cost to the Planning engine. If this utility isn't run, the Planning engine will use the standard item cost based solely on the primary BOM and routing instead.

Productive Time

Employee scheduled time spent performing any task for which a position was created; work performed on behalf of a business entity that is required for that entity to fulfill its business purpose. Employees doing the work they or someone else was hired to do.

Productive Unit

In Italy employers organize employees into productive units based on agreements between the unions and the employer.

Profile

A data set that you aggregate from the Enterprise Warehouse, according to the filters you specify, the Key Performance Indicators you select, and the 3rd party demographic data you include.

Profile Factor

In PeopleSoft Demand Planning, the weight index assigned to each **Forecast Period** to take into account seasonal fluctuations in demand. The factor or index typically measures the percentage of difference between the base demand and the expected actual demand in the period.

Profiles

Group of employees defined according to a list of job codes and departments. You can use these profiles to ascertain training demands within your organization based on set criteria.

Profit Manager

The Profit Manager is a set of integrated tools that enable true profitability reporting. Profit Manager features are tightly integrated with the PeopleSoft Analytic Applications and provide you with ways to ensure data integrity, edit data, and post data to the Performance Ledger table.

Project

The highest level of hierarchical organization within PeopleSoft Projects. Projects provide the structure to which activities and resources are added. Each node on a Projects tree represents a project. Projects can contain other projects as well as activities and resources. This provides a hierarchical relationship between projects and facilitates cost roll-ups.

In Enterprise Performance Management you use a Project to create or modify a Profile. A Project contains pointers to data elements that you include in a Profile.

Project

In PeopleSoft Time and Labor, a specific endeavor undertaken to achieve a specific goal. Typically, projects are approved and undertaken with level of cost, schedule, and performance already agreed upon. A project is composed of a set of tasks, each of which requires staffing, provisioning, and/or scheduling. Project progress is often measured in terms of task completion.

Project ID

The name or number by which a project is to be identified in all tables and pages.

Project Type

A user-definable grouping of projects. Project types are optional.

Projected Run Date

In PeopleSoft Demand Planning, a calculation made that projects a life volume for a period based on a calculated run rate or performance ratio.

Projection.

An estimated pension benefit calculated as of a future date or any estimated data used as the basis for such a calculation.

Promotion

- For positions under the same type job classification system and pay schedule, a promotion changes the employee to a higher grade level or makes permanent a Promotion NTE;
- When the old and new positions are under different job classification systems and pay schedules, a promotion changes the employee to a position with a higher rate of basic pay or makes permanent a Promotion NTE.

Promotion Pattern

In PeopleSoft Demand Planning, an **Event** function that enables you to apply weights to promotions across a range of **Forecast Period**.

Prompting Profile

A task profile usually used by account managers as a way of creating task profiles for employees who report task time differently by customer. For example, you might have an account manager who has fifty customers; when the account manager comes in each day to report time, the system will display all the customers, and indicate which customers it will use as a default if she doesn't manually report time.

Prorated

In Enterprise Planning and Simulation, prorated is when the computed forecast and the summarized forecast are two different versions of the statistical forecast. In addition, the forecast at the product family level can be allocated down to the individual products. Usually this allocation is done in proportion to the calculated product forecasts at that level. This version of the (statistical) forecast is called the allocated or prorated statistical forecast.

Pro-Rate Purchase

A purchase in which the number of shares to be purchased is prorated according to a specified factor. This may occur when the total number of shares to be purchased is greater than the number of shares allocated to the stock plan from the treasury.

Prorated Forecast

In PeopleSoft Demand Planning, a forecast developed by factoring the group forecast down one level at a time to make the sum of the item forecast equal to the aggregate forecast. The prorated forecast tends to be more accurate than the **Statistical Forecast**.

Proration Rule

Element that defines how you want to prorate an item. You use proration rules in numerous places—for instance you could prorate an earning, deduction, or many of the elements that make up an earning or deduction.

Proration Threshold Ratios

In PeopleSoft Demand Planning, the upper and lower ratios used as thresholds for **Reasonableness** checks when a forecast is developed using proration.

Provider

An entity, such as an insurance company, that provides one or more of the benefits your company offers. For example, Metropolitan Life Insurance Company is a provider to companies that use a Metropolitan life plan.

Proxy Person

A highly compensated executive. Corporations must include information regarding the most highly compensated executive officers in their proxy reporting.

Proxy Statement

The document that must accompany a solicitation of proxy appointment under SEC regulations. The purpose of a proxy statement is to provide shareholders with the appropriate information to make an intelligent decision.

PSADMIN

A PeopleSoft utility providing a menu interface to create, configure and administer application server domains and the Process Scheduler Server Agent (Batch Server).

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A PeopleSoft utility providing a menu interface to create, configure and administer application server domains and the Process Scheduler Server Agent (Batch Server).

PSAPPSRV

PSAPPSRV is the main server process running within a domain. PSSAPPSRV performs the functional requests, such as building and loading components. It also manages the memory and disk-caching for PeopleTools objects on the application server. Each PSAPPSRV process maintains its own memory and disk cache.

It provides authentication services for incoming users. For instance, it checks the PeopleSoft OPRID against the directory server or PSOPRDEFN table.

PSQCKSRV

Essentially, PSQCKSRV is a copy of the PSAPPSRV. It performs quick, read-only SQL requests. It is an optional Server Process designed to improve performance by handling items in the PSAPPSRV transaction request queue.

PSQRYSRV

Like the PSQCKSRV server process, PSQRYSRV is designed to alleviate the workload of PSAPPSRV. PSQRYSRV is designed to specifically handle all user-generated queries submitted by PeopleSoft Query (PSQED.EXE). This server process is designed to improve overall application server performance whether or not you have PSQCKSRV configured. It is specifically, and exclusively designed to process PeopleSoft Query transactions, which can be very SQL intensive.

PSSAMSRV

It processes conversational SQL transactions primarily for Application Designer.

Public Company

A company that has held an initial public offering and whose shares are traded on a stock exchange or in the over-the-counter market. Public companies are subject to periodic filing and other obligations under the federal securities laws.

Public Views

Coordinator-defined views, available to anyone using the application. For more information, *see* Budget Views.

Publish/Subscribe

Publish/Subscribe type messaging is performed with PeopleTools Application Messaging technology. You can send data from one PeopleSoft system to another in an asynchronous mode—meaning the two systems don't have to be sending and receiving at the same time. This is possible because the message transfer is accomplished through a Web server with an "http: gateway."

Pull List

Similar to a pick list, a pull list contains multiple replenishment requests, including the location, quantity, and item quantity required in a specific sorting sequence. You use pull lists in PeopleSoft Flow Production with Inventory replenishment.

Pull Ticket

A document containing the details of a single request replenishment request, including Kanban ID, item, quantity, source, and To locations. You use pull tickets in PeopleSoft Flow Production with Inventory replenishment.

Punch

Precise instances of date and time recorded for a user and measured in seconds, minutes, hours, day, month and year and time zone (see Time Reporting)

Punch Duration

Length of time between two punches in increments of hours or partial hours (see Time Reporting)

Punch Matching

Area of the application which converts paired punches to punch duration by processing rounding rules and assigning the tasks to the appropriate logical day based on rules established by the user

Punch Restriction

The facility to constrain a time reporter's ability to create a punch that deviates from the schedule (see Time Reporting)

Punch Type

A user defined classification of punches, i.e. In, Out, Start, Stop (see Time Reporting)

Purchase

The issuance or purchase of shares through a stock purchase program. The purchase is made using current contributions from a participant and any carry-forward remaining for the participant from previous purchases.

Purchase Price

The discounted price paid for the shares at the end of a purchase period.

Purchase Price Variance

A PeopleSoft Payables matching feature that compares purchase order and inventory prices for any variance in the prices.

Purge Rules

The rules that define criteria to clear data you no longer need from previous open enrollment processing cycles in PeopleSoft Benefits Administration.

Pyramiding

A computer calculation enabling an individual owner of one share of stock to use the stock-swap technique to exercise a stock option of any size without using cash. Not many corporations permit pyramiding.

Q

QDRO

See Qualified Domestic Relations Order.

QDRO Alternate Payee

A former spouse who is entitled to a portion of a participant's pension benefits as a result of a court order.

QJSA (Qualified Joint and Survivor Annuity)

A post-retirement death benefit for a spouse. Plans subject to this requirement must provide an annuity for the life of the participant with a survivor annuity for the life of the participant's spouse.

QMCSO (Qualified Medical Child Support Order)

A QMCSO is a court order that requires a group health care plan to provide benefits to the child of a participant as part of a child support arrangement on the behalf of that participant. Base Benefits enables the tracking of QMCSOs for dependents.

Qualified Domestic Relations Order (QDRO)

A court order ordering a division of a participant's pension benefits. This is normally the result of a divorce and gives a portion of the pension benefits to the former spouse.

Qualified Plan

A pension plan for which the employer can take tax deductions for contributions to the plan. Investment income of the plan trust fund is not taxable to the employer. Tax law places restrictions on the plan rules.

Qualifying Dispositions

A transaction whereby a participant sells shares acquired through a stock purchase plan two years after the grant date and one year after the purchase date.

Quality Function

A level of configuration that enables you to define the fields and attendant information that provides a base level for inspection plan and integration. Quality functions enable you to map process-specific field information into PeopleSoft Quality for identification, tracking, and analysis.

Quality Ranking Factors

Knowledge, skills, and abilities that could be expected to enhance significantly performance in a position, but are not essential for satisfactory performance. Applicants who possess such

KSAs may be ranked above those who do not, but no one may be rated ineligible solely for failure to possess such KSAs.

Quality Server

A PeopleTools-based analysis and graphing program.

Quality Step Increase (QSI)

A step increase awarded to an employee for sustained high quality performance.

Quantity Allocation Method

In PeopleSoft Inventory, the method used to determine how available quantity will be allocated to prioritized demand lines when using the online reservations page.

Quantity Precision Rules

A set of rules specifying whether item quantities for a given unit of measure are expressed as whole numbers or as decimals. Quantity precision is set at the inventory **SetID** and item-UOM levels.

Query

A set of data members that are selected from a Class catalog (provided by the Business Interlink Plug-in) as well as a generic form of Criteria. The criteria are composed of <left-hand-side> <Relational Operator> <right-hand-side> statements that can be concatenated using a set of logical operators. All operators and class catalogs are dynamically provided through the Business Interlink Plug-in.

R

Race And National Origin Code

A code that identifies the employee's basic racial and national origin category.

Range of Dates Reporting

A Time and Labor process that enables you to report a start and stop date, a time reporting code and task information for a single employee. The system transforms the information into instances of daily time based on the employee's schedule or default work schedule, replacing the scheduled time with the entered Time Reporting code and the number of scheduled hours on a day-to-day basis.

Range Penetration

In PeopleSoft Workforce Analytics, Range Penetration is the degree to which an employee's actual pay has progressed through their salary grade, and is expressed as a percentage. The calculation is:

Range penetration = (Employee Base Pay – Range Minimum)/(Range Maximum – Range Minimum).

Range Width

In PeopleSoft Workforce Analytics, the difference between the maximum and the minimum values of the pay range calculated using the following formula (and expressed as a percentage):

(Maximum – Minimum)/Minimum.

Rapid Time Entry

The process that enables you to enter daily time for single employees without the system editing your field entries. The system populates temporary tables, which are used by a batch process that reads, edits and moves the data into the appropriate time and labor tables. You cannot prompt for valid values in any of the fields, and the online system does not edit any of the data you enter against other tables.

Rate Code

Alphanumeric reference to the cost per hour or unit of time reported to a specific TRC.

Rate Code [Global Payroll]

IDs for pay components. Rate codes define rates of pay and are set up in the Comp Rate Code table. Rate codes are then used to represent pay components in pages and when you configure compensation packages in the compensation record.

Rate Code Group

A rate code group is a number of pay components (represented by rate codes) bundled into a subset of a compensation package. The rate code group is used to calculate percentage-based components that do not apply the percentage to all pay components in the compensation package. Rate code groups are constructed on the Rate Code Groups page.

Rate Code Type

Defines how the monetary value of the rate code is calculated. The compensation rate code type is defined on the Comp Rate Code table. Valid values are Flat Amount, Hourly Rate + Flat Amount, Hourly Rate, Percent, and Points.

Rate Combinations

The combination of rate types and conversion rates with account types that is linked to your budgeting model. Typical rate types are current, commercial, floating, average, and historical. Effective dates define different rates for different budget periods. There are several conversion rates for any pair of currencies including not only the current rate, but others rates such as average, historical, asking, and so on. These different types of rates are appropriate for different types of accounts.

Rates

The arrays of values used to calculate the cost of a plan to an employee. Rates can be age-graded, service-related, or general, depending upon the benefit plan type. Any number of benefit program and benefit plan combinations can use each set of rates.

In Enterprise Performance Management, a rate is determined by the user and specifies the dollar amounts to be calculated for each model. This is a financial services industry term.

Rating Model

The scale used by your company to measure competency proficiency. The default rating model is the PSCM (PeopleSoft Competency Management) Rating Model that PeopleSoft delivers with your PeopleSoft Human Resources System.

Raw Punches

See Actual Punch; typically this is distinguished from a rounded punch (see Time Reporting)

Reason Code

Reason Codes provide explanations for occurrences such as returned stock and changes to order headers, lines, or schedules.

Reason Code

A code describing employee time such as comments for sick time or travel time.

Reasonableness

In PeopleSoft Demand Planning, a technique that checks the trend and projected annual growth to make sure that a forecast is realistic. If a forecast falls outside either boundary, the system automatically adjusts it and sends a warning message.

Reassignment

Change of an employee from one position to another without promotion or change to lower grade.

Recalculate Forecast

In PeopleSoft Demand Planning, a forecasting feature that uses the existing model and its associated parameters to create a new forecast.

Recalculate VAT at Payment

Allows the VAT amount to be adjusted at the time of payment if an early payment discount is taken. This calculation option is only valid when VAT is calculated at Gross.

Receipt Cost Method

Determines how you cost receipts. Receipt cost methods include Actual, Non-Cost, and Standard.

Receipt Line

A line associated with a Receipt ID that identifies an item and quantity. If the respective tracking is activated, the lot, lot suffix, and serial number are also identified.

Receivable Update

See **Posting**

Receivables Item

An individual receivable. An item can be an invoice, credit memo, or debit memo. Items and payments combined comprise a customer's balance.

Reconciliation

Within PeopleSoft Enterprise Performance Management, reconciliation differs slightly when it is performed within the PeopleSoft Enterprise Warehouse and when it is performed within the PeopleSoft Analytic Applications.

In PeopleSoft Funds Transfer Pricing (FTP) and PeopleSoft Risk Weighted Capital (RWC), reconciliation identifies differences between Performance Ledger balances and the instrument or position balances, which are risk weighted according to the basis rules you have assigned. The first step in reconciling basis rule balances is to reconcile the individual balances for accounts, instruments, and positions. Reconciling the total balances is the second step. This means that you reconcile the difference between Account/Instrument balances, and the difference between Account/Position balances.

In the PeopleSoft Enterprise Warehouse, reconciliation is a period-end process that posts journal entries to the Performance Ledger for the discrepancies found when you reconciled the individual balances. Typically, you'll run the PF Reconciliation engine after a period to compare "to and from amounts" between tables such as REVENUE_F00 and PF_LEDGER, or the GL_LEDGER and the PF-LEDGER.

Record Date

The date a stockholder must officially own shares in order to vote at the meeting or to derive an adjustment resulting from a stock split or a stock dividend. The Board of Directors sets the Record Date.

Record Definition

A logical grouping of data elements.

Record field

Once a field is inserted into a record definition it becomes known as a Record Field within the record.

Record Group

A set of logically and functionally related control tables and views. Record groups exist for two basic reasons:

- To save you time—with Record Groups, TableSet sharing can be accomplished quickly and easily, eliminating an enormous amount of redundant data entry
- To act as a safety net—Record Groups ensure that that TableSet sharing is applied consistently across all related tables and views in your system.

Record Input VAT Flag

Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the Record Output VAT Flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is being tracked on a transaction, this flag is always set to Yes. This flag is not used in Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in Employee Expenses, where it is assumed that you are always recording only input VAT.

Record Output VAT Flag

For certain transactions within PeopleSoft Purchasing, Payables, and General Ledger, it may be necessary to record both input VAT and output VAT on the same transaction. Generally, this would be a situation where the purchaser was required to self-assess VAT. Within these situations, this flag indicates that you are recording output VAT on the transaction. This flag, in conjunction with the Record Input VAT Flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. This flag is not used in Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in Employee Expenses, where it is assumed that you are always recording only input VAT.

Record Owner

The "Stockholder of Record" of the stock. This may be different from the "Beneficial Owner" of the stock.

Record Suites

Record suites are temporary tables that enable the system to track how many processes are running. These temporary tables leave the fact tables accessible for processing other jobs simultaneously without impacting your processing.

Reduction In Force (RIF)

Method used to reduce the number of government workers in an agency.

Reemployed Annuitant

An employee who has retired from Federal employment and is receiving an annuity. His/her salary is reduced by the amount of the annuity.

Reference Designators

A user-defined alphanumeric identifier that determines where a component is placed in an assembly.

Reference Transaction

In People Soft commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

Referential Integrity

Issues that occur when an update to an instance of one object invalidates one or more instances in a related object. In other words, when you make a change to one area of the application, referential integrity makes sure the changes do not adversely affect another area of the application.

Refresh Time

The process that retrieves the appropriate current version of objects related to employee time (such as task profiles or work schedules) and associates them with that time.

Region Codes

Regions may or may not be physical entities, they may simply be another way to geographically categorize an area. When a region does represent a physical entity, the region code has the same characteristics as a business, that is, an address and a language spoken.

Register of Separations and Transfers (ROST)

The ROST is a regulatory compliance document used by federal agencies to summarize the information in an employee's Individual Retirement Record (IRR). The ROST is a one-page cover sheet that accompanies a batch of IRRs being submitted to the Office of Personnel Management (OPM) at the time of an employee's separation from a federal agency. Employees covered by the CSRS retirement plan require SF-2807. Employees covered by the FERS retirement plan require SF-3103.

Registration

The name or names that appear on the stock certificate to indicate who owns the stock.

Registration Statement

The document that must be filed to permit registration of an issue of securities under the Securities Act of 1933. A major component of the registration statement is the prospectus that is to be supplied to prospective purchasers of securities.

Regression Analysis

A statistical technique that determines the relationship between two or more variables. Regression predicts the value of one variable (the dependent variable) based on one or more independent variables.

Regular Base Compensation

In PeopleSoft Workforce Analytics, the annualized, quoted, compensation rate for a job. Consists of fixed compensation, does not include variable compensation.

Regular Time

An employee's normal (scheduled/shift) work hours.

Regular Time

In PeopleSoft Workforce Analytics, an employee's normal (scheduled/shift) work hours.

Regulation T

Federal Reserve Board regulations governing the extension of credit by brokers or dealers, including their participation in same-day sale transactions and sell to cover exercise.

Regulatory Region

The Regulatory Region functionality in PeopleSoft HRMS is designed for use in performing regulatory and regional edits. You'll use Regulatory Region to drive PeopleCode edits, perform set processing, and control what codes and values the operator sees. A Regulatory Region can be any country (or province or state) where there are specific laws and regulations addressed by functionality in PeopleSoft HRMS.

In Enterprise Performance Management, a Regulatory Region is a region with a common regulatory framework; such as a country (CAN for Canada), or a smaller state or provincial entity (CANBC for British Columbia).

Related Education

Education above the high school level that has equipped the applicant with the KSAs to perform successfully the duties of the position being filled. Education may relate to the duties of a specific position or to the occupation, but must be appropriate for the position being filled.

Release

An industry standard term associated with the lifting of a company's Repurchase Option from a portion or all shares from a Restricted Stock Award (RSA). RSA's are subject to release schedules, similar to vesting schedules.

Relevant Constraint

A constraint PeopleSoft Planning considers when it calculates a score and when it optimizes the schedule. See also **Scorecard** and **Optimize**.

Reloads

Some stock option plans provide for the grant of a "reload" stock option in connection with stock option exercises, typically by means of stock swaps. A reload option feature provides that upon a stock exercise, the employee will receive an automatic grant of a new stock option at the then-current fair market for the shares that they exercised or for the shares that they used to swap.

Remark Codes

Codes that cause the printing of pre-set text passages on a notice of action form. Some passages are general purpose and others are specific to the personnel action being processed.

Remit From Customer

A customer who is responsible for payments billed to other customers. During cash application, it's useful to look at open items for the Remit From group.

Remittance Worksheet

A work space in PeopleSoft Receivables used to select drafts for remittance to the bank.

Reorder Point

The identifier that automatically locates a replenishment need for an inventory item. When the physical quantity in a location falls below the reorder point, a replenishment request can be created.

Reorder Point Policy

In PeopleSoft Inventory Planning, a policy that determines when a replenishment order is launched for an item. The policy has several methods that include days supply, lead time demand, and **Fixed Quantity**.

Replacement Option

The "new" "replacement" stock option that will replace the original stock option. This option will have a grant price lower than the original stock option.

Replenish

A process that indicates when items need to be resupplied from external sources. In PeopleSoft Inventory, the process can occur on an ad hoc basis or at predefined reorder points.

Replenishment Request

In PeopleSoft Flow Production, an online request for material made when the material is needed. You can generate replenishment requests manually or automatically using backflushing. You can communicate that request using pull lists, pull tickets, or Workflow notifications.

Report Scope

A feature that creates multiple instances of an nVision report using a single report request. Each instance contains data specific to an individual ChartField, such as a business unit or department, or for a group of ChartFields, such as all sales departments. Using Scope, each report instance can share the same layout while containing data unique to these particular ChartFields.

Reported Time

Clock time or elapsed time provided to the system by the user (see Time Reporting)

Reporting Person

An insider that is regularly considered by the SEC to have material information and policy-making authority for the corporation. These individuals are subject to the reporting requirements promulgated by Section 16 of the Securities Exchange Act of 1934. Reporting Persons typically include Directors, Officers, and shareholders with 10% holding interest in the equity of the registrant's securities.

Repricing

An agreement between the corporation and the optionee that allows the optionee to cancel an outstanding high-priced, usually "Out-of-the-Money" stock options for lower-priced options.

Repricing Election

Eligible optionees can choose (elect) to accept the corporation's repricing offer or choose to decline the offer.

Repurchase

The reacquisition of shares of stock from an individual by a corporation. This usually occurs when an individual fails to meet the vesting requirements on a RSA or option that is exercised before it vested. The corporation might pay the original cost of the shares to the individual or the fair market value of the shares at the time of repurchase.

Repurchase Option

An irrevocable, exclusive option to repurchase up to the number of shares that constitute Unreleased Shares at the original purchase price per share. The Company shall exercise said option. The repurchase of outstanding shares is regulated under the laws of all states (except Massachusetts). Under some laws, as under the Model Business Corporation Act, the repurchase is prohibited unless the corporation remains solvent, in both the equitable and bankruptcy senses of insolvency and after taking any liquidation preferences of other outstanding stock into account.

Repurchase Right

A company's contractual right to buy back from an employee any stock resulting from the exercise of the option. The buy back can be at fair market value, book value, or the original purchase price.

Reservation Method

The method used to reserve soft reservation items — either batch COBOL reservations or on-line allocation and reservation.

Reserved

A flag indicating that the inventory item is reserved for stock fulfillment in the inventory business unit.

Reserved Orders

Orders that have been reserved against on-hand available quantity at the business unit-item level. Reserved orders are found in the DEMAND_INV table.

Reset

In PeopleSoft Demand Planning, a function of the **Forecast Calculation Process** that determines which forecast model will produce the best forecast, meaning the model with the lowest ratio of error.

Resolution

An activity that closes or partially closes a deduction, such as matching it to a deduction authorization, writing it off, or sending it back to PeopleSoft Receivables.

Resolution Entry Type

Code that identifies how to process activities for items in PeopleSoft Deduction Management and how to create accounting entries.

Resolution Method

A set of rules that defines how to automatically match or write-off deductions in PeopleSoft Deduction Management.

Resolution Worksheet

The workspace in which deduction items are paired with offset items and resolved or written off in PeopleSoft Deduction Management.

Resource

In PeopleSoft Manufacturing, any crews, machines, and tools that can optionally be used at work centers to complete tasks. In PeopleSoft Performance Measurement, any homogeneous grouping of general ledger line items.

Resources

Resources are the economic elements that are required to perform the activities associated with your business. Resources are consumed in the performance of these activities, and thus denote operating costs. In PeopleSoft Activity-Based Management, resources are typically regarded as the groupings of one or more general ledger accounts. In a service business, resources might include salaries, office rentals, and costs of capital such as information systems, depreciation, real estate taxes, and other associated costs.

Resource Amount

The monetary amount of a single, specific resource transaction. The Resource Amount maps to the Posted Total Amount when posted to the general ledger.

Resource Category

A field for defining individual resource types more specifically. For example, if you have a resource type of labor but want to break it down further for tracking purposes, you might define resource categories of architect hours, carpenter hours, plumber hours, and electrician hours. Resource categories are optional.

Resource Driver

In Activity-Based Management, a Resource Driver defines the quantity of resources used by an activity.

Resource Group

A category of resource types. You can define relationships between the resource types within a resource group to facilitate analysis of project costs. For example, if you had resource types for standard labor and overtime labor, you could group them together in a resource group to calculate total labor.

Resource Planning

In PeopleSoft Activity-Based Management, Resource Planning focuses on resources allocations that create expected results like driver rates and cost object costs.

Resource Quantity

A field on each resource transaction that identifies nonmonetary quantity. For example, on a resource line for 12 ball valves the quantity would be 12.

Resource Source

A field on each resource transaction that identifies the system in which the cost originated. For example, PeopleSoft Payables would be the resource source for a resource transaction created from a voucher in that system.

Resource Subcategory

A field for defining individual resource types and categories more specifically. For example, if you have a resource type of labor, and resource categories of architect hours, carpenter hours, and plumber hours, you might want resource subcategories of regular hours and overtime hours. Resource subcategories are optional.

Resource Supplied

An attribute that enables you define a resource as committed or flexible. A committed resource is one that will not likely change in the short term. A flexible resource is more likely to change within the short term.

Resource Transaction

An individual cost line within PeopleSoft Projects. It is through resource transactions that individual costs and types of costs are tracked. Each resource transaction contains a cost and a quantity and as many identifiers of that cost as necessary. Resource transactions are created when you receive information from other systems, run allocations with project resources as the target, or perform internal transactions such as billing, project closure, or adjustments.

Resource Type

The resource transaction field in PeopleSoft Projects that identifies the resource associated with a given cost. Resource types may be very general or very specific depending on your needs; they are used in conjunction with resource categories, resource subcategories, and resource groups.

Resource Use

Resource Use defines the behavior of a resource within PeopleSoft Enterprise Performance Management. An intermediate resource is a grouping of general ledger line items that may be allocated to another intermediate resource or to a primary resource.

Restricted Punch

A punch which is not accepted because it occurs outside of the predefined number of hours and minutes before or after a scheduled (Understanding Time Collecting Device)

Restricted Securities

Securities issued privately by the company, without the benefit of a registration statement. Restricted securities are subject to a holding period before they can be sold under Rule 144.

Restricted Stock Awards (RSA)

An award of shares of stock to an individual, typically granted at the par value or for no consideration. The shares are awarded on the basis of some future performance goal, either the passage of time (vesting) or the attainment of a specific goal. When the goal is achieved, the vesting occurs. The individual, typically, has all other shareholder rights over these shares such as, voting and dividend rights. The shares are issued in the name of the individual at the time of the award and are held in escrow until vesting occurs. If an employee terminates prior to the vesting of the shares then the company normally repurchases the unvested shares.

Retained Grade Effective Date

Date employee became eligible or began receiving a retained grade and pay.

Retained Grade Expiration Date

Expiration date of an employee's retained grade and pay.

Retest Date

In PeopleSoft Inventory, the date a lot should be inspected to determine whether it is still acceptable for fulfillment or consumption. (Retest Date = Creation Date + Retest Lead Time)

Retirement

Types of retirement are:

- Mandatory Retirement.
- Disability Retirement.
- Voluntary Retirement.
- Special Option Retirement.
- ILIA (In Lieu of Involuntary Action) Retirement.

Retirement Coverage Code

A code used to denote an employee's retirement coverage. The major ones include the following:

- Civil Service (CSRS)
- Federal Employees Retirement System (FERS) and FICA
- Foreign Service (FS)

- CSRS Offset
- CSRS - Special (for LEOs)
- FERS and FICA - Special (for LEOs)
- Social Security System
- None

Retroactive Benefits/Deductions

Deductions taken or benefits granted due to a recalculation of previous benefits and deductions. Late or modified union contracts, late paperwork, and delays in benefit enrollment processing may all result in a need for benefit/deduction recalculation.

Return Type Code

A designator on returned material authorizations (RMAs) that indicates what actions the return initiates. This may include replacement of the product or the creation of a credit memo in PeopleSoft Billing.

Reverse Split

A reduction in the number of outstanding shares of a corporation's stock, with a corresponding increase in the stock's value.

Reversionary Annuity

A form of pension payment where the retiree foregoes all benefit during his or her lifetime so that the entire benefit is paid as an annuity to a beneficiary after the retiree's death. If the beneficiary predeceases the retiree, the benefit is forfeited.

RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations)

Health and safety regulations in the United Kingdom requiring employers to report certain types of health and safety incidents to the Health and Safety Executive (HSE).

Rider

A special court-ordered or regulatory provision that may be applied to an enrollment to expand or limit any dependent or beneficiary coverage.

Risk Function

In Risk Weighted Capital, this is a user-defined formula that the system uses to derive risk weights.

Risk RuleSet

Used to assign a number of rules to a basis, for processing by the PeopleSoft Risk Weighted Capital Application. Used to group together a number of rules that frequently apply to the same type of balance.

Risk Type

In Risk Weighted Capital, this defines the types of risk associated with your business or activity. For example catastrophic, credit, legal, operational, regulatory, foreign exchange, market, interest rate.

Risk Weight

In Risk Weighted Capital, the risk weight is assigned by risk type, and is used to calculate capital allocation or normalized loss for the account or activity.

Risk Weighted Capital (RWC)

See PeopleSoft Risk Weighted Capital

RIZIV Code

This code is for Belgian employers to track the Federal Institute for Illness and Disability Insurance category.

ROE (Record of Employment) Reason Codes

ROE codes are defined by the Canadian government for employers to record employment actions such as Return to School or Pregnancy Leave.

ROLAP (Relational Online Analytical Processing)

ROLAP refers to the analytical processing and analysis of a relational Data Mart cube. ROLAP, is a form of OLAP that leverages the power and flexibility of relational databases.

Role

A role consists of a designated set of tasks, competencies and accomplishments required for a job code or a position.

Role user

A PeopleSoft Workflow user. A person's Role User ID serves much the same purpose as their Operator ID does in other parts of the system. It allows the system to uniquely identify the user and to determine what data the user has access to.

PeopleSoft Workflow uses Role User IDs rather than Operator IDs because it needs different kinds of user information than the rest of the system does. Specifically, it needs to know how to route work items to the user---an email address, for example---and what role the user plays in the workflow. Plus, you can include role users in your workflow who aren't PeopleSoft application users and who don't have Operator IDs.

Roles

Roles describe how people fit into the workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

Roll Forward

In commitment control, rolling budget balances forward from the budget ledger you are closing (the source budget ledger) into the new (target) budget ledger.

In PeopleSoft Enterprise Planning and Production Planning, a utility that moves tasks from the past to a valid point in the future using time periods rather than fixed dates.

Roll Up

The act of totaling sums based on information tree hierarchies. You can roll up data for any group of details that you have defined as dependent with the Tree Manager.

Rolling Plan

An ESPP offering period where the purchase date is measured from the offer start date. If at the purchase date, the current stock price is lower than the last stock purchase price, you may elect to reset your employees to the new lower purchase price. The offering period is now based of the new purchase date.

Rollup

In PeopleSoft Demand Planning, the process of adding up the demand and forecast **Array** from one level to the next from child to parent. Information such as caption, description, and unit of measure can also be rolled up. The process is also referred to as summarization.

Rounded Punch

A punch that has a company's rounding requirements applied to it (see Time Administration)

Rounding Rule

Defines a rounding rule. You use rounding rules in numerous places—for instance you could round an earning, deduction, or many of the elements that make up an earning or deduction.

Routing (Manufacturing and Engineering)

A set of information detailing the method to manufacture a particular item. It consists of sequentially numbered operations that reference the task to be performed, the work center in which the task is to be performed, the resources to be used, and the time required to complete the task. Engineering Routings differ from Manufacturing Routings in that they are not visible within Production Planning or Production Management and are isolated from Manufacturing.

Routing Option

In PeopleSoft Planning, a valid method for replenishing supply for an item. There are two types of routing options: build options and purchase options. An item may have more than one routing option.

Routing Transit Number (RTN)

A number that identifies the financial institution to which an electronic payment should be sent for deposit.

Routings

Routings connect the activities in the workflow. They are the system's means of moving information from one place to another, from one step to the next. Routings specify where the information goes and what form it takes—email message, electronic form, or worklist entry.

RSZ (Rijksdienst Sociale Zekerheid) Category Codes

These government defined Social Insurance category codes are used to maintain social security records for your Belgian employees. RSZ Categories are associated with a Contract Type, Statute and Substitute for Claey's Formula calculations.

Rule

Representation of a company's compensation, task allocation, or exception requirements (see Creating Rule)

Rule 10b-5

A SEC rule that prohibits trading by insiders on material non-public information. This is also the rule under which a company may be sued for false or misleading disclosure.

Rule 144

A SEC rule that applies to public re-sales of restricted securities as well as all sales by affiliates. The requirements include (1) current public information about the issuer, (2) a one-year holding period for "Restricted Securities," (3) unsolicited brokers' transactions, (4) an amount limitation. the greater of 1% of the outstanding stock or the average weekly trading volume may be sold during any three-month period, and (5) a Form 144 filing.

Rule Actions

Functions that can be used in the creation and application of a rule (see Time Administration)

Rule Elements

Customer defined pieces of information which are passed to Time Administration in order to apply and evaluate rules (see Time Administration)

Rule Period

A Time & Labor period used in the evaluation and application of a rule (see Time Administration).

Rule Program

Specifies the set of rules the Time Administration process will execute and the order in which it will execute the rules.

Rule Results

Net effect of the application of a rule; for instance, the creation of time, initiation of workflow, modification of reported tasks (see Time Administration)

Rule Templates

Templates used to quickly create a variety of rules for the Time Administration program to execute when processing reported and/or scheduled time. Some examples are. compensation rules for overtime and holidays, notification rules for irregular attendance, and rules for just about any other time-reporting situation that requires special processing.

Rules

Rules are your company's business practices captured in software. Rules determine what activities are required to process your business data.

Rule Set

Rule Sets enable you to apply basis rules to your PeopleSoft Analytic Application in the sequence that you prefer. This is particularly helpful if there are multiple basis rules for the same account node, product node, or position source code. Rule Sets can control the execution sequence of your rule combinations, filter combinations, or both. The first occurrence on the node will be applied and any other occurrence will be ignored. Rule Sets are also used with the Data Manager, and with the Currency Conversion engine.

Rules/Time Administration

A physical implementation or execution of a company's compensation, exception and task rules (see Time Administration)

Run Control

A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start some type of program that manipulates data in some way.

Run Control ID

A unique ID to associate each operator with their own run control table entries. Process Scheduler.

Run ID

Code that uniquely identifies a Run Control for batch processes.

RWC (Risk Weighted Capital)

See PeopleSoft Risk Weighted Capital

S**Safety Stock Policy**

In PeopleSoft Inventory Planning, a policy that determines how safety stock quantities are calculated for an item. The policy has several methods that include days supply and percentage of demand fill.

Salary

Rate of compensation received by an employee.

Salary Group

Part of a group of defaults assigned to job codes. A salary group may include items such as steps and grades dependent on individual company parameters.

Salary Plan

A plan of salary defaults, grades, and step components

Salary Step Components

Pay components assigned to a salary step by entering the corresponding rate codes on the Salary Step Components page.

Salvage Value

An estimate of the amount of money one might receive upon selling an asset once that asset reaches its useful life. Salvage value is used in several depreciation calculations, including Straight Line.

Sales Order Rebate and Penalties

Rebates or penalties that are calculated against sales orders independent of **Buying Agreement**.

Sales Person

A required field used in PeopleSoft Receivables, Billing, Order Management, and Deduction Management when working with items. Each item must be assigned to a credit analyst. If no

credit analyst is assigned to an item, the credit analyst assigned to the customer is used as the default.

Sales UOM

The only units of measure that can be referenced on sales orders and quotes. You establish them on the Product Attributes by UOM page.

Same-Day Sale

An exercise and sale occurring on the same day. The exercise of the option and sale of the underlying shares take place simultaneously. The broker uses the proceeds of the sale to pay the company the exercise price and any tax withholding and the optionee the net cash (less any brokerage commission/fees).

Sample Method

One method of entering characteristic readings for a quality control plan. Using this method, for one given control plan you inspect all the characteristics for the first sample, then all the characteristics for the next sample and so on.

Scale

On a Goals Matrix (In PeopleSoft Workforce Analytics), a scale that defines the lowest, middle, and highest levels of performance needed to achieve associated minimum, midpoint, and maximum levels of compensation pay out. These are referred to as the Threshold, Target, and Stretch levels, respectively. The scale can be used to standardize multiple performance goals to a common scale of measurement.

Scenario

A scenario is a particular outcome you are analyzing when you run in Scenario Manager. Scenarios enable you to study various changes in organization models you created. For each parent and child model you want to study, you create a scenario ID that you use with all run controls.

There are two types of scenarios defined in the Scenario Manager: Historical and Forecast. In the case of an Historical Scenario all future looking fields will be display only and the Scenario Manager component serves as a wrapper to run any analytic engines. In the case of a Forecast Scenario, the Scenario Manager refers to all the business rules, forecasts, and economic assumptions that make up the scenario.

In PeopleSoft Budgeting a scenario is a ChartField used in PeopleSoft Budgeting to identify different budget iterations that use different assumptions.

Schedule

Specific task, date, and time to be worked by a Time Reporter (see Scheduling)

Schedule 13D or 13G

Disclosure forms required to be filed with the SEC and the company by a shareholder (or shareholders) that own(s) more than 5% of a public company. Schedule 13G is a short-form version of the 13D and may generally (but not always) be used only by institutional investors.

Schedule Group

A category of employees or employee groups associated for purposes of time scheduling.

Schedule Line Number

The line associated with an Order ID. The schedule line identifies an item and scheduled ship quantity that may be different from the requested quantity due to item availability.

Schedule Number

A number identifying the salary table form that an employee's pay is computed. Also has a second meaning related to the Payment Voucher processing for the ECS.

Schedule Reconciliation

In PeopleSoft Payables, the process of reconciling scheduled payments by Payment Schedule ID. Schedule Reconciliation helps U.S. federal agencies meet their requirement to schedule or group together payment orders for submission to the Treasury Disbursing Office.

Schedule Template

An ordered pattern of workday(s) and/or off day(s) used in scheduling (see Scheduling)

Schedule Type

In PeopleSoft Payables, an indicator of the nature of items purchased with a Payment Schedule.

Scheduled Punch.

A time reporter's expected punch (see Scheduling)

Scheduling

A function of PeopleSoft Time and Labor and PeopleSoft Global Payroll that enables you to create work schedules and assign them to employees.

Scorecard

A weighted sum of constraint violations in a schedule that evaluates the schedule's validity (that is, acceptability). The score is calculated by adding the value for each relevant violated constraint. See also **Penalty**, **Weight** and **Relevant Constraint**.

In PeopleSoft Balanced Scorecard, views of a strategy tree's components and Key Performance Indicators with red, yellow, or green scores that show its assessments.

Scrap

Any material outside of specifications and possessing characteristics that make rework impractical.

SearchIndex

A set of objects that give the programmer the ability to create, delete, insert, and update a search index and the items within it. Search index items contain a set of statistics about the document that has been indexed (keywords, number of occurrences, proximity to other words, and so on) as well as a key that can be used to point to the document (a URL, database key, or file path).

SearchQuery

A set of objects that allow the programmer to pass a query string and operators to the search engine and receive a set of matching results with keys to the source documents from the search index in return.

Seasonal Index

In PeopleSoft Demand Planning, measures the amount by which a forecasting period is influenced by seasonal effects. The index typically measures the percentage of difference between the base demand in the period and the expected actual demand in the period. An index of 100 indicates an average period in a seasonal cycle.

Seasonal Profile

In PeopleSoft Demand Planning, identifies the weight index assigned to a forecast time period to take in account seasonal fluctuations in the demand.

Seasonality Group

In PeopleSoft Demand Planning, a group of **Forecast Items** with a repetitive pattern of demand from year to year where some periods are higher than others. Typically a group of items is designated as a contributor to the seasonality group. Contributors are chosen because they are representative of the group, are stable, and have at least two years of demand history. The seasonality group profile is more stable than individual profiles of the contributors because the Aggregation process smoothes out random errors.

In Enterprise Planning and Simulation, a Seasonality group is a group of items with similar seasonal patterns. To determine if a forecast element is seasonal or nonseasonal, by averaging their history values over a year and determining where they were above and below average. Seasonality groups capture means seasonal behavior among related products.

Secondary COBRA Events

COBRA qualifying events that extend the amount of time a participant is eligible for COBRA coverage. For an event to qualify as a secondary COBRA event, it must fulfill the following qualifications: The participant must already be enrolled in COBRA coverage as a result of an initial COBRA event, the initial COBRA event must be one that is associated with a change to the employee's job status (such as a reduction in hours, termination, or retirement), and the

secondary event must be one of the COBRA event classifications that involves loss of coverage for the dependent (such as divorce, marriage of dependent, or death of employee). See COBRA and Initial COBRA Events.

Secondary event code

Secondary event codes, also called transaction codes, specify the type of transaction in detail. For example, a transaction's secondary event code could say that the transaction is a catalog order, a rush order, or a request for a sample. Not all transaction types include secondary event codes.

Section

A set of logically related elements that are to be resolved during the payroll process. You define your payroll process by creating sections and adding them to process lists. You can create four different types of sections: standard, generate positive input, sub-process, and payee.

Section 16(a)

Provision of the Securities Exchange Act of 1934 that requires company insiders to file changes in beneficial ownership of the company's equity securities and periodic reports disclosing their holdings.

Section 16(b)

Provision of the Securities Exchange Act of 1934 that requires that any profit realized by a company insider from the purchase and sale, or sale and purchase, of the company's equity securities within a period of less than six months must be returned to the company. It is also known as the "short-swing profit" rule.

Section 423

The Internal Revenue Code section that regulates Employee Stock Purchase Plans.

Section 83(b) Election

A tax filing within 30 days of grant that allows employees granted restricted stock to pay taxes on the exercise date, rather than the date when restrictions lapse. If an employee files the election, taxes are based on the fair market value on the exercise date, with any future appreciation taxed as a capital gain. If the employee does not file an election, taxes are based on the fair market value on the date the restrictions lapse, which will be higher assuming the stock has appreciated in value.

Securities Act of 1933

Often referred to as the "truth in securities" law, the act requires that investors receive financial and other significant information concerning securities being offered for public sale; and prohibits deceit, misrepresentations, and other fraud in the sale of securities.

Securities Exchange Act of 1934

The Congressional act that created the Securities and Exchange Commission. The Act empowers the SEC with broad authority over all aspects of the securities industry. This includes the power to register, regulate, and oversee brokerage firms, transfer agents, and clearing agencies as well as the nation's securities self regulatory organizations (SROs). The various stock exchanges, such as the New York Stock Exchange, and American Stock Exchange are SROs. The National Association of Securities Dealers, which operates the NASDAQ system, is also an SRO. The Act also identifies and prohibits certain types of conduct in the markets and provides the Commission with disciplinary powers over regulated entities and persons associated with them. The Act also empowers the SEC to require periodic reporting of information by companies with publicly traded securities.

Security Clearance

Security Clearances (Classified, Secret, Top Secret) are granted to employees by government agencies and are usually associated with jobs that bring employees into contact with classified government projects or sensitive technologies.

Security Event

In commitment control, events that trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

Segmentation

You can “segment” components of pay based on such events as changes in compensation, employee status, or job changes during a pay period. For example, if an individual changes jobs in the middle of a pay period and your organization has a practice of separating components earned in the first job from those earned in the second job, you can set up your system to trigger segmentation of earnings results on the pay slip when there is a change to the job change action/reason field.

Selective Factors

Knowledge, skills, abilities or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a selective factor are ineligible for further consideration.

Selective Merge

In PeopleSoft Enterprise Warehouse the selective merge allows for an additional WHERE clause when you delete a merge.

Self-Service Application

Another name for PeopleSoft's HRMS and ERP applications accessed using a browser.

Sell to Cover Exercise

When an optionee sells a portion of the option shares to cover the exercise cost and any applicable taxes.

Seniority Pay

A premium paid for seniority or for the length of time an employee works for an organization.

Seniority Pay Components

Pay components whose rate codes are assigned to the seniority rate code class SENPAY (provided by PeopleSoft) on the Comp Rate Code page, allowing you to access the seniority pay functionality.

Seniority Rate Codes

A premium paid for seniority or for the length of time an employee works for an organization.

Separate Debit and Credit

A feature in PeopleSoft General Ledger that captures and reports in greater detail the accounting information that resides in balance sheet accounts. It shows the gross debit/credit balances in addition to the net balance for each account stored in the ledger. This feature also supports reversing—debit and reversing—credit journal entries for error correction.

Server Process

A server process is executable code that receives incoming client requests on the application server. The server process carries out a client request by making calls to a service that executes SQL against the database.

Service

A service performs a particular task of an application. Examples of services are MgrGetObj, SQLAccess, RemoteCall, and so on. When a client workstation sends a request to the application server, it sends a service name and a set of parameters, such as "MgrGetObject + parameters". The application server associates the service request with the appropriate server process to complete the transaction.

Service

The PeopleSoft Pension Administration function that determines how much service credit an employee has accrued.

Service Buy Back

The process by which an employee repays a pension plan in order to restore service credit that was forfeited when the employee withdrawal previous contributions. Typically, employees withdraw contributions upon termination and initiate service buy back processing upon rehired.

Service Purchase

The process by which an employee gets additional pension service credit for periods not normally considered eligible. The employee “purchases” this service by paying into the plan.

Service Schedule

A table showing how much service an employee earns based on the number of hours the employee worked during the year or month.

SetID

The label that identifies a TableSet.

Sex Code

Used to indicate gender.

Shape

For a transaction, the set of inputs and outputs for that transaction. For a class, the data members of that class.

Share

A share of a company's stock. Stock options give you the option to purchase a certain number of shares of company stock.

Share Price

The price per share of a company's stock. See, also, "stock price."

Shareholder

Owner of one or more shares of stock in a corporation. Also known as a stockholder or investor.

Shares Available to Issue

The total number of shares authorized, less shares granted, plus cancellations that revert to the Plan pool.

Shares Cancelled

This is usually triggered by a specific event, such as termination of employment in which the unvested shares as of the date of termination are no longer available for future vesting and exercise. These shares are therefore canceled from the option and can be returned to the plan, retired to treasury or allocated back to a group.

Shares Exercisable

The number of shares that are vested and available for exercise.

Shares Exercised

The number of shares purchased upon exercise of a stock option.

Shares Expired

Option shares that no longer are exercisable at the end of the option term. The length of the option term is defined in option agreement. This date is usually the earlier of the exercise period for vested shares after termination of employment or the full length of the option term.

Shares Outstanding

The number of company shares currently held by shareholders, as tracked by the transfer agent

Shift [Time and Labor]

The block of hours that an employee works in a day, such as nine to five, four to eleven, or ten to six. In PeopleSoft Time and Labor, Shift is used as a template of clock hours for scheduling an employee or group of employees to be at work or available to work (on call). Shifts may be constant, rotating, repeating, and/or split; any given shift may or may not have an associated Shift Differential or Bonus. A shift is always associated with a Work Schedule, and consists of clock hour Start and Stop times (two to allow for split shifts), meal periods (two) and relief periods (two).

In PeopleSoft Workforce Analytics, the block of hours that an employee works in a day such as nine to five, four to eleven, or ten to six.

Shift Bonus

A fixed amount (either a flat dollar figure or stated in terms of an employee's rate) paid for working a particular Shift.

Shift Code

A numerical shift identifier that is unique within a SetID.

Shift Differential

Additional compensation paid an employee for time worked during certain shifts. Typically, shift differential is administered as a flat amount per shift, hour worked, and/or as a percentage of the amount paid per shift hour or shift worked.

In PeopleSoft Workforce Analytics, a premium paid for work over regular pay, for which employees on certain shifts may be eligible, such as double-time for late night shifts. Shift differentials are usually stated as an additional rate or factor.

Shift Elements

Individual components of a shift such as TRC start and stop time, duration (see Scheduling)

Shift Name

Customer defined nomenclature for a shift (see Scheduling)

Shift Type

A customer-defined classification associated with a shift. The shift type can be used in the evaluation of rules or exceptions (i.e. On Call) (see Scheduling)

Shift Type [Time and Labor]

Time and Labor defined classification of shifts. Valid shift categories include Flex, General and Elapsed. Shift categories are used in the creation of time reporter schedules (see Scheduling)

Shipping Priority Code

Shipping Priority Codes act as tie breakers during order reservation in PeopleSoft Inventory when different orders are scheduled for the same delivery date and time. When the reservation process in Inventory encounters a situation where there are more orders than available stock, the system reserves the order with the highest priority. If schedules are encountered with the same priority, orders are then considered by order date.

Short Sale

The sale of a security that is not owned or is not delivered at the time of the trade, necessitating its purchase or delivery some time in the future to "cover" the sale. A short sale is usually made with the expectation that the stock value will decline, so that the short seller can eventually cover at a price lower than the original sale, thus realizing a profit. At the time of the short sale, the broker borrows stock to deliver on the settlement date. A short sale can be "naked," in which case the seller does not deliver the shares being sold short and must provide the broker with collateral. Or the short sale can be "against the box," in which case the seller delivers the shares being sold short for the broker to hold "in the box" until the seller chooses to close out the short position.

Short-Swing Transaction

A purchase and sale, or sale and purchase, of the issuer's equity securities by an insider within a period of less than six months. See "Section 16(b)" above.

Short-term Variable Compensation

In PeopleSoft Workforce Analytics, this is cash compensation paid to a worker that is not fixed; includes bonuses and commissions.

Sibling

A tree node at the same level as another node, where both roll up into the same parent. A node can be a sibling, parent, and child all at the same time, depending on its location in the tree.

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Sick Leave

Sick leave is accrued by full-time permanent/seasonal employees at the rate of 4 hours every biweekly pay period; for part-time permanent/seasonal employees, it is accrued at one hour for every 20 hours worked.

Simulated Workforce

In the PeopleSoft Workforce Rewards product, Manage Compensation module, the calculated Simulated Workforce = Existing Employees + New Simulated Employees + Reduced-Employees.

Single Life Annuity

A benefit payable during the lifetime of the participant, with no payments made after the death of the participant. Also referred to as a “life only annuity” or a “straight life annuity.”

Single Signon

This refers to the process by which a user can, after being authenticated by one PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

SIREN Code (Système Informatique pour le Répertoire des Entreprises)

This stands for the Electronic List of Enterprises. The SIREN code is assigned to a company when it registers as a business with the French government, and identifies the purpose of the establishment for regulatory reporting purposes in France.

SIRET (Système Informatique pour le Répertoire des Établissements)

This stands for Electronic List of Entities. In France the SIRET is an identifying number given to a French business by the INSEE, an official statistics and economics organization in France. The SIRET number is a combination of the SIREN and NIC numbers. This number is used by the tax and social security authorities to identify a business enterprise and its entities.

Site Tree

In PeopleSoft eStore, a hierarchical structure that controls navigation, as well as content and behavior within the header, footer, and left margin areas of the web page template.

Slice

The span of time into which an element is segmented as a result of element segmentation. Unlike a segment (or period), a slice does not represent a separate gross-to-net process since it affects only a limited set of elements within a period or segment. Like segments, slices have their own begin and end dates.

Slice Dimension

A model dimension used to restrict user access to the system. For example, a product manager's access to the system can be restricted to only the products he or she is responsible for by defining "Products" as a slice dimension, and assigning this person the members of the "Products" dimension he or she can access.

Slice and Dice

Another term for multidimensional analysis. When your data has three (or more) dimensions, you can think of it as being arranged in a cube (or hypercube), with each side representing a dimension. When you analyze the data, you "slice" off part of the cube or "dice" it to get to an individual cell.

Slotting

In PeopleSoft Workforce Rewards, a process by which the system establishes the target market compensation rates to use for compensating workers in non-benchmark jobs.

Social Security Number

Nine numeric digits assigned to an individual by the Social Security Administration. Also known as a Taxpayer Identification Number (TIN).

Source

The Source table stores valid journal entry and posting sources. These can include job titles (such as CFO), user IDs (such as CLERK123), PeopleSoft General Ledger processes (such as Consolidations), or other applications (such as PeopleSoft Payables).

Source Transaction

In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control, and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue or collected revenue transaction.

Sparsity/Density

A multi-dimensional concept of whether data exists at intersections of dimensions. If a cube has many dimensions, but little or no data in some of those dimensions, the cube is considered sparse. Sparse cubes take up unnecessary disk space and reduce calculation performance. The goal is to create dense cubes and only use dimension intersections where data actually exists.

Special Accumulator

A device that accumulates earnings from different sources for a specific purpose. 401(k), pension and retirement plans use special accumulators. A 401(k) plan might use a special accumulator to calculate a deduction using regular, vacation, and overtime earnings. Special accumulators can add to or subtract from a pool of earnings.

Special Payments

A payment that occurs once or under special circumstances (e.g., back pay interest, lump sum leave, bond refund, longevity bonus, compensatory time reimbursement, death payment, severance pay, separation bonus, etc.).

Special Rates

Higher salary rates for specific grade levels and occupational groups determined by OPM for employees working in specific geographic areas. Each area is assigned a separate Schedule Number.

Specialist

A member of a stock exchange who maintains a fair and orderly market in one or more securities. A specialist or specialist unit performs two main functions. executing limit orders on behalf of other exchange members for a portion of the floor broker's commission, and buying or selling for the specialist's own account to counteract temporary imbalances in supply and demand, preventing wide swings in stock prices.

Specialized Experience

Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and is typically in or related to the work of the position to be filled.

SpeedChart

A user-defined shorthand key designating several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a speedchart definition.

SpeedType

A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

Spending Limits

See Planning Targets.

Split and Join

In PeopleSoft Demand Planning, the process of subdividing a forecast so that multiple users can make changes to their portions of the forecast. After changes are complete, the portions are joined back into a single forecast.

Split Deduction

Deduction that you create by splitting an existing deduction into two deduction items. The new deduction retains the original item ID with an added suffix number.

Split Shift

Periods of productive time split up by period of non-working time; example. a time reporter comes to work as a busboy for the lunch shift from 12-2 p.m. and then returns to work from 6-8 for the dinner shift (see Scheduling)

Split Stream Processing

The matching of a payment's cash information with the payment advice information when they have been received as separate transmissions through EDI and lockbox.

The uniting of the payment cash with the payment advice when they have been received as separate information through EDI.

Spokesmen Committee (Sprecherausschusse)

In Germany the Spokesmen Committee represents the interest of the management in your company before the ownership. The Spokesmen's Committee is consultative in nature, although they play a co-determination role on individual employment contracts, hiring, and dismissals. They also play a role in monitoring employment fairness, equity, and non-discrimination in terms of nationality, race, religion, sex, and age.

Spouse Demonstration J&S

In the PeopleSoft Pension Administration system, an informational-only form of pension payment that tells what the spouse's total benefit would have been if the retiree had chosen the spouse as the beneficiary rather than a nonspouse beneficiary. You cannot pay pension benefits based on this form because it is informational only.

Spouse Eligibility Alias

In PeopleSoft Pension Administration, a Custom Statement that defines any criteria that must be met before the plan will provide an Automatic Spouse Benefit. For example, the plan may require that the employee and spouse be married a full year before they are eligible for an automatic spouse benefit.

Spouse Eligibility Statement

See Spouse Eligibility Alias.

Spread

Depending on the context, either (1) the difference between the bid and asked prices for an over-the-counter stock, or (2) the difference between an option's exercise price and the market price at the time of exercise (i.e., the profit component of the exercise).

SQL Objects

Used to create rules that are more complicated than templates or actions and conditions allow—select statements, insert statements, table joins, and sub-queries

ST (Strategic Trust)

See Strategic Thrust

Staged Date

The date an item was received into the inventory business unit.

Staging ID

An identifier for a putaway plan. The inventory system sequentially assigns Staging IDs when it creates the putaway plan.

Standard Cost

A predetermined, fixed cost associated with an **Inventory Item** or **Forecast Item**, representing detailed estimates of each element of cost entering into the purchasing or manufacturing of an item. Standard cost is used when minor variations in an item's cost are not needed. The use of standard costs also enables management to determine how much an item should cost (Standard), look at how much it does cost (Actual), analyze the differences between the two and their causes (Variances), and compute economic order quantity.

Standard Form (SF)

A standardized form for interagency use by the Federal government. The SF prefix is the most common but not exclusive one in usage.

Standard Price

In PeopleSoft Demand Planning, the standard selling price associated with a **Forecast Item**. The price can be introduced into the system directly in forecast item maintenance or indirectly using the demand transfer interface. At higher levels in the view where there is no standard price available, the summarization function can be set up to develop one.

Standard Unit of Measure

The smallest unit of an item that a PeopleSoft application tracks.

Startup Data

In PeopleSoft Pension Administration, accrued Service, Cash Balance Account, or Employee Account data loaded into the system in the form of an opening balance and “as of” date. The alternative would be to load the entire accrual history.

State Record

The State Record is a PeopleSoft record, keyed by process instance, that must be created and maintained for each Application Engine program. The State Record defines the fields that an Application Engine program uses to pass values from one SQL statement to another.

Static Group

An employee group in Time and Labor that enables you to control its creation and maintenance. The group remains the same at all times until you change it.

Static Policy Controls

Determines how a static (versus time-phased) **Inventory Policy** is to be calculated. Static controls use period and average methods and their arguments.

Statistical Account

An account that has an associated unit of measure, used for tracking and monitoring statistical data. For example, the Workstations account uses EA (each) as a generic unit of measure, while the Floor Space statistical account might use square feet and the Work Days account would use days.

Statistical Code

The unit of measure used for tracking and monitoring statistical data. For example, using a statistical code of WS may represent the number of Workstations.

Statistical Forecast

In PeopleSoft Demand Planning,, a forecast developed at each level of the forecast pyramid and that considers the item’s history in isolation.

Status Checking

In PeopleSoft Projects, a control feature that can be applied to transactions coming into Projects from cost feeder systems. If the incoming transaction does not conform to predetermined status and analysis conditions, an online warning will display or the transaction will be rejected.

Status Position Code

A code that identifies the various conditions of a position, e.g., frozen, classified, etc.

Statutory Account

Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.

Step

A secondary level or subcategory within the primary pay level (depending upon pay plan, different employees may have a different number of steps within their primary pay level).

Step Progression

In PeopleSoft Workforce Analytics, a pay increase granted to an employee or group whose salary plan includes steps within grades. Each step increase is a step up the pay range for the employee.

Stock

In corporate finance, the form in which an owner's interest is represented, distributed in units known as shares.

Stock Administrator

An individual who administers and manages the corporation's benefits and/or equity compensation plans. This individual serves as the contact for transfer agent and broker inquiries. Stock Administrators manage Stock Option Plans, Employee Stock Purchase Plans, Restricted Stock Award Plans, and Stock Bonus Plans.

Stock Appreciation Rights (SAR)

A contractual right to receive, either in cash or employer stock, the appreciation in the value of the employer's stock over a certain period of time. A SAR can be used alone or in tandem with Incentive Stock Options (ISO/SAR) or Nonqualified Stock Options (NQ/SAR). PeopleSoft Stock Administration supports only tandem SAR's.

Stock Awards

Stock allocations that are processed in the Manage Variable Compensation business process. Stock Administration creates stock grants from finalized stock awards.

Stock Exchange

An organized marketplace in which bonds, stocks, and common stock equivalents are traded by members of the exchange, acting as agents (brokers) and as principals (dealers or traders). Such exchanges have a physical location where brokers and dealers meet to execute orders to buy and sell securities. Each exchange sets its own requirements for membership.

Stock Option

A contractual right granted by the company, generally under a stock option plan, to purchase a specified number of shares of the company's stock at a specified price (the exercise price) for a specified period of time (generally five or ten years). Assuming that the exercise price is the

same as the fair market value on the grant date, the option will become more valuable if the fair market value goes up, because the option effectively gives the optionee the right to buy stock in the future at a discount.

Stock Price

The price per share of a company's stock. See, also, "share price."

Stock Purchase Participant

An individual who participates in the corporation's Stock Purchase Plan.

Stock Purchase Plan

A type of broad-based stock plan that permits participants to use payroll deductions accumulated over a period of time to acquire stock from the company.

Stock Split

A change in the capitalization of an issuer that increases or decreases the number of securities outstanding, and adjusts the value of the securities accordingly, without a corresponding change in the assets or capital of the issuer. For example, if an employee has options to purchase 25 shares at \$10 per share and the company has a 2-for-1 stock split, the employee thereafter has the option to purchase 50 shares at \$5 per share.

Stock Swaps

A payment method that can be used to cover the cost of the exercise price and taxes depending on whether it is allowed by the plan. When an employee elects to exercise a stock option by means of a stock swap, they surrender already-owned shares of stock to pay the total required option exercise price and/or taxes for the option being purchased. The surrendered shares are usually valued at the fair market value of the company's stock on the date of exercise.

Stock Trading Symbol

The three or four letter symbol used to identify a company's stock on the stock exchange where it trades. Also known as a "ticker symbol".

Stock Withholding

A cashless method of satisfying the withholding taxes due upon the exercise of a stock option by authorizing the company to withhold from the shares being exercised a number of shares equal to the taxes.

Stockholder of Record

Person or entity, often a broker or the Depository Trust Company, named on the issuer's or transfer agent's stock record books as the owner of shares held in "street name." The stockholder of record acts in part as a way of safekeeping stock certificates that might otherwise be lost by the beneficial owner, and also in order to keep the identity of the beneficial owner confidential from the company.

Stock-In Probability

A replenishment option for defining transfer parameters for PeopleSoft Demand Planning or Inventory Planning upload files. The option is the percentage of time you want to have the item on hand for the **Business Unit** and is used to calculate safety stock.

Stop Time

Out punch

Storage Area

A division of a **Business Unit** used to store material and to track **Inventory Transaction**. Storage areas might include shipping and receiving docks, staging areas, warehouse zones, and inspection and quality control departments. Each storage area can be divided into a maximum of four levels, with each level representing a physical subdivision of the area.

Storage Level

A hierarchical subdivision of a storage area.

Storage Location

The combination of a storage area and that area's most detailed storage level. This is the smallest definable physical space within an **Inventory Business Unit**.

Strategic Initiatives

In PeopleSoft Balanced Scorecard, actions the organization must take to implement strategy. May be temporary or short-term in nature.

Strategic Thrust (ST)

In PeopleSoft Balanced Scorecard, four to five statements or paragraphs that summarize the core components of an organization's strategy. Strategic thrusts describe the key areas across which a scorecard is balanced. They are themes or goals your organization is striving to achieve; more specific descriptions of what you must do to achieve that goal are defined by critical success factors. Key performance indicators may be attached to strategic thrusts as long as there aren't critical success factors below them, but typically strategic thrusts aren't directly associated with key performance indicators.

Strategy Tree

In PeopleSoft Balanced Scorecard, the hierarchical relationships of the objectives your organization is striving to achieve. Used as the foundation for a scorecard, and typically balanced across four major categories: Financial, Customer, Learning and Growth, and Internal Processes. These are made up of Vision, Strategic Thrusts, and Critical Success Factors.

Stratification Engine

A support module that structures the volume of financial accounts and balances at a large financial institution to a manageable scale for processing by the PeopleSoft Funds Transfer Pricing (FTP) and PeopleSoft Risk Weighted Capital (RWC) applications. It categorizes data by a range of values and summarizes data based on rules you define for FTP and RWC.

Stratification Wizard

Stratification Wizard is a tool you can use to quickly create new stratification rules or update the existing rules. Stratification Wizard prompts you for each of the possible source and destination fields, grouping operations, and summarization actions to be performed. Stratification Wizard enables you to stratify your data according to tiers, discrete values, periodic increments, and numeric increments. It also enables you to leave the data aggregated.

Streams

An optional feature that enables you to reduce processing time by processing groups of payees simultaneously.

Street Name

See "Stockholder of Record".

Stretch

In a Goals Matrix performance scale (In PeopleSoft Workforce Analytics), this is the level of performance for which an employee achieves maximum pay out. Performance above this level receives no greater pay out.

Strike Price

The price per share which must be paid in order to exercise the stock option. The strike price is typically the fair market value of the stock on the grant date. Also known as the "exercise" or "grant" price.

String constant

String constants are delimited in PeopleCode by using either single (') or double (") quote marks.

Strip Funding

One of several methodologies used by PeopleSoft Funds Transfer Pricing (FTP) to derive maturity when calculating FTP rates based on matched maturity funding. This approach matches the projected cash for the instrument in each time period, with a specific cost of funds rate for that cash flow. The FTP rate for the instrument is then calculated by weighting the cost of funds rate for the cash flow in each time period by the term of the cash flow.

Structured Query Report (SQR)

A type of printed or displayed report generated from data extracted from a PeopleSoft SQL-based relational database. PeopleSoft applications provide a variety of standard SQRs that summarize table information and data. You can use these reports as is, customize them, or create your own.

Style File (Verity)

Collection style refers to a set of configuration options that are used to create the indexes associated with a collection. A collection has one collection style and it is defined in a set of style files before creating the collection.

SubCustomer Qualifier

A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Sub-Process Section

A type of section you can add to a process list. Sub-process sections are especially useful for performing iterative processes such as gross ups (calculating the gross amount for a given net amount). You can include conditional logic within a sub-process section.

Subscription

The process of mapping fields, selecting data parameters and submitting the information to an outside vendor.

Substitute Item

In PeopleSoft Manufacturing, an item that can be used when there are no primary components available in inventory or when there is a long-term shortage of the original item. The substitute item can be defined at three levels: setID, business unit/item, and bill of material/engineering bill of material.

Subtask

A lower-level Planning task in a schedule's hierarchy that rolls up into a parent task. For example, an operation performed on a production ID would be a subtask of the production order.

Summarization Process

See Rollup.

Summary ChartField

A feature for creating summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

Summary Forecast

In PeopleSoft Demand Planning, a type of forecast that results from adding up the adjusted forecast totals from the next lower level, meaning the sum of the children's forecasts for the parent. The summary forecast at level one (1) is always zero since there is not a logical lower level.

Summary Ledger

An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. They increase the speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

Summary Tree

A tree used to roll up accounts for each type of report in summary ledgers. In effect, summary trees enable you to define "trees on trees." In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

Summed Adjustment Type

When the system finds multiple summed discounts, they are added together, and applied once.

Super Tree Utility

A PeopleSoft Enterprise Warehouse utility that enables you to combine multiple effective dates of a tree into one. This super tree contains all tree changes for a certain period of time enabling you to analyze effective dated trees more easily.

Supplemental IRR

An IRR type used when a federal employee's retirement deductions were originally under-reported. An agency can create a Supplemental IRR to report the difference in the retirement deduction amount to the Office of Personnel Management (OPM).

Supplemental Tax Method

A payroll tax calculation method that uses a straight percent rather than allowances. The percentage depends on state requirements.

Supply Chain Warehouse

See Warehouses.

Support Costs

Activity costs not directly connected to production.

Support Modules

The support modules are a collection of engines and analysis models that derive values, rates, financial calculations, and prices. PeopleSoft Analytic Applications take this data and use it for further processing. The support modules perform processes that are used in the financial services industry. They are only utilized by two of the PeopleSoft Analytic Applications: Risk Weighted Capital (RWC) and Funds Transfer Pricing (FTP).

Support Team

A group of people working together to sell to and/or support a customer. You can assemble support teams and associate them with ship to customers, quotes, sales orders, and **Buying Agreement**.

Supporting Element Overrides

Provide a mechanism to override various supporting element types, such as brackets, dates, durations, formulas, and variables, at various different levels.

Supporting Elements

Supporting elements are building blocks for other elements. In PeopleSoft Global Payroll, they are used in combination with other elements to create rules. They are not stand-alone. Typical supporting elements are arrays, brackets, rounding rules, and fictitious calculations.

Suspend Exercise

As a condition of a leave of absence, a company may stipulate to restrict the exercise of shares during the leave or for a period of time. Only applicable if the Stock Action is LOA.

Suspend Vesting

As a condition of a leave of absence, a company may stipulate to suspend vesting of shares. Only applicable if the Stock Action is LOA. If a company does not Suspend Vesting then the Vest Deferral Grace Period and Service Rule are not applicable.

Suspended Item

In PeopleSoft Demand Planning, an item suspended by the system. The suspension is due to the lack of demand for the number of periods defined for the item's **Control Group**.

System Element

In PeopleSoft Global Payroll, system elements are delivered and maintained by Peoplesoft. There are two types of system elements: database system elements and system-computed elements. Database system elements contain payee-related data that can be used frequently in a calculation, such as department ID, location, and personal data. System-computed elements are automatically populated by the payroll process.

System Functions

A list of all activities that the system supports, along with their associated General Ledger distributions.

System-Defined Count

The PeopleSoft Inventory feature that employs user-defined criteria to begin the count creation process.

System-Defined History

Any statistical information updated by the posting and aging programs, maintained to reflect customer credit standing.

T**T+3**

The obligation in the brokerage business to settle securities trades by the third day following the trade date. "Settlement" occurs when the seller receives the sales price (less the broker's commission) and the buyer receives the shares.

Table

The underlying format in which data is stored by columns (fields) and rows (records, or instances).

Table Lookup

A utility in PeopleSoft Pension Administration that finds an unknown value based on a known one in your data set. For example, you can look up an interest rate based on a year, or an actuarial factor based on an employee's age.

TableMaps

In the PeopleSoft Enterprise Warehouse, TableMaps define the physical relationships between related tables. TableMaps allow you to define "families" of related tables and the columns that define the key relationships between the tables.

TableSet

A group of rows across control tables identified by the same SetID.

TableSet Sharing

Specifying the control table data for each business unit so that redundancy is eliminated.

Tardy

The circumstance when a time reporter reports for work after the scheduled start time

Target

In a Goals Matrix performance scale (In PeopleSoft Workforce Analytics), this is the performance level your organization establishes as the norm for performance and pay out.

Target Cost

A desired target cost (for production, engineering or marketing) is found by subtracting the desired profit margin from a competitive or estimated price.

Target Currency

The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

Target End Date

The intended end date for employee schedules in Time and Labor reporting. You establish a target end date, and depending on the work schedule templates, the application determines what the actual end date should be.

Target Grade

Highest obtainable grade for a position.

Target Matrix

In PeopleSoft Workforce Rewards, the Target Matrix defines the level of award to be paid based upon a predetermined level of performance that a defined measure is evaluated against.

Target Plan

In PeopleSoft Workforce Rewards, a plan for distributing compensation awards, in which the level of the award is linked directly to a predetermined level of performance that a defined measure is evaluated against. For example, a Target Plan for a Sales group might be as follows: “As a group, increase the business unit’s net income by 10% and each member of the group will be eligible for an award equal to 5% of base pay.”

Target Rate

In PeopleSoft Workforce Rewards, calculated market rates you choose to use as new target pay rates for the jobs in your organization. Think of these target rates as pay guidelines, in support of your company’s overall pay strategy.

Target View

In PeopleSoft Demand Planning, the of the views being reconciled during the **Cross-View Reconciliation** process. During the process, fields for reconciliation are defined for both a source and target view.

Tariff

In Germany a Tariff is a contract between the employee's unions and the employers' association, defining labor agreements on issues such as standard working hours, income, and vacation. This contract is valid for all of Germany for the business or industrial sector the company is working in (such as **Banking** or **Metal**).

Tariff Area

In Germany, additional labor agreement terms beyond those in the Tariff, such as salary plans or employee reviews, can also be applied based upon the Tariff Area. The Tariff Area is often split along regional lines (such as **Bavaria** or **Berlin**).

Task

See **Manufacturing Task** and **Planning Task**

Task

A piece of work assigned to or demanded of a person; a unit of work (see Time Reporting)

Task Entity

Individual component of a task; for example, Project ID, Activity ID, Work order, Department, Company, Business Unit (see Time Reporting).

Task Profile

A way of viewing or establishing where to allocate employee task information for a day and time. The task profile fields that appear on the page are established by the *Task Profile Template*.

Task Profile

Entity that establishes the default values for optional and required task elements. This can be for single or multiple tasks. (i.e. default values based on hours allocation, percentage distribution, equally distributed or by prompt) (see Time Reporting)

Task Rules

A methodology that is applied to scheduled, reported and payable time to allocate or redistribute task assignments (see Time Administration)

Task Transfer

Department transfer

Task Values

The customer defined value for a specific task element i.e. Customer 1, project 1, etc (see Time Reporting)

Taskgroup

Identifies the default time reporting templates, task template, and task profile(s) for time reporters that share the same task reporting requirements.

Taxable Benefits

Any employer contributions that are subject to Federal Withholding Tax.

TDS (Transfert de Données Sociales)

In France the TDS is a social security transfer report, submitted on magnetic media to the government.

Team Member

An individual who is part of a support team. Each team member may be in a commissionable or non-commissionable role.

Technical Scenario

In PeopleSoft Enterprise Warehouse technical scenarios allow you to set up the object type values that the Resolver uses to chunk the record/TableMap you'll resolve. Technical scenarios allow technical users to define chunking criteria that enable chunks to run in parallel. This allows for parallel data processing.

Template

A portal template is simply HTML code, associated with a web page, to define the style and layout of the page. Templates allow a developer to build an HTML page by combining HTML from a number of sources. Templates do two basic things: define the layout of the page, and define where to get HTML for each part of the page.

Template Pagelet

One piece of an overall template. For example, in a given template, there may be one template pagelet for the universal navigation header and one template pagelet for the target content.

Temporal Constraint

A relationship between Planning tasks that defines their sequence and timing in a schedule. Temporal constraints cannot be violated by the Optimizer. PeopleSoft Planning constraints include finish to start, start to start, finish to finish, start to finish.

Temporary Continuation of Coverage (TCC)

The TCC program, as prescribed by the OPM, requires Federal agencies to provide to separating Federal employees the opportunity to temporarily continue their FEHB coverage for up to 18 months (unless involuntarily separated because of gross misconduct), provided the individual pays the full cost of coverage, including both the employee and government share and a two percent administrative charge. Agencies may elect to provide this service in-house or enter into cross-servicing agreements with another Federal agency.

Tenor

Used by the PeopleSoft Funds Transfer Pricing (FTP) application to refer to the maturity of an instrument. It represents the length of time an instrument is available as either a source or use of funds. The FTP application calculates the transfer price for an instrument, based on the marginal cost of funds of similar liquidity and tenor.

Term Certain and Continuous Payment Option

See Certain and Continuous Payment Option.

Term Certain Payment Option

See Certain Only Payment Option.

Termination

A transaction in which an employee ceases to be an employee of the corporation.

Threshold

In a Goals Matrix performance scale (In PeopleSoft Workforce Analytics), this is the minimum threshold for adequate performance, the designated level of performance below which it is inappropriate to pay incentives.

Think-time process

Think-time functions suspend processing either until the user has taken some action (such as clicking a button in a message box), or until an external process has run to completion (for example, a remote process).

Three-Tier

A three-tier architecture introduces an intermediary application server between the client workstation and the database server to improve performance. Within PeopleSoft, the application server sends the SQL to the database and then returns results to the client in the form of lightweight Tuxedo messages.

Threshold Checking

In PeopleSoft Projects, a control feature that can be applied to transactions entered directly into Projects or integrated into Projects via the INTFC_PROJ_RES table. If the transaction exceeds a predefined tolerance, a warning will display or the transaction will be rejected.

Thrift Savings Plan (TSP)

A voluntary retirement savings and investment plan for Federal employees administered by the Federal Thrift Investment Board.

Ticker Symbol

The three or four letter symbol used to identify a company's stock on the stock exchange where it trades. Also known as a "stock trading symbol".

Tiers

In the financial services industry, Tiers are ranges that you set up for stratifying your instrument data (such as amounts, rates, and numbers) into specific groups. You define Tiers within Stratification Engine.

Time Administration

A process which provides four [separate] different online tools for creating, maintaining, and applying an organization's compensation, task, and exception rules to both reported and scheduled time. templates, actions and condition, SQL objects, and user exits

Time and Labor Period

A distinct, configurable period of time used by all the PeopleSoft Time and Labor processes (see Time Reporting)

Time and Labor User

Either a Time Reporter or a Time Manager

Time Capture Device

Third party system or methodology for collecting elapsed or time capture device time, i.e., time capture device, IVR, Fax, etc. (see Time Reporting)

Time Collection

A Time and Labor feature that collects positive and exception time reports, applies appropriate business rules and edits to the reported time to ensure validity and reasonableness, and returns errors and questionable items to the time reporter for correction or scrutiny. Time collection is also responsible for scrutinizing future (previously) posted time information for correctness when those reports are ready for use.

Time Collection Device

A group of time collection device lumped together and named for ease of assignment to employees. In other words. clock group 1 is made up of clock 1, and clock 2. Employee 123 is assigned to clock group 1 and can then punch in at either clock 1 or clock 2. (see Understanding Time Collection Device)

Time Collection Device time

Reporting time by recording actual starts and stop times (see Time Reporting)

Time Dimension

Determines how date-related information is presented in a **Cube View**. This dimension defaults to a two-level hierarchy consisting of the **Inventory Policy** year and a standard period, such as monthly.

Time Fence

In PeopleSoft Planning, a user-defined parameter that specifies the business rules to be used in the generation of the plan. PeopleSoft Planning time-fence types include start of time, end of time, planning close date (demand time fence), purchase order fence, leveling fence, action message cutoff, and planning time fence.

Time Manager

An individual who supervises Time Reporters

Time Period

A period of Time used in Time and Labor rules processing. You can categorize time periods in terms of days, weeks, or months. You establish day, week, or month-type periods for use when you apply rules for compensation, holidays, and so on.

Time Report

A payroll time and/or labor distribution time report for an employee for any date within the employee's current period.

Time Reporter

Any employee or contractor for who time is reported or generated in PeopleSoft Time and Labor.

Time Reporter Information

Values associated with the Time Reporter that are displayed when entering or viewing reported time and facilitate the processes of Time Reporting and Time Management (see Time Reporting)

Time Reporting

Any information required by a business unit that can be attributed to an individual employee (worker/contractor) and can be expressed in hours.

Time Reporting Code

A hybrid of two PeopleSoft objects: the Payroll Earnings Type and the Human Resources Absence Type. The Time Reporting Code represents the level at which a business actually needs to track employee time to support all of its administrative and compensation needs.

Time Reporting Code Type

Categorization of a time reporting code. Valid categories include: units, amounts, hours or a combination of hours and amounts (see Time Reporting)

Time Reporting Group

See Group [Time and Labor].

Time Segment

For Service, Cash Balance Accounts, and Employee Accounts, employees can accrue benefits differently at different times. The period of time during which employees use a particular rule is that rule's time segment.

TimeSpans

Relative periods, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a "rolling" time frame, rather than a specific date, is required. TimeSpans can also be used with Flexible Formulas in PeopleSoft Projects.

Tolerance

In PeopleSoft Projects, a value that is defined at either the project or activity level as either a percentage of a project's funding or an actual amount.

In commitment control, the percentage over budget that you allow, excluding revenues applied to increase budget limits, before the system creates an exception.

Total Authorized But Unissued

The combined total number of shares from Shares Available to Issue plus Total Options Outstanding.

Total Compensation

In PeopleSoft Workforce Analytics, this is generally the officially recognized compensation provided an employee in the course of their employment with an organization; includes both direct compensation and benefits compensation.

Total Compensation Management

The ability to track and report on all types of cash programs, non-cash programs, benefits and deferred compensation for all current workers, ex-workers and individuals associated with ex-workers who receive compensation due to the employment of the ex-worker.

Total Non-Compensation

In PeopleSoft Workforce Analytics, generally, this is the often unrecognized compensation an employee receives in the course of their employment with an organization; it includes Learning and Development compensation such as training, and Workplace Environment Compensation such as telecommuting privileges or other prerequisites.

Total Options Outstanding

The number of company shares currently held by shareholders as tracked by the transfer agent. Derived by using the number of Prior Outstanding plus Grants, less Exercises and less Cancellations.

Total Rewards

In PeopleSoft Workforce Analytics, this is the total rewards provided to an employee by their employment with an organization; it includes their officially recognized total compensation, and less often recognized total non-compensation.

Tour of Duty

The scheduled days and hours per day of attendance at a duty station for an employee.

Tracking Signals

PeopleSoft Demand Planning, a forecasting tool that detects bias in the forecast and provides an early warning of an unstable forecast. There are six tracking signals associated with each **Forecast Item** that correspond to the six most recent historical periods.

Trade Payment

An authorization for a customer deduction in a Promotion application.

Training Report 2483

The Training Report 2483 is a French regulatory report used to declare vocational training your company has provided to your employees. It is also known as the Declaration 2483 Report. The purpose of the report is to receive tax deductions from the government based upon the amount of money your company has spent on training.

Transaction

A named command with optional named and typed inputs and outputs. The associated external system or the Business Interlink Plug-in understands this command. The types of inputs and outputs are based on a set of generic types.

Transaction

A named command with optional named and typed inputs and outputs. The associated external system or the Business Interlink Plug-in understands this command. The types of inputs and outputs are based on a set of generic types.

See also **Inventory Transaction** or, for PeopleSoft Projects, **Resource Transaction**.

Transaction catalog

Lists transactions used to interface to the external system.

Transaction Code

In PeopleSoft Projects, an additional field on each resource transaction that is used in conjunction with accounting entry templates. Transaction codes enable you to deal with exceptions to your accounting entry templates without having to create additional transaction types. You can set up separate accounting entry templates for resource transactions containing the transaction codes you create. The accounting entry templates for those resource transactions lines can then use the same transaction types, but specify different accounts.

In PeopleSoft Asset Management, transaction codes identify special asset transactions and are used in conjunction with transaction type to create accounting entries.

Transaction Code

Identifies what action has taken place against the position.

Transaction Costing

See Multidimensional Costing

Transaction Currency

In the financial services industry, the original currency in which a company conducts its business activities. When a company has multinational operations, it may use different transaction currencies. These are translated to the base currency for consolidation and reporting of financial results.

Transaction Date

The date a transaction actually occurred as opposed to the date the transaction is recognized—the accounting date (although the two dates can be the same).

Transaction Dated

Data aggregated over a date range.

Transaction group

The package can contain one or more transaction groups. Each transaction group is a set of transactions of the same type, with the same trading partners involved.

Transaction Loader

The SQR in PeopleSoft Asset Management that transfers load lines from the Loader tables into the PeopleSoft Asset Management Tables as assets and open transactions.

Transaction Tables

In the PeopleSoft Enterprise Warehouse, these are tables that contain dynamic information and are keyed by business units.

Transaction Type

The building blocks of accounting entry templates in PeopleSoft Asset Management and Projects. For each transaction type you create you define specific transaction lines. The transaction lines are then transferred into accounting entry templates. In the accounting entry templates each transaction line is assigned a specific general ledger account.

Transactional System

A business application for performing the business transactions that keep your company running. Transactional applications, and the databases that support them, are optimized for quick transaction processing. Because they are constantly changing and are not optimized for data retrieval, transactional system databases are not usually the best source of data for analysis.

Transfer Agent

An individual or firm who that keeps a record of your shareholders and the number of shares they own. Transfer Agents also issue new share certificates and cancel old certificates. Unlike Brokers, Transfer Agents are not responsible for selling stocks. Instead they are primarily concerned with maintaining records on all stocks which your company has issued.

Transfer Forecast

In PeopleSoft Inventory Planning, a Generation process option that transfers the forecast from the target view in Demand Planning forecasts. The process only transfers items from Demand Planning that have been set to update the **Inventory Policy**.

Transfer Punch

The start of a work period that specifically denotes a change in task and usually compensation-related characteristics

Transfer Type

An interunit transfer setting PeopleSoft Production Planning and Enterprise Planning use to determine where it will obtain item data for transfer tasks. If the type is a supply or demand transfer task, the Planning engine only processes the transfer item for a single location, reducing the time for plan processing. If the transfer type value is both, the Planning engine processes the transfer item using data from both the To and From units.

Transfer Worksheet

A work space for transferring an open item from one customer to another.

Transferable Stock Options

Options that may be transferred by the optionee, generally only to a family member or to a trust, limited partnership or other entity for the benefit of family members, or to a charity.

Translate Table

A system edit table that stores codes and translate values for the miscellaneous fields on the database that do not warrant individual edit tables of their own.

Translate Table

A system edit table that stores codes and translate values for the miscellaneous fields on the database that do not warrant individual edit tables of their own. In most cases PeopleSoft maintains the Translate Table.

Transport Rate

The Transport is a statutory deduction in France. Each establishment has a rate, and the URSSAF notifies establishments of this rate on a yearly basis. This deduction is used by the region to subsidize transportation, and maintain and build roads.

Transportation Lead Times

The transportation lead time is the in-transit interval from the date and time a shipment leaves your warehouse (**Inventory Business Unit**) to the date and time it arrives at your customer's receiving dock. The transportation lead time is used in calculating the scheduled shipment and scheduled arrival dates on the order when you enter either a requested arrival date or a requested shipment date.

Travel And Relocation Date

Length of time an employee must remain in the Government after the Government has paid to relocate him/her from one official duty station to another or for initial appointment.

TRC Program

A program that runs the level at which an organization actually needs to track employee time to support all of its administrative and compensation needs. TRCs are assigned to TRC Programs, which are ultimately assigned to workgroups. Multiple Workgroups can share these TRC Programs.

Treasury Interface files

These are DOS-based files generated by PeopleSoft in accordance with FMS file layouts for transmission of payment data to one of the FMS' Regional Financial Centers.

Treasury Position Code

In the financial services industry, this is a lookup code used for off-balance sheet treasury position accounts, such as foreign exchange, derivatives, precious metals, or any other account position that is the result of trading room and treasury operations.

Treasury Stock

Shares of a company's stock that have been repurchased or otherwise reacquired by the company and are "held in treasury." Whether the treasury shares count as "issued" or as "outstanding" shares of the company is a matter of state corporate law. Generally, a company may not vote its own shares held in treasury.

Treasury Stock Method

The method of calculating primary and fully diluted earnings per share when common stock equivalents such as unexercised stock options exist. Required under generally accepted accounting principles.

Tree

The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

Tree Compare Utility

A PeopleSoft Enterprise Warehouse utility that enables you to compare effective dates for trees. The results page shows nodes that have been added, deleted, or moved from one parent to another. You may also view the detail objects that have changed.

Tree control

Tree Control is a hierarchical search tool that you can embed in a panel. Tree Controls give the user a view of hierarchical data structures and enable them to drill down through the hierarchy to a particular row of data.

Tree Denormalizer

The Tree Denormalizer Application Engine process converts trees into multi-column data format so they can be used by third-party OLAP or ROLAP tools.

Trigger

See Event Trigger.

Trustee Extract

A PeopleSoft Pension Administration data extract containing data that a third party needs in order to produce pension checks.

Turnover Costing

In PeopleSoft Workforce Analytics, this is a calculation of the cost to the organization of employee turnover, in dollars.

Turnover Rate

In PeopleSoft Workforce Analytics, the rate that employee's are leaving the company.

TUXEDO

BEA's middleware product used to manage transaction queues, server process initiation, system administration, time-outs, data encryption, compression, logging and other application server processing.

Two-Tier

A two-tier architecture refers to the traditional client/server model in which a client workstation connects to and sends SQL directly to the database server.

Type of Appointment

Indicates the specific type of appointment, e.g., part-time permanent, full time temporary, etc.

U**Underlying Security**

The security underlying a stock option that an optionee has the right to buy, or the security underlying a convertible security.

Underpayment Adjustment Limit

The maximum amount or percent above which underpayment adjustments are not allowed for a given business unit.

Underwater Option

When the current market price is below the option exercise price. When an option is underwater, it would cost more than the underlying stock is worth to exercise the option. Such options are also described as being "out-of-the-money."

Underwriter

An investment banking firm that actually buys the shares from the company in a public offering and then resells them (at a slightly higher price) to its customers.

Unexpected Losses

In the financial services industry, these occur when the economic capital is exhausted and the insolvency rate is exceeded. Unexpected losses are determined by a targeted insolvency rate (confidence level); for example, a 99.7% confidence level indicates that there is a 0.03% estimated probability that the unexpected losses will exceed economic capital (or shareholder equity).

Union Code

Part of a group of defaults assigned to job codes. Union code may be used by human resources to group similar jobs or bargaining units together, dependent on individual company parameters.

Unit Code

In the financial services industry, Unit Code is used as an alternate means of measuring the relative size of companies participating in external surveys. A typical measure would be the number of employees in a company. The concept of unit is generic enough that the units can be other measures besides number of employees. For example, in the hospital industry the unit could be the number of hospital beds. Or in the hotel industry the unit could be the number of rooms.

Unit of Measure (UOM)

A type of unit used for quantifying in PeopleSoft systems. Depending on the application, units of measure might describe dimensions, weights, volumes, or amounts of locations, containers, or business activities. Examples include inches, pounds, workhours, and standard cost dollars.

Unit of work

Each transaction group includes one or more individual units of work. A unit of work is a single transaction that you want to commit or rollback as a whole.

Unitize Assets

The process of unitizing a single load line, usually originating from a different application, into multiple assets in PeopleSoft Asset Management.

Univariate Forecasting Technique

In Enterprise Planning and Simulation, the Univariate Forecasting Technique is a forecasting method that uses only the recorded history for the value to forecast its future.

Universal Navigation Header

Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

Unscheduled Punch

A punch that is made by a time reporter who was not scheduled (see Time Reporting)

Unvested Shares

Unvested stock options are options that have not vested and, therefore, are not exercisable.

URI

A URI does not include the query string (the text following a ? on the URL). You can think of it as a subset of the URL that points to the resource, but does not include any parameters being passed to that resource. From the above example, the URI portion of the URL is as follows:

`http://serverx/InternetClient/InternetClientServlet`

URL

In this document, the term URL refers to the entire query string. The following is an example of a URL:

`http://serverx/InternetClient/InternetClientServlet?ICType=Script&ICScriptProgramName=W
EBLIB_BEN_401k.PAGES.FieldFormula.iScript_Home401k`

URSSAF Code

The URSSAF is the body responsible for ensuring payment of Social Security contributions by all French employers.

Useful Life

The amount of time an asset may be depreciated.

User Data

PeopleSoft Demand Planning, data held in user-defined fields. These fields provide for storage of additional data that is not supplied by the standard set of fields in the system. The fields can also become part of the key for the **Forecast Item** at each level within the **Forecast View**.

User-Defined History

A summary of customer receivables activity that is defined by the user.

User-Field Code

PeopleSoft Demand Planning, a definition of a set of user-defined fields that contain data specific to the installation.

V**Valuation**

The way a company represents the value of a non-monetary award such as stock.

Value allocation

A process in PeopleSoft Workforce Planning, by which you assign an overall monetary value to a competency strategy for your organization, and assign a weight or importance to the roles,

competencies and accomplishments in the strategy. The system then allocates a breakdown of the value to roles, competencies, and accomplishments in the strategy based on their relative weighting or importance.

Value Object

In the PeopleSoft Enterprise Warehouse, Value Objects are a metadata layer that provides descriptive information about fields and values. Value Objects are used as constants in Data Manager target object definition.

Variable

Temporary storage for use or defined information used in the creation and application of rules (see Time Administration)

Variable [Global Payroll]

An element type that defines and stores values such as a character, date, or number. You can use variables to create generic formulas for situations where you use the same values over and over again in a calculation.

Variable Compensation

In PeopleSoft Workforce Analytics, direct compensation that is not fixed, that is paid out in variable amounts, such as bonuses and commissions.

Variable Plan.

A plan in which either the number of shares and/or the price at which they will be issued is not known on the grant date.

VAT Account Type

A code that identifies the different types of accounting entries that must be created for VAT transactions. These codes are also used to categorize transactions in the VAT transaction table. The account type is used in conjunction with the VAT code and VAT transaction type to determine the VAT ChartFields used for a given VAT accounting entry.

VAT Apportionment

For mixed activity, VAT apportionment is the mechanism that allows you to specify the ratio of taxable activity to exempt activity for individual ChartFields.

VAT Calculation Method

Options are Net or Gross. When calculating VAT at net, the early payment discount is applied to the goods amount before calculating the VAT. The amount of VAT calculated using this method is the amount that is to be paid, regardless of whether the early payment discount is actually taken at time of payment. When calculating VAT at gross, the VAT is initially calculated based on the gross transaction amount. The early payment discount is not taken

into account at this point. However, in some countries an adjustment is made to the VAT amount at the time of payment, if the early payment discount is taken.

VAT Calculation Type

Options include Exclusive or Inclusive. If exclusive, the VAT amount is stated separately from the goods amount. If inclusive, the VAT is not stated separately but is included with the goods amount.

VAT Code

The tax code used to define a percentage the system uses to determine the VAT amount. The VAT code is similar to the sales and use tax code, with a few exceptions. The tax authority tied to the VAT code generally consists of a single authority, and the ChartFields for a VAT code don't reside with the tax authority but are determined by the combination of the VAT code, VAT account type, and VAT transaction type.

VAT Declaration Point

When VAT transaction information is declarable for reporting purposes. Options include Invoice or Payment. If you choose invoice, the system will recognize VAT at invoice time; if you choose payment, the system will recognize VAT at the time of payment.

VAT Entity

The level or entity within an organization at which VAT reporting is performed. VAT entities can be registered for VAT in multiple countries, but only one country can be designated as the VAT entity's home country. VAT and Intrastat reporting information and VAT default information are defined for each country in which the VAT entity is registered. You may also specify any VAT exceptions—either exoneration or suspension from paying VAT—for any country in which the entity is registered.

VAT Exempt Supply or Purchase

A transaction where the product or item is non-taxable or exempt from VAT. No VAT code is associated with the transaction. Although no tax is applied to the transaction, the transaction is still logged in the VAT transaction table.

VAT Exonerated

A transaction where the purchaser has been determined as not subject to VAT. For these cases, there may be an exoneration certificate number tied to the purchasing entity (either the customer or the VAT entity) as proof of exoneration. A zero-rated VAT code should be associated with transactions where exoneration applies. The transaction is still logged in the VAT transaction table, but no tax is applied.

VAT Rebate Percent

Within Canada, for Public Service Bodies, the percentage of VAT that is not normally recoverable but which may be refunded in the form of a tax rebate.

VAT Recoverability Percent

The percent of VAT that's recoverable.

VAT Registration Countries

Country codes associated with a VAT registration number for a particular customer or VAT entity.

VAT Transaction Table

Stores detailed transaction information for VAT reporting. It is the primary source of information for all VAT reports. Each application is responsible for writing to this table and also to a cross-reference table used to link entries in the VAT transaction table with entries within each application.

VAT Transaction Type

Used to categorize VAT transactions according to particular VAT accounting and reporting requirements. The VAT code and the VAT transaction type are used in conjunction with the VAT account type to obtain the ChartFields for accounting entries.

VAT Treatment

A description of how the transaction must be treated for VAT purposes. This is used to determine how VAT defaults are applied, what accounting entries are required, and how and if the transaction is reported on the VAT return.

VAT Use ID

A code used to identify the type of activity in which a purchased good or service will be used, and therefore to determine a recoverability percent and a rebate percent (when applicable) that will be applied to a transaction line. Activities are categorized as taxable, exempt, or mixed. Where activity is mixed, you may associate either the ratio of taxable activity to exempt activity directly with the Use ID, or you may indicate that this ratio is determined at the ChartField level.

VdkVgwKey

A key within a Verity BIF file for every document to be indexed. VdkVgwKey values must be unique across all collections that will be searched in any one application.

Vendor Draft

A draft issued by a vendor. PeopleSoft Receivables generates vendor drafts, provides a flexible worksheet environment for approval management, and enables discounted or standard submission for bank processing. PeopleSoft Payables receives vendor drafts and associates the appropriate vouchers.

Verity

The third-party search engine integrated with the PeopleSoft Portal.

Verity Fields

Verity fields are stored in the collection for retrieval and searching, and can be returned on a results list. Fields are defined in the BIF file and stored in the collection for retrieval and searching, and can be returned on a results list. Fields, like date and numeric fields can be used with the comparison operators (<,<=,>,>=).

Verity Thesaurus

The custom thesaurus consists of lists of synonyms defined in a synonym control file and can be used for synonym searching. After defining synonym lists in the control file, you use the mkisyd utility to create a custom thesaurus (a control file which has the .syd extension) that the search engine uses.

Verity Topics

Verity applications can provide end users with predefined search criteria called *topics*. A topic is a named object that represents a concept, or subject area and can be used for synonym searching. It consists of words and phrases grouped together using the Verity query language in a tree-like structure. When provided, topics can be shared by all users.

Verity Zones

Zones are specific regions of a document to which searches can be limited. When the zone filter is used, the Verity engine builds zone information into the collection's full-word index. The index, enhanced with zone information, permits quick and efficient searches over zones. Searching a zone is faster than field searching. Zones are defined in the DAT file. The contents of a zone cannot be returned in the results list of an application.

Version

There can be up to five budget versions for each Budget Center level in a Budgeting Model. Budget versions are used to perform what-if analysis and comparisons of budget amounts before the user selects one version to submit as the Budget Center's budget plan. PeopleSoft Budgeting-specific.

Vest Deferral Grace Period

The specified period of time within which an optionee must return from leave to avoid having the vesting deferred. Only applicable if the Stock Action is LOA. Suspend Vesting must be selected for this rule to be applicable.

Vest Deferral Grace Period Service Rule

If the company provides a vest deferral grace period, they may stipulate that only certain individuals are eligible for the grace period based on service with the company. Only applicable if the Stock Action is LOA. Suspend Vesting must be selected for this rule to be applicable.

Vest Immediately

A stock option plan may provide that upon specific types of terminations, or upon a case by case scenario, all unvested shares held by an individual can be made immediately vested as of a specific date. Some companies' plans provide that under certain circumstances, such as retirement, the vesting of option shares accelerates upon termination of employment. When this occurs, you must modify the vesting schedule before you terminate the individual.

Vested Shares

Option shares that are free of any ownership restriction. Generally, vested exercised shares are fully owned by the optionee, free from restrictions and freely tradable.

Vested Termination

The termination of an employee who has a vested benefit. The benefit is deferred until the participant reaches retirement age. The employee is considered "Terminated Vested," "Term Vested," or simply "TV."

Vesting

The method by which a granted option becomes free of all restrictions and the Optionee has full rights to the shares.

Vesting Schedule (Template)

A convenient way to set up the framework for a vesting schedule that can be uniformly applied to individual options. When you grant stock options, you define a vesting schedule to determine the default-vesting schedule for the option.

Vesting Service

The service used to determine an employee's vesting percentage. Rules for accruing vesting service may be different from rules for accruing other plan service credits.

VETS-100 Federal Contractor Report

This report is required of employers in the United States. It lists federal job classifications, and the number of employees and new hires in the last 12 months who are special disabled military veterans or Vietnam era military veterans. It also provides totals for each job classification of both veterans and non-veterans who hold these jobs.

View

PeopleSoft Demand Planning, a multilevel forecast structure. Each view is associated with a unique view ID and includes information that defines the view and structure type. The three types of views are working, disbursement, and dynamic.

For PeopleSoft Budgeting see Budget View.

Virtual Tasks

In Time and Labor, Virtual task data is associated with a taskgroup profile that defines common characteristics for a given Taskgroup and Task Profile ID. A single row of data is linked to multiple Earnings records for multiple employees. By minimizing the physical storage of daily task data we provide enhanced performance without limiting its functionality.

Vision

In PeopleSoft Balanced Scorecard, the overall mission of an organization. Usually the highest level on a strategy tree. Vision is optional; you aren't required to have a vision component on each strategy tree.

See also Strategy Tree

Volume

Total share volume traded in a stock during market hours.

W**WA (Workforce Analytics)**

See PeopleSoft Workforce Analytics

Waiver Of An OPM Qualification Standard

Involves setting aside requirements in a published standard to place an employee in a particular position, usually to avoid some kind of hardship to the employee, such as in cases of RIF or administrative error on part of the agency. Extra training and/or skills development may be needed to help the employee adjust to the new position. Waivers are granted by OPM or an agency, as appropriate, on a case-by-case basis, and do not directly affect other positions in the organization.

Warehouses

A warehouse reporting and analysis solution that supports the specific PeopleSoft business application that warehouse is using. It consists of predefined ETL maps, data warehouse tools, and Data Mart definitions. The warehouses we deliver are: PeopleSoft Financials Warehouse, PeopleSoft HRMS Warehouse, PeopleSoft CRM Warehouse, and PeopleSoft Supply Chain Warehouse.

Warning Exception

A transaction that exceeds the available funds but is allowed to continue to be posted against the budget. Warnings are informational only.

Warrant

A type of security, usually issued together with a bond or preferred stock, that entitles the holder to buy a proportionate amount of common stock at a specified price, usually higher than the market price at the time of issuance, for a period of years or to perpetuity. A warrant is usually issued as a sweetener, to enhance the marketability of the accompanying fixed income securities. Warrants are freely transferable and are traded on the major exchanges.

WCB

In Canadian provinces the Worker's Compensation Board (WCB) operates as an independent board, and thus would have different requirements in each province. For example, in British Columbia the organization is called the Worker's Compensation Board of British Columbia and in the Province of Quebec, the board is known as Commission de la Santé et de la Sécurité du Travail (CSST).

Weight

In PeopleSoft Planning, a user-defined value for the constraints that can be violated, determining how the schedules score will be calculated. Violations that are more critical to your schedule merit a higher weight.

Weight and Volume Pricing

You can price shipments by weight or volume to create price prices. Weight and Volume pricing requires using estimated shipments.

Weighted Average Cost of Funds

The projected principle payments for an instrument are used to derive a series of matched maturity funding rates, which in turn are used to calculate the overall base PeopleSoft Funds Transfer Pricing (FTP) rate. The Weighted Average Cost of Funds (WACF) method calculates a weighted average FTP rate where each of the funding rates is weighted by the principle payment amount and the term to maturity of the payment.

WFA (Workforce Analytics)

See PeopleSoft Workforce Analytics

WGI Due Date

Identifies the date of an employee's next within grade increase. Current policy is that the step increase is implemented on this date automatically unless prevented by the processing of an unsatisfactory performance appraisal.

WGI Non-Creditable Days

Total number of days that cause the WGI due date to be adjusted forward.

Whole Calendar Month

An instruction telling the system to use every day in each month for this time period. The system fills in the last day of the period according to the information you have entered.

Wildcard

You can replace the right-hand characters in a search field with a percent (%) wild card to query a range of values beginning with the remaining, left-hand characters. For example, by entering '2%' in a six-character field, you will receive a range of available values, such as 200000 through 299999 or 2aaaaa through 2zzzzz.

Window Period

The ten-day period, from the third to twelfth day after public release of a company's financial statement, when insiders may exercise their stock-appreciation rights without violating Securities and Exchange Commission rules for short-term trading.

Windows Client

Traditional PeopleSoft 32-bit client. Windows clients connect to the application server domain (Tuxedo) using a port number (or connection string) specified in PeopleSoft Configuration Manager.

WIP Replenishment Method

Designates how the PeopleSoft Flow Production request is communicated. For a replenishment method of Inventory, the Workflow, Pull Ticket, and Pull List replenishment methods are available. With feeder line replenishment, you can only use Pull Tickets.

WIP Replenishment Mode

Determines how PeopleSoft Flow Production is triggered to generate a replenishment request for an item. Replenishment options include Backflush, Manual, and Kanban Card.

WIP Replenishment Source

Determines where you send your PeopleSoft Flow Production replenishment request and what source supplies your WIP location. Options include Feeder, Inventory, and Vendor.

Withdrawal

An election not to continue participation in a stock purchase plan.

Withdrawal of Contributions

In a pension plan, the act of returning pension contributions, with interest, to an employee who is terminating. An employee who withdraws contributions typically forfeits all service associated with those contributions. If the employee is later rehired, repayment of contributions and interest typically reinstates the forfeited service.

Withholding

A deduction taken by employers out of taxable income of an individual. Typical withholding taxes include federal income taxes, federal social security, Medicare taxes, and state and local income taxes.

Within Grade Increase (WGI)

A longevity-based increase in salary based on predetermined time in grade requirements and acceptable performance.

Work Council (Comité d'Enterprise)

In France it is mandatory for companies with more than 50 employees to elect a Work Council to represent the employees in negotiations with management.

Work Effort

See Activity Type.

Worker

In PeopleSoft Workforce Analytics, workers are defined as anyone who performs functions for the organization, and receives compensation from the organization's operating expense funds in return. Workers can be direct employees or independent contractors. This includes individuals contracting business directly from the company or through an agency.

Work Group

In PeopleSoft Enterprise Performance Management, the work group is a grouping of employees that share a similar activity profile.

Work Period

A Days On/Days Off template; the smallest unit of time that a business uses to communicate with their employees regarding when to be and/or not to be at work (that is, time working and time not working). The work period can be any number of hours. Until clock hour reporting is implemented, the application does not care about the number of hours. The initial Time and Labor product will apply the work period to a calendar day.

Work Queue

In PeopleSoft Demand Planning and Inventory Planning, a feature for reviewing and working with exceptions created during the processing of forecasting and inventory data.

Work Schedule

A template consisting of a sequence of work periods (days) on and off, and the number of scheduled hours per work period. Work Schedules and Work Periods should not be confused with calendar days.

Worksheet

A way of presenting data to the user through a BAM interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

Work Templates

Work templates describe your employee's work patterns. Work templates could apply to individuals or entire organizations. For instance, 9 AM to 5 PM, Monday through Friday is a fairly standard working week in organizations.

Workday

A 24-hour period rounded by daybreaker with one or more associated shifts (see Scheduling)

Workday Override

A function that allows a Time Manager to override a Time Reporter's schedule for a single workday. For example, Jane's long-term schedule assignment is Monday – Friday, 8.00 to 17.00. Due to an increase in production demand, her manager needs to schedule her to work 7.00 to 18.00 on Thursday, 16 March 2000. Her manager needs to be able to make this change to her schedule in the PeopleSoft Time and Labor system, so when Jane checks her schedule for this week, she'll see the revised schedule.

Worker

Workers can be defined as anyone who performs functions for the organization and receives compensation from the organization's operating expense funds in return. Workers can be direct employees or independent contractors (includes individuals contracting business directly from the company or through an agency).

Workers Compensation

The days an employee is on LWOP due to sustaining an injury or illness while on the job.

Workflow

The background process that creates a list of administrative actions based on your selection criteria and specifies the procedure associated with each action.

Workflow

The background process that creates a list of administrative actions based on your selection criteria and specifies the procedure associated with each action.

Workforce Monthly Report (Déclaration Mensuelle Obligatoire des Mouvements de Main D'oeuvre)

In France, companies that employ 50 or more employees are required to submit the Workforce Monthly Report to the Administrative Division of the Ministry of Work and Social Relations. The report contains workforce information for a given establishment of a company, including

the total number of employees and details of employees who have joined or left the establishment during the month.

Workgroup

A user-defined group of employees who share identical compensation rules. A workgroup may be equivalent to all the employees in a business enterprise, all employees in a Paygroup, all employees belonging to the same Union or Union Local, or all employees who work at a specific work location.

Worklist

The automated "to do" list that Workflow creates. From the Worklist you can directly access the panels you need to perform the next action, and then return to the Worklist for another item.

Worklist

The automated "to do" list which Workflow creates. From the worklist you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

Works Councils (Betriebsrat)

In Germany, the works councils for your company are internal committees elected by the employees that represent the interests of salaried and hourly paid employees, other than management. Every work location in your company has its works council (this would be the local works council) and the company as a whole has a central works council.

Work-Study Program

Government or non-government programs supervised work experience related to a student's course of study and are a part of, or a supplement to, education. Federal student-trainee programs are examples of such programs.

X

Y

Yearly Maximum Pensionable Earnings (YMPE)

Amount set by the government upon which Canadian Pension Plan (CPP) contributions are made.

Z

Zero-Based Budgeting

A budgeting option that builds a budget from the ground up starting with zero values. This is in contrast to an incremental budget that is based upon using prior year actual or budget values as starting point. PeopleSoft Budgeting-specific.

Zero-Rated VAT

A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged.

Zip Code

The term for postal codes in the United States.

Index

A

- accounting entries 20-1
 - creating 20-1
 - creating for period depreciation 16-10
 - reviewing setup for 20-3
- Accounting Entry Template page 3-13
- accounting entry templates, setting up 3-12
- adding assets, standard way to 6-2
- Advanced Transaction Details page 21-14
- Allocation Basis Definition page 19-2
- allocations 19-1
 - setting up 19-2
 - understanding 19-1
- Allocations page 19-3
- AM Business Unit Definition page 2-3
- archived cost information, viewing 25-3
- archiving costs and depreciation, understanding 25-1
- Asset Basic Information component
 - Asset Acquisition Detail page 6-7
 - Asset Information page 6-5
- Asset Book Definition component
 - Book - Depreciation page 6-12
 - Book - Tax page 6-17
- asset book information, maintaining 6-11
- asset books, defining 3-14
- asset budgeting, understanding 7-1
- Asset Categories page 3-15
- Asset Copy page 6-26
- Asset Cost Adjust/Transfers component
 - Cost Information page 10-5
 - Main Transaction page 10-4
- Asset ExpressAdd component
 - adding assets with 6-20
 - Cost/Asset Information page 6-22
 - Depreciation Information page 6-25
- Asset Parent page 6-28
- Asset Profile component
 - Depreciation page 3-34
 - Tax page 3-40
- asset profiles
 - defining 3-32
 - setting up 3-30
- Asset R&D Information page 6-7
- asset revaluation
 - net method 24-7
 - processing 24-8
- Asset Service/Repair Details component
 - Event page 11-2
 - Maintenance Details page 11-2
 - Statistics page 11-4
- Asset Thresholds page 3-27
- Asset Warranties page 11-8
- Asset Warranty page 11-6
- assets
 - adding 6-1
 - adjusting 10-6
 - capitalization or non-capitalization 6-9
 - consolidating and unitizing 8-20
 - copying 6-25
 - creating from Payables 2-5
 - defining for research and development eligibility 24-2
 - mixed use 26-2
 - printing information for 6-34
 - putting up for auction 21-19
 - recategorizing 10-8
 - reinstating 21-20
 - retiring 21-1, 21-2
 - retiring non-financial 21-20
 - revaluing for France 24-13
 - salvage value for 26-1
 - standard way to add 6-2
 - steps to retire by like-kind exchange 21-10
 - steps to retire by trading for another 21-10
 - storing financial information for 3-14
 - tracking financial information for maintenance of 11-3
 - tracking maintenance for 11-1
 - transferring 10-7
 - transferring children 10-13
 - transferring to other business units 10-8
 - viewing maintenance history for 11-5
- Australian support 24-1
 - asset revaluation (net method) 24-7
 - CGT calculation 24-6
 - processing revaluations 24-8
 - recording GST 24-5
 - research and development assets 24-2
 - tax credit allowance 24-3
 - tracking changes in CCP 24-4
- Auto-Retire Fully Depr Assets page 21-17

B

- begin depreciation date
 - calculating 26-4
 - overriding 26-5
- Book - Tax page 6-11
- Business Unit/Book Definition page 2-6

- business units
 - and TableSet sharing 2-1
 - creating for Asset Management 2-1
 - establishing 2-1
 - steps to define 2-2
 - understanding 2-1

C

- Canadian support 24-9
- capital acquisition plan
 - developing 7-1
- capital acquisition planning
 - Details page 7-3
 - understanding 7-2
- Capital Acquisition Planning - Parameters page 7-7
- capital acquisition plans
 - adjusting 7-5
 - assigning names and ChartFields 7-3
 - defining 7-2
 - linking assets to 7-5
 - viewing 7-5
- capital gains tax *See* CGT
- capital investment projects, rebates for 24-3
- Capitalization Limit Cd page 24-18
- capitalization limits, setting up 3-15
- capital cost allowance *See* CCA
- CCA reporting 24-10
 - running year end update 24-11
- CCP
 - reporting on 24-6
 - tracking changes in 24-4
- CGT
 - calculation 24-7
 - for gains realized at sale 24-6
 - specifying applicability 24-6
- changes in creditable purpose *See* CCP
- Child Assets All page 6-28
- Child Assets page 6-30, 21-13
- Close Asset Period page 20-7
- composite assets
 - adding 13-3
 - adding members 13-3
 - adjusting cost or quantity 13-6
 - capitalizing members 13-4
 - loading transactions 13-4
 - performing transactions 13-5
 - retiring members 13-4
 - transferring 13-6
 - understanding 13-1
- Consolidating Assets – FROM Assets page 8-22
- Consolidating Assets – TO Asset page 8-23
- conversion
 - date options 4-7
 - depreciating converted assets 4-8
 - leases 4-12

- loading retired assets 4-9
- reviewing retired asset data 4-11
- verifying 4-9
- writing a custom SQR 4-2
- Conversion Summary page 4-7
- cost basis, deciding what to include in 26-1
- cost types, setting up 3-15
- Cost/Asset Information page 6-22
- Cost/Depreciation Restore page 25-3
- costs and depreciation
 - archiving 25-1
 - restoring 25-2
 - understanding archiving of 25-1
- costs, viewing archived 25-3
- Create Event page 21-19

D

- Define Allocations for Asset page 19-3
- delivered tables 3-1
- depreciation
 - using the derogatory method 24-12
- depreciation 16-1
 - archiving 25-1
 - calculating for prior period 26-13
 - changing attributes 16-7
 - closing 20-5
 - processing 16-4
 - running reports 16-17
 - understanding archiving of 25-1
 - using calendars 16-3
 - using conventions 16-3
 - using schedules 16-3
 - viewing 16-11
 - viewing a summary 16-13
 - viewing by period 16-14
 - viewing for parent-child assets 16-16
 - viewing net book value 16-13
- Depreciation Calculation page 16-4
- depreciation calculation process, understanding 26-3
- depreciation calculations
 - declining balance 26-23
 - declining balance switching to straight line 26-20
 - declining balance with a depreciation limit 26-21
 - flat rate 26-24
 - formula-based methods 26-19
 - straight line 26-19
 - sum of the years digits 26-26
 - understanding 26-1
 - units of production 26-27
- depreciation conventions
 - copying more than one 3-17
 - generating 3-16
 - modifying 3-17

- setting up 3-16
- Depreciation Details page 6-17
- Depreciation Information page 6-25
- Depreciation Limits page 3-19
- depreciation limits, defining 3-19
- depreciation schedules, setting up 3-17
- Depreciation Terms page 24-19
- depreciation terms, defining 3-18
- derogatory depreciation, creating accounting entries for 24-12
- Details page - Capital Acquisition Planning 7-3
- disposal codes 21-6
- duplicate tags and serial numbers, finding 14-14
- Duplicate Tags page 14-15

E

- extract and scan scope, defining parameters for 14-4

F

- fields, common descriptions i
- French support 24-11
 - depreciating assets using the derogatory method 24-12
 - reporting business tax 24-12
 - revaluing assets 24-13
 - statutory reporting 24-14
- From Book
 - retiring 3-24
 - using for Transfer and Add 3-24
 - using for two or more adds 3-24
 - using more than once 3-23
 - using once 3-23

G

- German support 24-14
 - creating a user defined Staffel depreciation method 24-17
 - special depreciation terms and methods 24-19
 - staffel depreciation method 24-16
 - using a half year prorated convention 24-18
 - using capitalization limits for low value assets 24-18
 - using geometric digressive depreciation 24-18
- goods and services tax *See* GST
- group assets
 - adding 12-4
 - changing rates retroactively 12-15
 - consolidating 12-9
 - overview 12-1
 - performing transactions on members 12-8
 - retiring group members 12-3

- running the consolidation process 12-14
- setting up 12-4
- transferring members 12-9
- troubleshooting 12-14
- understanding depreciation 12-2
- group member estimated nbv report 12-14
- GST
 - adding online 24-5
 - recording 24-5
 - thresholds 3-27

I

- Indexes page 3-21
- inheritance attributes, specifying 3-43
- integration
 - with PeopleSoft Budgets 8-25
 - with PeopleSoft General Ledger 8-26
 - with PeopleSoft Payables 8-2, 8-7
 - with PeopleSoft Projects 8-1
 - with PeopleSoft Purchasing 8-2, 8-4
 - with PeopleSoft Strategic Sourcing 8-28
- Interface Options page 2-5
- interunit transfers, defining 3-21
- Inventory Results component - Results page 14-16
- Italian support 24-20

J

- Japanese support 24-21
 - advanced depreciation 24-25
 - advanced depreciation reports 24-25
 - calculating theoretical NBV and assessment value 24-30
 - changing the local tax office and asset return type 24-31
 - composite depreciation 24-25
 - depreciation methods 24-22, 24-24
 - entering consumption tax 24-32
 - entering local tax return information depreciation 24-30
 - identifying collateral assets 24-26
 - local tax reporting 24-28
 - running local tax reports 24-31
 - specifying local tax return information 24-29
 - using currency rounding options 24-27
- Joint Venture Allocations page 3-25
- joint venture allocations, defining 3-25
- joint ventures 15-1
 - adding assets to 15-3
 - changing ownership 15-4
 - loading transactions 15-6
 - using mass change for 15-4

L

- Lease ExpressAdd component
 - Definition page 9-2
 - Operating ChartFields page 9-12
 - Payment Schedule page 9-10
 - Step Lease Payment page 9-12
- leases
 - adding 9-1
 - calculating lease payment schedule 9-5
 - defining step 9-12
 - entering terms 9-4
 - transferring operating 9-16
- Load Approval - Financial page 8-16
- Load Asset Net Book Value Table page 18-3
- Load Preview – Financial page 8-15
- loader tables
 - approving load lines 8-16
 - previewing data in the 8-14
 - previewing physical data in the 8-16
- Loading the Property Tax Table page 8-27

M

- Maintenance Contracts component
 - Coverage page 11-7
 - Detail page 11-7
- maintenance contracts, tracking 11-6
- Mass Change 22-1
 - adding 22-4
 - defining 22-3
 - executing 22-7
 - generating SQL 22-6
 - specifying AM specific fields 22-5
 - specifying criteria 22-4
 - templates for Asset Management 22-13
 - understanding 22-1
- Multi-Shift Codes page 3-21
- multi-shift codes, setting up 3-19

N

- net book value depreciation results, loading into spreadsheet 18-2
- Non Financial Asset Retire page 21-20

O

- One to Many page 21-11
- open transactions 16-5
 - automatically incrementing 2-5
 - creating 16-9
 - processing options 2-4
 - searching for 16-5

P

- Parent Child Basic Information component - Child Assets page 6-30
- parent-child assets
 - calculating net book value 16-11
 - creating as components 6-28
 - creating reporting umbrella 6-28
 - performing interunit transfers 10-16
 - retiring 21-13
 - retiring all children with different options 21-14
 - specifying transaction details for all children 10-15
 - specifying transaction details for one child 10-15
 - transferring or recategorizing 10-13
 - understanding relationships 6-26
 - using child inherits life of parent 6-29
 - viewing 6-32
- Parent-Child Basic Information component 6-30
- Payables/Purchasing Interface page 8-13
- Payment Schedules page 3-25
- Pending Transaction Update/Delete page 10-20
- pending transactions
 - deleting or modifying 10-19
 - viewing details 10-21
- PeopleBooks
 - printed, ordering iv
- period allocation, calculating 26-9
- physical inventory
 - defining data to extract 14-6
 - duplicate tags and serials 14-14
 - hardware and software requirements beyond standard PeopleSoft setup 14-18
 - listing of software 14-19
 - overview of 14-1
 - processing 14-9
 - reviewing hardware requirements 14-18
 - reviewing matching 14-15
 - reviewing software requirements 14-18
 - setting up 14-3
 - understanding terminology 14-2
 - viewing history 14-17
- Physical Inventory Control - Definition page 14-7
- Physical Inventory Control - Transaction Defaults page 14-7
- Physical Inventory page 14-10
- Physical Inventory Setup page 14-4
- Pre AM 1 page 8-13
- Printable View of Asset page 6-34
- prior period depreciation, calculating 26-13
- process physical inventory, steps to process 14-11
- Profiles Depreciation Details page 3-38
- property tax data, exporting to third party systems 8-27

Q

Qualified Investments page 3-26

R

R&D (research & development) eligibility, defining 24-2

recording, GST 24-5

reinstatements 21-20

remaining value and remaining life, calculating 26-5

report for asset warranties, generating 11-8

reports 27-1

account activity 27-6

accounting entry 27-7

capital acquisition planning 27-3

depreciation 27-4

global 27-13

lease 27-9

physical inventory 27-9

retirement 27-10

transactions 27-1

U.S. tax 27-11

Results page 14-16

Retire Assets By ChartField page 21-12

Retire Assets page 21-4

Retirement Basis Reduction Codes page 3-26

retirements

calculating gains or losses 21-8

calculating VAT on 21-15

for parent-child assets 21-13

overview 21-1

processing like-kind exchanges 21-10

processing traded assets 21-10

retirements types, understanding 21-1

Round Options page 2-8

Run Accounting Entry Creation page 20-5

Run Archive page 25-2

Run Budgets to AM Interface page 8-26

Run Transaction Loader page 8-19

S

Salvage Rounding Options page 3-40

Scheduling page 14-9

Search for an Asset page 6-32

self-service web components 23-1

reviewing 23-3

reviewing security for 23-2

roles and 23-2

sending AP information to Asset Management, steps for 8-7

sending PO and AP information to Asset Management, steps for 8-2

sending PO information to Asset Management, steps for 8-4

service and repair statistics, entering for assets 11-3

specifying tax credits 26-1

Staffel depreciation methods, three types 24-16

T

tables

defining core 3-2

maintaining 3-43

using delivered 3-1

tax

entering online 6-10

reporting for France 24-12

Tax Class page 3-27

tax credits

entering against an asset 24-3

entering in Asset ExpressAdd component 24-4

Tax Credits page 3-27

tax credits, calculating 26-2

tax credits, defining 3-27

Tax Retirement Capital Gains Report, running 21-21

terminology for physical inventory 14-2

Transaction Codes page 3-29

Transaction Edit page 4-5

Transaction Loader 8-18

Transaction Loader, running the 8-16

U

Unitizing Assets – FROM Assets page 8-24

Unitizing Assets – TO Assets page 8-24

units of production

adding or adjusting 3-29

setting up 3-29

User Defined Depreciation Method Generate page 17-8

User Defined Method component - Definition page 17-5

User Defined Method Copy page 17-10

User Defined Variable page 17-3

user-defined depreciation 17-1

assigning to an asset 17-10

copying methods 17-9, 17-10

creating a method for 17-4

generating 17-8

reviewing method for 17-7

reviewing variables for 17-2

SQC program 17-8

steps to create 17-1

V

VAT page 21-15
 VAT, calculating on asset retirements 21-15

W

warranties
 entering information 11-5

 expiration notifications 11-7
 What If Depreciation
 performing 18-1
 viewing results 18-2
 What If Depreciation page 18-2
 What If Depreciation Results page 18-2

Y

yearly depreciation, calculating 26-7